

No.	Department name	Name of the document
1.-	Finance	2017 Application Form 2017 Application Page (Filing deadline) New Applicant Letter Recertification Rescind Letter Recertification Form Tax Relief Brochure Tax Relief Denial Tax Relief Request ALM_coupon BPOL Questionnaire Business License Application Business License Checklist Business License Incentive Application Business_Lic_Spnish_BPOL_Instructions Tangible Personal Property Daily Rental Application Daily Rental Quarterly Electronic Copy of BPOL Questionnaire Escrow Application Back Escrow Application Front MachineryAndToolsTaxReturn No Documentation Letter Pen and Int Waiver Back Pen and Int Waiver Front PP_High mileage instructions PP_High mileage TACS and Ballato info Cards Tax Information Back Tax Information Front TaxReliefAuthorizationForm Vendor's packet Contractor cart
2.-	Fire	Permit Application Stop Work Order Inspection Notice Fire Marshal's Office Certificate Permit Holder Guideline Language Access Request Forms
3.-	OMBD	Emerging Small Business (ESB) Registration Checklist Minority Business Development Registration Checklist MBE/ESB Change in Subcontractors Form

MBE/ESB Past Good Faith Efforts Participation Form
MONTHLY COMPLIANCE REPORT (MBE-3)
MBE/ESB PARTICIPATION FORM (MBE-2)
Good-Faith Minority Business Enterprise and Emerging Small Business Participation
Efforts Documentation of Contacts
Contractor Assistance Loan Program

4.- Dept. of Consent for Release of Information

Justice Serv. Probation Supervision Agreement
Division of Adult Program Intake Packet
Random Drug Testing Form
Color Change Form
Program Brochure
Consent for release of Information
Supervision Agreement
Fee Agreement
Adult Day Reporting Release of Information
Dress Code
Client Case Management Report
Attendance policy
Behavior Contract
Client Agreement
Code of Conduct
Replacement Book Contract
Family Support Release
Family Ties
Grievance Form - Juvenile Programs
Behavioral Health Docket
Community Service Work
Evening Reporting Center

5.- Human Resources ADA Accommodation Form
ADA Discrimination Form
CDL Employment Application Form & Release Form
Consent to Release Information Form
Emergency Contact Form
Random Notification Form
Reasonable Suspicion Notification Form
Reasonable Suspicion - Incident Documentation Form
Post Accident Form
Violence Report Form

6.- DSS CSA Parental Agreement Template
Economic Support & Independence Division Vital Documents already translated into Spanish:

Consent to Exchange Information (Spanish)
Confidentiality Agreement (Spanish)
SNAPET Pre-Assessment (Spanish)
SNAPET Plan of Participation (Spanish)
SNAPET Job Search (Spanish)
SNAPET Notice of Case Closure (Spanish)
VIEW Job Search (Spanish)
Activity and Service Plan (Spanish – Fillable)
VIEW Assessment (Spanish)
VIEW Notice of Sanction/Termination (Spanish)
VIEW Agreement of Personal Responsibility (Spanish)
Do You Have a Disability? (Spanish)
Multilingual Client Notice (Spanish)
Medicaid Notice of Action (Spanish)
Advance Notice of Proposed Action (Spanish)
Statement of Required Presence of Caregiver (Spanish)
Medical Expense Record (Spanish)
Notice of Cooperation & Good Cause (Spanish)
Appeal to the State Department of Social Services (Spanish)
Authorization for Release of SSI Check (Spanish)
Notice of Change Report (Spanish)
Application/Redetermination for Medicaid for SSI Recipients (Spanish)
Notice of Action (SNAP) (Spanish)
Request for Contact (Spanish)
Entitlement to Restoration of Lost Benefits (Spanish)
SNAP Sanction Notice for Noncompliance with a Work Requirement (Spanish)
Families & Children Medicaid & FAMIS Plus Renewal (Spanish)
Returned TANF Debit Cards (EPPICards) (Spanish)
Notification of Change (Spanish)
Affidavit of Identity for Medicaid Applicants and Recipients Under Age 16 (Spanish)
Acceptance Terms of Issuance for Diversionary Assistance (Spanish)
TANF 24-Month Advance Notice of Proposed Action (Spanish)
Medicaid Redetermination for Long Term Care (Spanish)
Food Replacement Request (Spanish)
Intent to Transfer Assets to Community Spouse (Spanish)
Request/Receipt for EBT Account Deduction (Spanish)
Missed Interview Notice (Spanish)
Rights and Responsibilities (Spanish)
SNAP Repayment Agreement (Spanish)
Medical Assistance Administrative Renewal Form (Spanish)
Notice of Action & Expiration (Spanish)
Checklist of Needed Verifications (Spanish)
SNAP - Hotline Information (Spanish)
Know Your Rights When Applying for SNAP Benefits (Spanish)
Application for Benefits (Spanish)
Affidavit of United States Citizenship or Legal Presence in the United States (Spanish)

Renewal Application for Auxiliary Grant (AG), Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF) (Spanish)
 Temporary Assistance for Needy Families (TANF) Application to Add New Assistance Members (Spanish)
 Interim Report - Request for Action (Spanish)
 Fuel Assistance Application (Spanish)
 Crisis Assistance Application (Spanish)
 Breast & Cervical Cancer Prevention & Treatment Act (BCCPTA) Medicaid Redetermination (Spanish)
 Cooling Assistance Application (Spanish)
 Notice of Transfer (Spanish)
 Affidavit on Check Endorsement (Spanish)
 SSA Consent for Release of Information (Spanish)
 Administrative Disqualification Hearings (Spanish)
CSA Vital Documents already translated into Spanish:
 Consent to Exchange Information (Spanish)
Children Family & Adult Division Vital Documents already translated into Spanish:
 Family Service Agreement(Spanish) - 08-15
 Service Application (Spanish)
 Addendum to Virginia Adoption Assistance Agreement- Spanish
 Request for Addendum to Virginia Adoption Assistance Agreement- Spanish
 Worksheet for Assessing and Negotiating Adoption Assistance- Spanish
 Information Sheet for Virginia Adoption Assistance Program Effective 10/15/13 (Spanish)
 Application for Adult Services-Spanish
 Notice of Action-Adult Services & Adult Protective Services Programs-Spanish
 Child Protective Services Appeal and Fair Hearing Brochure
 Family Assessment Brochure
 Description/Notification of Family Investigations Brochure
Fraud Unit Vital Documents already translated into Spanish:
 Intentional Program Violation (Spanish)
 Notice of Intentional Program Violations and Penalties (Spanish)
 Notice of Intentional Program Violation (Spanish)
 Waiver of Administrative Disqualification Hearing (Spanish)
 Administrative Disqualification Hearing Decision (Spanish)
 Advance Notice of Administrative Disqualification Hearing (Spanish)

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| 7.- | Library | Juv Card ApR8-16
Library Card Info |
| 8.- | Animal Control | Animal Ownership Requirements |
| 9.- | Police | Abandon Vehicle Notice
Incomplete Accident Report |

Request for Witness Subpoena
 Ride Along Application and Liability Waiver
 Traffic Fatality Report
 Automobile Loss and Accident Report
 Suspect Description Form
 OC Spray- Medical Service Rendered
 JVR Court Affidavit
 Damage to Private Property
 Award Letter Form
 Damage to City of Richmond Property
 Implied Consent Form
 Rights Waiver Form
 Permission to Take Blood Sample
 Allocation of Police Misconduct Form
 Permission to Search
 Agreement of Indemnification Form
 Strip Search
 Funeral Escort Request
 Exclusion Form City Recreation Site
 Employer Agreement for Off-Duty Services
 Funeral Employer Agreement for Off-Duty Police Service
 Other City Dept. Employer Agreement for Off-Duty Police Services
 Application for Authorization & Certification to Carry a Concealed Weapon
 Complaining Witness or Victim Polygraph Release
 Criminal History Record Request
 Freedom of Information Act Request
 Alarm Notice
 Conducting a Sequential Photographic Lineup
 House/Business Watch Form
 House/Business Watch 14 day Directed Patrol Check Form
 Accident Report -FR-300
 Uniform Traffic Summons
 IBR Reports
 Arrest Warrants
 Copy of Search Warrant Issued by the Magistrate

10.- Planning and Development Review
 Defective Maintenance NOV
 Unsafe NOV
 Environmental NOV (existing)
 Environmental NOV (yearly with fines, new)
 Letter of Clearance
 Confirmation Of Extension Letter
 Hazardous Structure Notice
 Right to Enter Letter
 Renewal Of Vacant Building Registration
 Vacant Building Registration Proactive Letter
 Vacant Building Registration Letter

Permit Tax Waiver
Notification of Derelict Buildings and Election Option
Permission to demolish letter
Demolition Watch List
Extension Request Form
Lien Waiver Form
Code Modification Request 2016
Building Permit Application
Elevator Permit Application
Tank Permit Application
Certificate of Zoning Compliance Application
Certificate of Occupancy Application
Storm Drainage Permit Application
Sprinkler Permit Application
Security Permit Application
Gas Piping Permit Application
Doo/Suppression Permit Application
Fire Alarm Permit Application
Sign Permit Application
Plumbing Permit Application
Mechanical Permit Application
Electrical Permit Application
Standard Ramp Detail
Standard Deck Detail
Standard Porch Section
Mobile Home Foundation and Anchoring Detail
Notes and Details
Porch Enclosure
Finished Attic Space Section
Wall Section Frame and Block Foundation
Wall Section Brick Veneer and Block Foundation
Wall Section Garage, Frame, Slab and Block Foundation
Wall Section Detached Accessory Building Frame and Monolithic Slab Foundation
Wall Section Frame and Monolithic Slab Foundation
Inspection Request
Tent Permit Application
News Regarding EnerGov and Permits Web Inquiry Function
Accessible Single Occupant Toilet Room
Required Room Area in Rooms with Sloping Ceilings
Contractor Registration Form
Certificate of Occupancy
Residential Electrical Permit
Commercial Building Permit
Delinquent Tax Form
Elevator Certificate
Residential Building Permit
Residential Mechanical Permit

Residential Plumbing Permit
Security Permit

11.- DPW

Law Enforcement Notices
Administrative Review Dismissal Letter
Administrative Review Justified Letter
Administrative Review Form and Cover Letter
Contest Form and Cover Letter
Residential Parking Permit Application
Parking Citation

12.- DPU

Water Service Letter (Occupant)
Consumption on Inactive Meter (COIM)
No Consumption Active Meter (NCAM)
Stopped Meter (Gas Service)
Reading Correct (Water Service)
Faulty Equipment, No Adjustment (Water Service)
Owner Property (Gas Service)
Important Notice