

Do You Need Your Vital Documents?

A Toolkit for Youth & Providers

Vital Documents:

Birth Certificate

Social Security Card

Pennsylvania State ID

Working Papers

Health Records



OVERVIEW

The purpose of this toolkit is to provide basic information about how to obtain vital documents. Birth certificates, social security cards, state identification cards, working papers and health records are all examples of vital documents. You need one or more of these documents to get a job, apply for benefits, get an apartment, apply for a GED and apply for college. This resource contains answers to common questions and also gives links to websites and organizations that can help you obtain your documents.

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Birth Certificates

WHO CAN REQUEST A BIRTH CERTIFICATE?

To apply, you must be at least 18 years old and have government-issued photo identification (ID), such as a Pennsylvania state ID or driver's license. If you are under age 18, an attorney or family member can apply for you, including a parent or step-parent, brother or sister, or grandparent. A person who applies for you must be 18 or older, must be able to show their relationship to you and must have valid ID.¹

WHAT IF I AM STAYING AT A SHELTER?

If you are staying at a shelter, you can complete your birth certificate application with your shelter case manager. The case manager will need to sign next to your signature on the application and include a letter on the shelter's letterhead stating your identity and that you reside at the shelter. For a sample letter, visit http://azhomeless.org/uploads/3/5/2/7/35279765/pennsylvania_birth_certificate_application_letter_sample.pdf. You also must write a letter saying you give the case manager permission to apply for you, and include that with the application, shelter letter and the case manager's state and agency IDs.

WHAT IS A PROPER ID?

A proper ID is a legible photocopy of a valid government-issued, non-expired photo ID that shows your name and current mailing address. Some examples are a state-issued driver's license and a non-driver Pennsylvania state photo ID. If the address has changed then you must include a copy of the updated ID.

If you do not have valid photo ID, you can bring two pieces of mail showing your name and your address, such as mail from a government agency, a utility bill, bank statement, pay stubs, a lease agreement or an income tax return. You also can ask an eligible person to apply for you and show their valid ID.

WHAT IF THE PERSON REQUESTING THE BIRTH CERTIFICATE FOR ME DOESN'T HAVE A PROPER ID?

If the person applying for you does not have proper ID, they must provide two acceptable documents verifying their name and current address. These include pay stubs, bank statements, utility bills, and mail from a government agency, including public benefits agencies.

HOW DO I REQUEST A BIRTH CERTIFICATE?

You can request a birth certificate: (1) in person, (2) by telephone, (3) by mail, or (4) online.

¹ http://www.health.pa.gov/MyRecords/Certificates/Documents/birth_certificate_application_6-2016.pdf

WHERE SHOULD I GO TO REQUEST A BIRTH CERTIFICATE IN PERSON?

Go to the Pennsylvania Department of Health's Division of Vital Records office in Philadelphia located at 110 North 8th Street, Suite 108, Philadelphia, PA 19107. The office's hours are Monday through Friday (excluding state holidays) from 8 a.m. to 4 p.m.²

IF I AM APPLYING IN PERSON, WHAT DO I NEED TO BRING?

There are three requirements for walk-in service: (1) a completed birth-certificate application, (2) proper photo ID, and (3) fee. Walk-in locations have copies of the application and you can complete it there. Be sure to bring a proper ID and a \$20 check or money order made out to VITAL RECORDS.

HOW CAN I ORDER ONLINE?

To order online, use VitalChek (<http://www.vitalchek.com/vital-records/pennsylvania/pennsylvania-vital-records>). You must use a major credit card to pay when you order online.

HOW CAN I ORDER BY TELEPHONE?

Call 866-712-8238. Unlike ordering in person, you must use a credit card if you order by phone. You will have to pay more for some delivery options.

HOW CAN I ORDER BY MAIL?

Complete and sign the application and mail it with your ID or shelter documents and payment to the Division of Vital Records, Attn: Birth Unit, P.O. Box 1528, New Castle, PA 16103.

WHAT CAN I USE FOR A CURRENT MAILING ADDRESS?

If you are applying in person, you do not have to have your birth certificate mailed because you can pick it up. If you are applying by mail, the address on your ID will be used. If you are applying without valid ID, you can bring mail showing your current address, such as a utility bill, bank statement, pay stubs, or public benefits letter. If you do not have a permanent address, you can use an address where you are getting mail or set up free mail services through Broad Street Ministries (315 South Broad Street | 215-735-4847).

IF I CURRENTLY AM IN DHS CARE, WILL MY DHS CASEWORKER HELP ME GET MY BIRTH CERTIFICATE?

If you are in DHS care, ask your DHS or CUA caseworker to apply for you. In Philadelphia, DHS should automatically apply for three originals of your birth certificate for you if you do not have it.

² <http://www.health.pa.gov/MyRecords/Certificates/Pages/11596.aspx>

IF I AM UNDER 18 YEARS OLD AND IN DHS CARE, IS DHS RESPONSIBLE FOR GIVING ME MY BIRTH CERTIFICATE?

Yes. Child-welfare laws help youth receive their documentation when the child leaves the system at age 18 or older. The federal Fostering Connections to Success and Increasing Adoptions Act requires child-welfare agencies to provide youth with the original or certified copy of their birth certificate, Social Security card, state ID card, health insurance information, and medical and education records.³ Pennsylvania Juvenile Court rules require that a transition plan be developed and approved before jurisdiction is terminated. The plan must include verification that the required vital documents have been provided to youth by DHS.⁴ Ask your DHS or CUA caseworker to help you with your documents.

IF I WAS IN DHS CARE BUT AM NOT NOW, CAN I RECEIVE HELP GETTING MY DOCUMENTS?

If you were in the foster care system at age 14 or older and are under 21 years old, you can contact Achieving Independence Center (AIC) and ask your coach for help with getting your documents. AIC is located at 1415 N Broad St #100, Philadelphia, PA 19122. AIC's phone number is (215) 574-9194.

If you are between the ages of 18 and 24 and were in foster care, you can contact the Support Center for Child Advocates at jstrout@sccalaw.org or 267-546-9222, for help with applying for a birth certificate by mail. Other organizations that can help are listed at the end of this toolkit.

HOW LONG WILL IT TAKE TO RECEIVE THE BIRTH CERTIFICATE ONCE IT IS ORDERED?

In-person requests are quicker and allow you to pick up your birth certificate in about one week. A birth certificate ordered by mail takes much longer. Currently, mail-in requests take about seven months. Online and phone requests for birth certificates for young people take about three weeks.

WHAT IS THE COST?

There is no fee for armed forces members, or a legal spouse or dependent child of armed forces members, but they must have proof. For everyone else, the cost is \$20. If you are in DHS care, DHS covers the cost for you. If you were formerly in foster care, AIC will cover the cost for you. Also, nonprofit organizations such as those listed at the end of this toolkit can cover the cost.

³ 42 U.S.C. § 675(5)(I) (2012).

⁴ 237 Pa. Code R. 1631(E).

Social Security Cards

DO I NEED A SOCIAL SECURITY CARD?

You need your Social Security number to do things like get a job, get a Pennsylvania state ID card, go to college and open a bank account. Even if you know your number, it is good to have the card.

There are three reasons to apply for a card. First, if you have never had a Social Security number. This can be because your guardian did not apply for one when you were born or you were not born in the United States. Second, if you need a replacement because you have to show the card for an application or do not remember your Social Security number. Third, if you need to correct information on the card.

WHERE DO I GO TO GET A SOCIAL SECURITY CARD IN PHILADELPHIA?

The Social Security Card Center for Philadelphia is located at 1500 JFK Blvd, 20th floor and is open Monday through Friday from 9:00 a.m. to 3:30 p.m. The phone number is (800) 772-1213.

WHAT FORM DO I NEED TO FILL OUT?

The necessary form can be found at <https://www.ssa.gov/forms/ss-5.pdf>. If you have trouble filling it out online, you will have to complete the form at the office.

DO I NEED TO APPLY FOR MY CARD IN PERSON?

If you are 12-years old or older, then you must appear in person for an interview and sign the application. You can sign for yourself if you are physically and mentally capable. If you cannot sign your name, then you may sign with an “X” mark and have two witnesses sign by the “X” mark. Or you can have a parent, close relative, or legal guardian sign the application.

WHO CAN APPLY FOR A SOCIAL SECURITY CARD?

You can request a replacement Social Security card for yourself, or have an eligible person apply for you so long as they can show their relationship to you and that they have some responsibility for you. Eligible people include a court-appointed legal guardian or a family member who has custody of you, such as a parent (natural, adoptive, or step), or a brother, sister, grandparent, aunt, uncle, or cousin.⁵ Also, a Pennsylvania state agency or state-licensed agency with legal custody can apply. These include foster care and child protective-service agencies and hospitals, contractors and adoption agencies.

⁵ POMS, RM 10205.025 (B) Proper Applicant for a Social Security Card

DO I NEED TO PROVIDE AN ADDRESS TO GET A SOCIAL SECURITY CARD?

For all three types of Social Security cards, you must provide an address where you can receive the card 10 to 14 days from the application. You can use the address of a relative, shelter or service provider.

DO I NEED ORIGINAL DOCUMENTS?

All documents either must be original documents or certified copies, not photocopies. If you don't have originals, you have to get certified copies from the organization that issues the document. If you do not have your original birth certificate, go to the section above to find out how to get a certified copy.

WHAT ARE THE COSTS ASSOCIATED WITH GETTING A SOCIAL SECURITY CARD?

None. There is no fee to get a Social Security card.

HOW LONG DOES IT TAKE TO RECEIVE A SOCIAL SECURITY CARD ONCE AN APPLICATION IS SUBMITTED?

Generally, it takes 10 business days from the date when the application is processed.

IS THERE A LIMIT TO HOW MANY TIMES I CAN APPLY TO GET A SOCIAL SECURITY CARD?

The government limits you to three replacement cards in one year and 10 during your lifetime. These limits do not apply to you if you had a legal name change, had certain changes in immigration status, or if you can prove that you need to replace your Social Security card to prevent a significant hardship.

WHAT TYPE OF SOCIAL SECURITY CARD SHOULD I GET?

If you have never gotten a Social Security card, then you must apply for an original. If you lost your Social Security card and do not remember the number, then you need a replacement. If you need to change information, such as your last name, then you need a corrected Social Security card.

Original Social Security Cards

WHAT DO U.S. CITIZENS NEED FOR AN ORIGINAL SOCIAL SECURITY CARD?

A U.S. citizen must prove three things: (1) age, (2) identity, and (3) that the applicant does not already have a Social Security number.

HOW CAN A U.S. CITIZEN PROVE THEIR AGE?

If you are a U.S. citizen, you can prove your age by presenting your birth certificate, U.S. hospital record of birth, passport, adoption record or religious record made before age 5 showing your date of birth.

HOW CAN A U.S. CITIZEN PROVE THEIR IDENTITY?

If you are a U.S. citizen, you can prove your identity using a non-expired photo ID that shows your name, identifying information, date of birth, and a recent photograph. You can use an employee ID, a school ID, a health-insurance card (not Medicare), or U.S. military ID.

If you do not have a valid photo ID, you can use a combination of two or more alternative documents to establish identity. Examples include school or medical records that have been stamped and signed by the school district or doctor's office, so long as the stamp and signature are less than 2 years old. You can also use your library card or a voter registration card.

If you are living in a shelter, you can provide a letter from the case manager that includes a description of what you look like. Or a case manager can go with you to the SSA office to verify your identity in person. To find out more, ask your shelter or one of the organizations listed at the end of this toolkit.

HOW CAN A U.S. CITIZEN PROVE THEY DON'T ALREADY HAVE A SOCIAL SECURITY NUMBER?

If you lived outside the U.S., a passport, school records, or other documents that show residence outside the U.S. can be proof that you do not have a Social Security number. If you lived in the U.S., information such as from schools and tax records can show that you were not given a Social Security number.

WHAT DO LEGAL ALIENS NEED FOR AN ORIGINAL SOCIAL SECURITY CARD?

If you are a legal alien⁶ you must submit a document from the Department of Homeland Security showing your immigration status.⁷ You also must submit a government agency document explaining why you need a Social Security number, and that you meet all the other requirements for the benefit.

Replacement Social Security Cards

WHAT ARE THE REQUIREMENTS FOR A REPLACEMENT SOCIAL SECURITY CARD?

You must have original or certified documents showing two things: citizenship and identity.

FOR A REPLACEMENT SOCIAL SECURITY CARD, HOW CAN A U.S. CITIZEN PROVE CITIZENSHIP?

For citizenship, the government requires a U.S. birth certificate or U.S. passport.

⁶ To find out about legal alien status, go to: www.uscis.gov/tools/glossary/lawful-permanent-resident. You can also obtain assistance and information at HAIS at hiaspa.org/legal.

⁷ Acceptable documents are listed at <https://secure.ssa.gov/poms.nsf/lnx/0110211530>

FOR A REPLACEMENT SOCIAL SECURITY CARD, HOW CAN I PROVE IDENTITY?

You need a government-issued non-expired ID that shows your name and identifying information. Examples include a U.S. driver's license, state-issued ID card, employee ID card, school ID card, health-insurance card (but not a Medicare card), and a U.S. military ID.

Corrected Social Security Cards

WHAT DOES THE SOCIAL SECURITY ADMINISTRATION (SSA) REQUIRE FOR A CORRECTED CARD?

You must prove identity by providing one or more documents that show the old name that matches SSA records and one or more documents that identify you by the new name. Acceptable documents include a marriage certificate, divorce decree, an adoption decree or other court order that changes your name.

IF I AM UNDER 18-YEARS OLD, WHO CAN HELP ME APPLY?

For organizations that can help, see the list at the end of this toolkit. Also, if you have a DHS or CUA caseworker, they can order a social security card for you. This process can take up to 24 weeks.

HOW CAN I GET MY SOCIAL SECURITY CARD WHEN I LEAVE DHS CARE?

Ask your DHS or CUA caseworker to help you get your Social Security card before you leave foster care. The federal Fostering Connections to Success and Increasing Adoptions Act requires child-welfare agencies to provide youth with the original or certified copy of their birth certificate, Social Security card, state ID card, health-insurance information, medical records and education records.⁸ In Pennsylvania, a transition plan must be developed and approved before the court's jurisdiction can be terminated. The plan must include verification that the required documents have been provided.

IF I WAS FORMERLY IN DHS CARE, CAN I RECEIVE HELP GETTING MY DOCUMENTS?

Yes. If you were formerly in foster care, you can work with an Achieving Independence Center coach to obtain your vital documents. In Philadelphia, AIC is located at 1415 N Broad St #100, Philadelphia, PA 19122. AIC's phone number is (215) 574-9194.

⁸ 42 U.S.C. § 675(5)(I) (2012).

Pennsylvania State ID

HOW CAN I GET MY PENNSYLVANIA STATE ID?

The Pennsylvania Department of Transportation (PennDOT) provides state IDs. To apply for one, you have to be at least ten years old. If you are under age 18, you must go with a parent or guardian who has valid ID and can prove their relationship to you, or, if you are in foster care, with your DHS or CUA caseworker. You must go in person to a PennDOT office to complete an application or print out and complete the application (<http://www.dot.state.pa.us/Public/DVSPubsForms/BDL/BDL%20Form/DL-54A.pdf>) beforehand and bring it to a PennDOT office along with supporting information.

WHAT TYPES OF INFORMATION WILL I NEED TO PROVIDE TO GET MY PENNSYLVANIA STATE ID?

You must show proof that you are a U.S. citizen, provide your Social Security card, and, if you are over 18 years old, show two proofs of your residency in Pennsylvania.⁹ To show citizenship, you must provide a certified birth certificate that has a raised seal. You also could use a valid U.S. Passport or a Certificate of Citizenship or Naturalization (INS Form N-550, N-560 or N-570), or your foreign adoption paperwork.

IF I AM OVER 18 YEARS OLD, HOW DO I SHOW RESIDENCY IN PENNSYLVANIA?

To show residency in Pennsylvania, you can use tax records, current utility bills, such as water, gas or cable bills, or other business mail such as bank statements and magazines. If you live with someone and do not have two documents with your address, you can bring the person you live with, along with their photo ID, to prove you live with them, and then show one other proof of your address. If you do not have a permanent address, you can use the address where you are getting mail or set up free mail services through Broad Street Ministries, located at 315 South Broad Street.

WHAT CAN I DO IF I DO NOT HAVE THE SOCIAL SECURITY CARD NEEDED?

You have to apply for one. See the section above to find out how to apply for your Social Security card.

WHAT CAN I DO IF I DO NOT HAVE THE BIRTH CERTIFICATE NEEDED?

If you do not have your birth certificate with a raised seal, you need to apply for one. See the section above to find out how to get your birth certificate.

⁹ <http://www.dot.state.pa.us/Public/DVSPubsForms/BDL/BDL%20Publications/pub%20195us.pdf>

WHO CAN HELP ME APPLY FOR AND OBTAIN MY PENNSYLVANIA STATE ID?

Organizations such as homeless shelters and Homeless Advocacy Project (homelessadvocacyproject.org) can help you obtain vital documents such as your state ID. If you are in school, the Homeless Children Initiative (<http://www.aiu3.net/Level3.aspx?id=7382>) will match you with a liaison in the school. If you have a DHS or CUA worker, ask them and they will help you obtain and pay for your ID because DHS is responsible for providing documents before you leave foster care.

If you were formerly in foster care, AIC can help with and pay for state ID. AIC is located at 1415 N Broad St #100, Philadelphia, PA 19122. AIC's phone number is (215) 574-9194.

Additional organizations are listed at the end of this toolkit.

WHAT DOES IT COST TO GET A PENNSYLVANIA STATE ID?

You have to pay a fee of \$30.50. Cash is not accepted. You must pay by check or money order.

WHERE DO I GO TO GET IT?

Go to any PennDOT office to apply for a state ID. Make sure you bring the documentation needed. The locations for PennDOT offices are here: www.dmv.org/pa-pennsylvania/dmv-office-finder.php.

WHAT IF I AM NOT A U.S. CITIZEN?

If you are not a U.S. citizen, PennDOT accepts other immigration documents showing your status.¹⁰

WHAT IF I LOST MY PENNSYLVANIA STATE ID AND NEED A REPLACEMENT?

If you previously had a Pennsylvania state ID and need a replacement, you can request a “duplicate” at www.dot3.state.pa.us/driver_services/dllogin.jsp. You will need your PA ID number, your birth date, the last four digits of your Social Security number, and a credit card. The ID will be mailed to the address on your card; if that address is out of date, update the address online before ordering a replacement. The fee is \$30.50. You can also request a replacement by going to PennDot in person. To apply in person, you do not need your Social Security card or proof of residency. You do need to bring a certified birth certificate that has a raised seal, a valid U.S. Passport, a Certificate of Citizenship or Naturalization (INS Form N-550, N-560 or N-570), or your foreign adoption paperwork. You also need a check or money order for \$30.50.

¹⁰ The documents are: **a.** I-551 Permanent Resident Card; **b.** Passport with the I-551 stamp; **c.** Machine-readable immigrant Visa; **d.** Re-Entry permit I-327; **e.** Employment Authorization Card I-76; **f.** Refugee travel document I-571; **g.** Reception and placement assurance form; **h.** Valid or expired passport with I-94 refugee status; **i.** Immigration documentation from DHS/U.S. CIS indicating asylee status, or **j.** I-797 Receipt.

Working Papers

HOW CAN I GET MY WORKING PAPERS?

Working papers are given out by the school district. To find the closest district office, go to www.philasd.org/cte/about/working-papers/. You will also need to fill out a form that can be found on the Office of Career and Technical Education (CTE) website at www.philasd.org/cte/wp-content/uploads/sites/155/2017/07/application_work_permit-1.pdf.

WHAT TYPES OF INFORMATION WILL I NEED TO PROVIDE?

You will need to provide proof of age. You can show your age using a copy of your birth certificate or baptismal certificate, or you may show your passport or a school ID that states your date of birth. For more information, go to <https://www.philasd.org/cte/about/working-papers/> or call 215-400-6007.

WHAT CAN I DO IF I DO NOT HAVE THE INFORMATION NEEDED?

For information on how to obtain a birth certificate, see the prior section on birth certificates.

To obtain a baptismal certificate, reach out to the church where you were baptized to find out about their request process. The Catholic Church keeps records, including baptism records, and may be able to give you a copy if you contact the church or parish. For example, St. Agatha and St. James allow you to call, email or send a written request for records. If traveling to the church is difficult, call to find out what information is needed and submit a written request. You should include your parent's names, your age at baptism, why you think you were baptized there and where you lived when you were baptized.

To obtain a school ID from the school where you are currently enrolled, contact your school.

WHERE DO I GO TO GET IT?

You have to go to a school district office for working papers. For locations and hours, check <https://www.philasd.org/cte/about/working-papers/>.

CAN SOMEONE ELSE GO TO THE SCHOOL DISTRICT OFFICE AND GET MY WORKING PAPERS FOR ME?

No. You have to go in person with the form filled out and the proper ID to get working papers.

Health Records

HOW CAN I GET MY HEALTH RECORDS?

Medical records are kept by every hospital and healthcare center where you were seen or treated, but every healthcare center has slightly different procedures and charges for obtaining medical records. Visit the healthcare center's webpage to learn the process and to download the official request form for your records.

WHAT TYPES OF INFORMATION WILL I NEED TO PROVIDE?

You may need to provide a mailing address for the documents to be sent to you. If you are picking up the medical records, you will need to show identification, such as a state-issued ID. If you are under 18 years old, the request may have to come from a parent or legal guardian who can prove their relationship to you when they submit the request.

WILL I HAVE TO PAY FOR MY MEDICAL RECORDS?

Yes. The charges vary, but you will need to pay for copying and, if you cannot pick them up, for mailing.

WHERE DO I GO TO GET MY MEDICAL RECORDS?

Call the healthcare center's medical records department (the phone number can be found on their website) or follow the instructions on the website to access the request form.

- For Children's Hospital of Philadelphia, go to <https://www.chop.edu/patients-and-visitors/obtaining-medical-records>.
- For Jefferson University Hospitals, go to <https://hospitals.jefferson.edu/patients-and-visitors/requesting-medical-records.html>.
- For Penn Medicine, go to <https://www.pennmedicine.org/for-health-care-professionals/for-physicians/obtain-medical-records>.
- For Temple University Hospital, go to <https://www.medicalrecords.com/hospital/temple-university-hospital>.

WHO CAN HELP ME APPLY FOR AND OBTAIN MY RECORDS?

Your DHS or CUA worker can help you locate and fill out the forms. You can also go to BenePhilly Enrollment Centers for help with medical records and benefits application, as listed below.

Other Questions

WHO CAN HELP ME FIND OUT MORE OR COMPLETE AN APPLICATION?

If you are homeless, for general information or assistance you can go to:

- **The Homeless Advocacy Project** – 429 Walnut Street, 15th Floor, Philadelphia, PA 19102. HAP offers help in obtaining birth certificates for PA residents. You can view the legal clinic schedule at homelessadvocacyproject.org/legal-clinic-schedule.php or call 215-523-9595.
- **Face to Face** – 123 East Price Street, Philadelphia, PA 19144. You can find information about the legal clinics at facetofacegermantown.org/programs/#legal-center or call (215) 849-0179.

If you were in the foster care system and are under age 24, you can also get help from Support Center for Child Advocates, located at 1670 JFK Boulevard, Suite 1200, Philadelphia, PA 19103. You can find out more at sccalaw.org or call 267-546-9200.

These organizations also can help you if you need to obtain your records from another state.

HOW DO I GET MY SCHOOL OR EDUCATION RECORDS?

Contact the school you attended for your education records or, if you attended a public school in Philadelphia or a charter school that is now closed, you can make a request at <https://www.philasd.org/studentrecords/student-records-home/student-records/>. If you are under 18, the school may require a parent or legal guardian to make the request. If you have trouble obtaining the records or need other help, contact the Education Law Center at www.elc-pa.org/about/contact/ or 215-238-6970.

DO I NEED THESE VITAL DOCUMENTS TO ENROLL IN SCHOOL IN PHILADELPHIA?

Generally, you need proof of age, residence and immunization to enroll in a Philadelphia public school. <https://www.philasd.org/studentplacement/wp-content/uploads/sites/19/2017/06/SDP-Enrollment-Guidelines.pdf>. However, if you are homeless or in foster care, you do **not** need vital documents in order to enroll in school. For more information, contact the school or Education Law Center at www.elc-pa.org/about/contact/.

HOW CAN I GET ASSISTANCE IN FINDING OUT WHETHER I QUALIFY FOR PUBLIC BENEFITS?

The Benefits Data Trust (BDT) BenePhilly Enrollment Centers provide individuals with assistance in applying for benefits including: PACE/PACENET (PA Prescription Assistance Program), Property Tax/Rent Rebate, Medicare Extra Help, LIHEAP, and SNAP/Food Stamps. If you think you qualify for benefits, contact the Enrollment Centers at:

- **Catholic Social Services** – Casa Del Carmen, 4400 North Reese St, Philadelphia, PA 19140 (Mon-Thurs: 9am-8pm; Fri: 9am-5pm; Sat: 9am-2pm) cssphiladelphia.org/familyservicecenters/casa/
- **Philadelphia FIGHT** – 1207 Chestnut St, 3rd Floor, Philadelphia, PA 19104 (Mon- Fri, 9am-5pm) fight.org
- **Project HOME** – 1515 Fairmount Ave, Philadelphia, PA 19130 (Mon-Wed: 9am-6:30pm; Thurs, Fri: 9am-5pm; Every other Sat: 9am-12pm) projecthome.org

WHERE CAN I STORE MY DOCUMENTS?

Currently neither the City of Philadelphia nor the State of Pennsylvania provides a safe place to store important records. For physical storage, keep them with a trusted adult or on your person. To store them digitally, you can save pictures of the documents on your phone, or store them at no cost on Google drive (www.google.com/drive/), which is accessed using your Gmail username and password. You can find instructions for creating a Gmail account at support.google.com/mail/answer/56256?hl=en.

WHERE CAN I FIND OUT ABOUT OTHER HELPFUL SERVICE ORGANIZATIONS?

To find other Philadelphia area youth-oriented service organizations that may be helpful, you can go to youthmattersphilly.org.

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**Philly
Homes
4 Youth**

Stoneleigh
FOUNDATION