Required Document List

Please submit all documents that apply to you and your household from each category listed below.

*The requested documents apply to the applicant and all household members (SPOUSE and CHILDREN)*

**IDENTIFICATION- per adult household member**
- Passport
- Driver’s License or Government issued ID
- School ID Card
- U.S. Military Card or Draft Record
- Military Department ID
- U.S. Coast Guard Merchant Mariner Card
- Employment ID
- Matricular Consular

**RESIDENCY- document dated within 60 days**
- Utility Bill or Utility Company Record
- Rent Receipt or Statement from non-relative landlord
- Valid Driver’s License or ID with current address listed
- School Records
- Voter’s Registration Card
- Statement from Childcare Agency
- Employment Records or Statement from Employer
- Property Records
- Mail with household name & address (excluding mail from Parkland)
- Mortgage or Lease Agreement (does not need to be dated within 60 days if current)
- Food Stamp Award Letter

*Note: Mail addressed to a P.O. Box cannot be used as proof of residency*

**INCOME**
- Employment Verification Form AND LAST four check stubs (required, if applicable)
- Social Security Award Letter (required, if applicable)
- Statement from Employer on Letterhead (dated within last 60 days, if applicable)
- Most recent income tax return (required, if self-employed)
- Most recent monthly earnings statement form (if applicable)
- Personal Work or Day Labor Records (most recent, if applicable)

**HOUSEHOLD- one document per person in your household**
- Birth Certificate (minor children only)
- Hospital or Public Health Record of Birth
- Military Records
- Local, State or Federal Government Records
- Voter’s Registration Card
- Court-ordered Guardianship/Conservatorship
- Church or Baptism Record
- U.S. Citizen & Immigration Service Records

**Assets**

All information on the following items:
- Checking Account Statement (all USA and non-USA accounts, include all pages)
- Savings Account Statement (all USA and non-USA accounts, include all pages)
- Insurance/Lawsuit Settlement(s)
- Real Estate/Rental Property
- Stocks/Bonds/Certificates of Deposit
- Prepaid Burial Insurance
- Livestock
- Lump Sum Payments
- Retirement (including IRAs)
- Sponsor’s Resources (including all bank statements, real estate/rental property, etc.)

Revised: 1/16/19
You may be eligible for benefits to pay all or part of your Parkland bills through one or more of the various state or federal programs. If you live in Dallas County, you may also qualify for Dallas County tax supported assistance.

To apply for assistance, please you can submit an application via mail, e-mail, MyChart or at one of the following locations. For more information, please call 214-590-4900.

**Bluitt-Flowers Health Center**
303 E. Overton Road.
Dallas, TX 75216
214-266-4200
M-F 8 a.m. to 2:00 p.m.

**Hatcher Station Health Center**
4600 Scyene Road
Dallas, TX 75210
214-266-1000
M-F 8 a.m. to 2:00 p.m.

**Southeast Dallas Health Center**
9202 Elam Road
Dallas, TX 75217
214-266-1600
M-F 8 a.m. to 2:00 p.m.

**deHaro Saldivar Health Center**
1400 N. Westmoreland Road
Dallas, TX 75211
214-266-0500
M-F 8 a.m. to 2:00 p.m.

**Irving Health Center**
1800 N. Britain Road
Irving, TX 75061
214-266-3000
M-F 8 a.m. to 2:00 p.m.

**Vickery Health Center**
8224 Park Lane Suite 130
Dallas, TX 75231
214-266-0350
M-F 8 a.m. to 2:00 p.m.

**E. Carlyle Smith, Jr. Health Center at Grand Prairie**
801 Conover Drive
Grand Prairie, TX 75051
214-266-3400
M-F 8 a.m. to 2:00 p.m.

**Garland Health Center**
802 Hopkins
Garland, TX 75040
214-266-0700
M-F 8 a.m. to 2:00 p.m.

**Parkland OPC Business Office**
1st Floor
5201 Harry Hines Blvd.
Dallas, TX 75235
M-F 7 a.m. to 4 p.m.

For general questions, please call:
- 214-590-4900
- M-F 9 a.m. to 4 p.m.