RIDGEFIELD LITTLE LEAGUE'S ALL-STAR DECLARATION LETTER

Ridgefield Little League will soon be selecting the All-Star teams that will participate in summer tournaments and hopefully go on to represent our league in the State Championships, and possibly beyond.

To be eligible, your family must commit to daily practices, throughout the All-Star post season practices and tournament ('s). Any days the player isn't available **must be disclosed up front, on this form.** This means that if you have any family vacations or other events or commitments planned before the end of the July, your player may be ineligible regardless of their skill level. There may be a mandatory fundraising effort, by all the tournament teams, to raise money for all the teams that need to travel to State Championships (or beyond). Even with fundraising efforts, please expect that the parents must shoulder a great deal of expense associated with traveling to the All-Star tournaments. Additionally, families are expected to help the team and to also assist with league-hosted tournaments. District and State tournament locations will be announced as we receive them.

MANDATORY REQUIREMENTS

Players and parents must sign and agree to follow a code of conduct agreement. Participate in at least 8 regular season games in their respective division. Submit a valid **original or certified copy (no photocopies)** of state-issued Birth Certificate (required every year and will be held until team is finished). *Not required until player is picked for an All-Star team*.

Provide three different proofs of residency within the league boundaries or a valid School Enrollment Verification form, signed by a school official. For questions about residency proofs, please contact the Player Agent via email: allstars@ridgefieldlittleleague.com or visit RLL's website at the following menu: (HOME>RESOURSES>FORMS)

All-Stars is about representing your league and winning. To be an All-Star means to be some of the best athletes, role models, students and members of the Ridgefield Little League community. Parents in the stands also represent the Ridgefield Little League community and are expected to act appropriately. Sportsmanship is required from all family members while watching the players give their best on the field. Family members must remember that the coaches are committed to having each player put their best efforts whenever on and off the field. The coaches will do their best to reach that goal and they expect and need family members to trust in their decisions to achieve these goals. Family members must withhold negative comments and never attempt to approach the team during a game or coach from the stands. Questions should come directly to the entire coaching staff only at appropriate times, never during a game. Encourage all athletes, remain positive, focus on what's good and going right, work hard, give your best, and above all have fun. Good luck!

Depending on your age, please declare for which team you would like to be considered for then please sign below and return to your coach ASAP! Players NOT turning in a form WILL NOT be added to the voting ballot or considered to be picked for an All-Star team. Also, please reference the Little League Age chart to verify player League age for the appropriate team.

	Player Name Jers	sey Size: YS YM	YL YXL AS AM AL AXL
•]9/10/11 □10/11/12 □Interm 9/10/11 □10/11/12 □Junior	•	/12/13) □Junior (13/14)
disqualification that my player these dates:	player's name on the All Star bar r is eligible and available to prace , and has no other commi ractices or tournament games (S	ctice at coaches d itments, tourname	iscretion, every day, except for ents or obligations that would
No, please do not inclu	de my player's name on the All-	Star ballot for this	season
Parent Signature			Date

RIDGEFIELD LITTLE LEAGUE'S ALL-STAR DECLARATION LETTER

Player Eligibility Requirements

For a child to be a Little Leaguer®, eligibility must first be established by way of residency inside the boundaries of a local Little League®, or the location of the school where the child attends is located inside a local league's boundaries that is approved by Little League Baseball, Incorporated. Residency and School Attendance Eligibility Requirements:

- A school issued report card or performance record will **no** longer be accepted to establish school attendance. Either the school enrollment form or an official/certified school enrollment record dated prior to October 1st of previous year can be used to establish school attendance for the current season. **NEW All-Star players** enrolled in an RSD school need to have the School Enrollment form completed by the school and returned to the league ASAP. (Note: if using the School Enrollment Form the following forms of verification are not needed or required.
- Also, residence shall be established and supported by documents containing the full residence which includes parent(s) or guardian(s) name, street address, city, state and zip code information, dated or in force between February 1st of previous year and February 1st of current year, from one or more documents from EACH of the three Groups outlined below:
- **Group I** 1. Driver's License (photo ID of parent(s) or guardian(s) with qualifying residence address) 2. School records (home address of player's parents or guardians) 3. Vehicle records (i.e., registration, lease, etc.) 4. Employment records 5. Insurance documents (with residence address)
- **Group II** 1. Welfare/childcare records. 2. Federal records (i.e., Federal Tax, Social Security, etc.) 3. State records. 4. Local (municipal) records. 5. Support payment records. 6. Homeowner or tenant records. 7. Military records

Group III 1. Voter's Registration. 2. Utility bills (i.e., - gas, electric, water/sewer, phone, mobile phone, heating, waste disposal). 3. Financial records (loan, credit, investments, etc.). 4. Medical records. 5. Internet, cable, or satellite television records

NOTE: Example - Three documents from the same Group (utility bill, cable bill, and bank statement) constitute only ONE document.

Be aware that players who established "residence" or "school attendance" for regular season and/or tournament eligibility for the previous season by using the Tournament Player Verification form, and who can produce the form with proper proofs and signatures from the first year that the Tournament Player Verification form was used for that player, will be grandfathered and will **NOT** need to complete a new Tournament Player Verification Form. Unless the School form used in the previous year(s) have a different school listed (I.E. – player moved from Union Ridge Elementary to View Ridge between last year to this year – please either have a new school verification form (Found at **RLL's website at the following menu:**

(HOME>RESOURSES>FORMS) completed and signed by the school and returned to the league ASAP or let the league know at: allstars@ridgefieldlittleleague.com and we can complete a Reg 2(d) form for the updated All-Star Affidavit.

In preparation for the Little League International Tournament, local leagues are to be aware that tournament Eligibility Affidavit will this year require all tournament teams to complete and carry a Tournament Player Verification form for every rostered player.



LITTLE LEAGUE® BASEBALL AND SOFTBALL TOURNAMENT PLAYER VERIFICATION



Date Requested	(ci	heck one) BASEBALL SOF	FTBALL
League Name		League ID#	
PLAYER	INFORMATION AND DOCU	MENTATION	
Player Name		Date of Birth	
(must be name a	as shown on the birth documentation)		
TYPE OF AGE PROOF: (CHOOSE ONE)			
Board of Health/Registrar of Vital Statistics	Federal/Military In-Lieu Statem	nent (necessary document from all four gro	oups)
RESIDENCY PROOF: (CHOOSE ONE OR	MORE DOCUMENTS FROM <u>EACH</u> OF	THE THREE GROUPS)	
ADDRESS OF PARENT OR LEGAL GUARD	DIAN		
Street Address	City	State Zip	
GROUP ONE	GROUP TWO	GROUP THREE	
Driver's License	Welfare/Child Care Records	Voter's Registration	
School Records	Federal Records (i.e., Federal Tax, Social Security, etc.)	Utility Bills (i.e., gas, electric, water/se phone, mobile phone, heating, waste disp	
Vehicle Records (i.e., registration, lease, etc.)	State Records	Financial Records (i.e., loan, credit,	,
Employment Records	Local (Municipal) Records	investments, etc.)	
Insurance Documents	Support Payment Records	Medical Records	
	Homeowner/Tenant Records	Internet, Cable, or Satellite Rec	cords
	Military Records		
	- OR -		
A Little League issued school attendance SCHOOL ADDRESS Street Address	form completed by the school administra City		
	· · · ·		
		arter Committee Waiver	
	VERIFICATION		
arent or Legal Guardian Agreement: By my signature belo ecessary documentation required by Little League to verify le nds that the information submitted as acceptable documen ubmitted information/documentation was falsified, misreprese n all appropriate parties, including but not limited to players, with Little League Baseball, Incorporated.	w, I certify that all the information provided for this To ague/tournament age and residence/school attenda tation regarding league/tournament age and reside ented, or insufficient then Little League Baseball®, Inc	nce eligibility. If the Charter/Tournament Committee s nce/school attendance eligibility now shows that the orporated reserves the right to impose sanctions and	ubsequentl e previousl /or penaltie
Name (Printed) of Parent/Legal Guardian	Signature of Parent/Legal Guardian	Date	
eague President's Verification: I have reviewed and verifie eague to verify league/tournament age and residence/schocceptable documentation regarding league/tournament age alsified, misrepresented, or insufficient then Little League Bas mited to players, coaches, tournament teams, league officials	ol attendance eligibility. If the Charter/Tournament C and residence/school attendance eligibility now sho eball, Incorporated reserves the right to impose sand	committee subsequently finds that the information s ws that the previously submitted information/docume stions and/or penalties on all appropriate parties, inclu	submitted a entation wa uding but no
Name (Printed) of League President	Signature of League President	Date	
vistrict Administrator's Review: I have reviewed the eliginowledge, appears to be acceptable under Little League star		tificate, and the information presented here, to the	best of m
Name (Print) of District Administrator	Signature of District Administrator	Date	



Little League® Baseball and Softball School Enrollment Form



The District and the local league will maintain this form and supporting documentation in their files. Completion of this form is only required ONCE during a participant's career, unless the school enrollment changes. A II(d) would then be required.

Oate:						
eague Name: _			Le	ague ID#:		
layer/Student N	Name:		D			
Division: (Check One)	☐ Baseball	Level: (Check One)	☐ Tee Ball ☐ Minors	☐ LL (Majors) ☐ Intermediate	☐ Junior ☐ Senior	
arent/Guardiar	n Address:					
		(Street))	(City/State)		(Zip)
	e of Parent/Legal Guard			gal Guardian) or Vice Principal	(Date)	
o be filled ou	ıt by School Ac	lministrato	r, Principal,	or Vice Principal		cated at
o be filled ou	at by School Ac	lministrator	r, Principal,	or Vice Principal Print School Name)	School, lo	
o be filled ou	at by School Ac	lministrator	r, Principal,	Print School Name) (School Phone Number)	School, lo hereby ver	ify that
o be filled ou	at by School Ac	lministrator	r, Principal,	or Vice Principal Print School Name)	School, lo hereby ver	ify that
(Print Studen	at by School Ac	lministrator of ss) as enrolled an	r, Principal, o	Print School Name) (School Phone Number) the above named school	School, lo hereby ver	ify that

If the Charter/Tournament Committee subsequently finds that the information submitted as acceptable documentation regarding school enrollment/attendance now shows that the previously submitted information/documentation was falsified, misrepresented or insufficient, then Little League Baseball, Incorporated reserves the right to impose sanctions and/or penalties on all appropriate parties, including but not limited to players, coaches, league officials, and/or the league which could result in suspension and/or terminations with Little League Baseball, Incorporated.

2022 Little League® Age Chart FOR BASEBALL DIVISION ONLY

Match month (top line) and box with year of birth. League age indicated at right.

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC	AGE
2018	2018	2018	2018	2018	2018	2018	2018	2017	2017	2017	2017	4
2017	2017	2017	2017	2017	2017	2017	2017	2016	2016	2016	2016	5
2016	2016	2016	2016	2016	2016	2016	2016	2015	2015	2015	2015	6
2015	2015	2015	2015	2015	2015	2015	2015	2014	2014	2014	2014	7
2014	2014	2014	2014	2014	2014	2014	2014	2013	2013	2013	2013	8
2013	2013	2013	2013	2013	2013	2013	2013	2012	2012	2012	2012	9
2012	2012	2012	2012	2012	2012	2012	2012	2011	2011	2011	2011	10
2011	2011	2011	2011	2011	2011	2011	2011	2010	2010	2010	2010	11
2010	2010	2010	2010	2010	2010	2010	2010	2009	2009	2009	2009	12
2009	2009	2009	2009	2009	2009	2009	2009	2008	2008	2008	2008	13
2008	2008	2008	2008	2008	2008	2008	2008	2007	2007	2007	2007	14
2007	2007	2007	2007	2007	2007	2007	2007	2006	2006	2006	2006	15
2006	2006	2006	2006	2006	2006	2006	2006	2005	2005	2005	2005	16

NOTE: This age chart is for BASEBALL DIVISONS ONLY, and only for 2022.



2022 Little League® Age Chart FOR SOFTBALL DIVISION ONLY

Match month (top line) and box with year of birth. League age indicated at right.

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC	AGE
2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	4
2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	5
2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	6
2014	2014	2014	2014	2014	2014	2014	2014	2014	2014	2014	2014	7
2013	2013	2013	2013	2013	2013	2013	2013	2013	2013	2013	2013	8
2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	9
2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	10
2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	11
2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	12
2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	13
2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	14
2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	2006	15
2005	2005	2005	2005	2005	2005	2005	2005	2005	2005	2005	2005	16

NOTE: This age chart is for SOFTBALL DIVISONS ONLY, and only for 2022.



RESIDENCY AND SCHOOL ATTENDANCE ELIGIBILITY REQUIREMENTS

Each local Little League determines the actual geographic boundaries of the area from within which it shall select players. These boundaries must be described in detail and shown on a map and dated when making application for a Little League charter. Players will be eligible to play with that league only if they reside or the physical location of the school where they attend classes is within the boundaries provided to and approved by Little League Baseball, Incorporated.

NOTE: Players who established "residence" or "school attendance" for regular season and/or tournament in a prior season using the Tournament Player Verification form, and can produce the form with proper proofs and signatures, will NOT need to complete a new Tournament Player Verification form.

I. A PLAYER WILL BE DEEMED TO RESIDE WITHIN THE LEAGUE BOUNDARIES IF:

- A. His/her parents are living together and are residing within such league boundaries, OR;
- B. Either of the player's parents (or his/her court-appointed legal guardian) reside within such boundaries. It is unacceptable if a parent moves into a league's boundaries for the purpose of qualifying for tournament play. As detailed later in these rules, the penalty for violation of this rule may, in Little League Baseball, Incorporated's discretion, result in the disqualification of a player, team or entire league from regular season and/or tournament play.
 - "Residence," "reside," and "residing" refers to a place of bona fide continuous habitation. A place of residence once established shall not be considered changed unless the parents, parent, or guardian makes a bona fide change of residence.

Residence shall be established and supported by documents containing the full residence which includes parent(s) or guardian(s) name, street address, city, state, and zip code information, dated or in force between February 1, 2021 (previous year) and February 1, 2022 (current year), from one or more documents from each of the three Groups outlined below:

NOTE: Example – Three documents from the same Group (utility bill, cable bill, and bank statement) constitute only ONE document.

GROUP ONE

- 1. Driver's License
- 2. School records
- 3. Vehicle records (i.e.,registration, lease, etc.)
- 4. Employment records
- 5. Insurance documents

GROUP TWO

- 1. Welfare/child care records
- 2. Federal records
 (i.e. Federal Tax, Social Security, etc.)
- 3. State records
- 4. Local (municipal) records
- 5. Support payment records
- 6. Homeowner or tenant records
- 7. Military records

GROUP THREE

- 1. Voter's Registration
- 2. Utility bills

(i.e., gas, electric, water/ sewer, phone, mobile phone, heating, waste disposal)

- 3. Financial records
 (i.e. loan, credit, investments, etc.)
- 4. Medical records
- 5. Internet, cable, or satellite records

Any documents submitted as proof of residence must demonstrate bona fide continuous habitation as determined by Little League Baseball, Incorporated in its sole discretion.

II. A PLAYER WILL BE DEEMED TO ATTEND SCHOOL IN THE BOUNDARIES IF:

A. The physical location of the school where he/she attends classes is within the boundaries established by the local league. **NOTE:** This excludes home schools, cyber schools, sports-related schools, sports academies, preschools, or after school where a student participates outside of the primary school the

"School attendance" refers to the (place) physical location the player in question attends school during the traditional academic year. Once established, a location of school attendance shall not be considered changed unless the child is enrolled and attends another school or is no longer enrolled in or attending the previous school.

School attendance shall be established and supported by a document indicating enrollment for the current academic year, dated prior to **October 1**, **2021**, and with the physical location of the school, from **ONE of the following categories** to determine school attendance by such player:

- 1. Official/Certified school enrollment record dated prior to October 1, 2021
- 2. A Little League-issued school attendance form completed by the principal, assistant principal, or administrator authorized to sign on behalf of the school

It is recommended that the league require some proof of residence or school attendance within the league's boundaries at the time the player registers. Players and their parents/guardians are advised that a false statement of residence or school attendance may lead to ineligibility to play Little League Baseball or Softball. Under NO circumstances does ANY person have the authority to grant a waiver that allows a child to play in a local Little League program IN ANY DIVISION, when that child does not qualify under these eligibility requirements. Any league who accepts any player outside of its boundaries and fails to properly document compliance with the "Residence and/or School Attendance Player Eligibility Requirement" or obtain a waiver through the Charter Committee may result in the disqualification of a player, team, or entire league from regular season and/or tournament play.

If the claim for residency or school attendance is challenged, the above materials must be submitted to Little League Baseball, Incorporated, with an affidavit of residency or school attendance from the parent(s) or guardian(s). Little League Baseball, Incorporated shall have the right to request additional documentation in support of the claim of residency or school attendance. The parent(s) or legal guardian(s) will be required to provide said documentation to obtain eligibility. Little League Baseball, Incorporated shall decide the issue in its sole discretion, and that decision will be final and binding. Residency or school documents must illustrate that the residence or school attendance (as defined above) was inside the league's boundaries throughout the regular season (as of June 15 of the year in question).

In the case of a Regulation II(d) Waiver Form, or a Regulation IV(h) Waiver Form, the proof of residence for the FORMER residence of the parent(s)/guardian(s) or former school that was within the current league's boundaries must be obtained. This proof of residence for the former residence or former school attendance must be supported by the same documentation as noted above.

TOURNAMENT REQUIREMENT FOR NON-CITIZENS:

A participant who is not a citizen of the country in which he/she wishes to play, but meets residency requirements as defined by Little League, may participate in that country if:

- 1. his/her visa allows that participant to remain in that country for a period of at least one year, or;
- 2. the prevailing laws allow that participant to remain in that country for at least one year, or;
- 3. the participant has an established bona fide residence in that country for at least two years prior to the start of the regular season.

Exceptions can only be made by action of the Charter Committee in Williamsport. Any request for a waiver pertaining to the eligibility of a player must be submitted in writing, by the president of the local Little League through the District Administrator, to the respective Regional Director not later than the date prescribed in Regulation IV(i). Requests submitted after that date will not be considered.

PROOF-OF-AGE REQUIREMENTS ACCEPTABLE FORMS OF PROOF OF BIRTH DATE

- Original proof of age document, if issued by federal, state, or provincial registrars of vital statistics in the country in which the Little Leaguer is participating.
- 2. If country of participation differs from the country of proof of age document, original proof-of-age document issued by federal, state, or provincial registrars of vital statistics, or local offices thereof, are acceptable proof of age, provided the document was filed, recorded, registered, or issued within one (1) year of the birth of the child.
- 3. An original document issued by federal, state, or provincial registrars of vital statistics, or local offices thereof, listing the date of birth, with reference to the location and issue date of the original birth certificate, is acceptable. (The original birth certificate referenced must have been filed, recorded, registered, or issued within one (1) year of the birth of the child.) Also issued by these agencies are photocopies of the certificate of live birth with the certification also photocopied, including the signature, and include the seal impressed thereon. Such documents are acceptable without "live" signatures, provided the original filed, recorded, registered, or issued date of the birth certificate was within one (1) year of the date of birth.
- 4. For children born abroad of a parent or parents who are U.S. citizens, any official government document issued by a U.S. federal agency or service, is acceptable. For military dependents, Department of Defense identification cards and military hospital certificates are acceptable. These must be originals, not copies, and must refer to a filing, recording, registration, or issue date that is within one (1) year of the birth of the child.
- 5. A "Statement in Lieu of Acceptable Proof of Birth" issued by a District Administrator is acceptable.

NOT ACCEPTABLE AS SOLE PROOF OF BIRTH: Baptismal Certificate; Certificate of Blessing; Certificate of Dedication; Certificate of Circumcision, etc.; Hospital Certificate; photocopied records; passports.

NOTE: Little League International has authorized the Regional Directors for Latin America and Caribbean, Europe and Africa, and Asia-Pacific, to adopt a policy that excludes No. 1 above. Local Little Leagues and districts in those regions will be informed of the regional policy.

HOW TO OBTAIN ACCEPTABLE DOCUMENTS PROVING DATE OF BIRTH

Certified copy-of-birth records may be obtained from the Registrar of Vital Statistics of each state, province, or local office where the child was born. For U.S.-born persons, addresses of these offices or bureaus, fees required, and other pertinent information are supplied by the United States Department of Health and Human Services (National Center for Health Statistics). A database listing the method for obtaining birth records from any U.S. state or territory is available at the following Internet address: cdc.gov/nchs/w2w.htm

Individual states may also have online instructions on how to obtain "rush" birth records. To find out a state's latest policies regarding birth records, go to the Internet site listed below and type "birth records" into the search field, designate the appropriate state, then click on "SUBMIT." è USA.gov

Persons in the U.S. who need a copy of a non-U.S. birth record should contact the Embassy or the nearest Consulate of the country in which the birth occurred. Addresses and telephone numbers for these offices are listed in the U.S. Department of State Publication 7846, "Foreign Consular Offices in the United States," which is available in many local libraries. This information may also be located at the following Internet address **found online**. Such proof-of-birth records must meet the criteria for acceptable proof listed above.

HOW TO OBTAIN A "STATEMENT IN LIEU OF ACCEPTABLE PROOF OF BIRTH"

When an "Acceptable Proof of Birth" as described previously is not available, then the appropriate number of items in EACH of these FOUR groups are required so that the participant may obtain a "Statement in Lieu of Acceptable Proof of Birth," which is required for such a participant to be eligible for regular season or tournament play:

- Group 1. Any one (1) of the following, provided the date of birth is listed: a naturalization document issued by the United States Department of Justice; photocopy of birth certificate; original birth certificate or government record of birth if not containing a filing, recording, registration, or issue date within one (1) year of the date of birth; passport; PLUS...
- Group 2. Any two (2) of the following, provided the date of birth is listed: Baptismal Certificate; Certificate of Blessing; Certificate of Dedication; Certificate of Circumcision; or any other religious-related certificate; Hospital Certificate; School Record (must be dated, and date of issue must be at least two years prior to current season); Social Security document; Welfare Department document; adoption record. Any item in this group must be an original document, not a copy; PLUS...
- Group 3. Any two (2) of the following: A written, signed, and notarized statement from
 - ... the doctor who delivered the child;
 - ... a hospital administrator where the child was delivered;
 - ... the principal or headmaster of the school the child attends;
 - ... a Social Worker with personal knowledge of the child's date of birth;
 - ... a Priest, Rabbi, Minister, Mullah, or other titled religious figure with personal knowledge of the child's date of birth;
 - ... the child's pediatrician or family doctor.

NOTE: In each statement in Group 3, the writer must describe his/her responsibilities or his/her relationship to the child, and must attest to his/her personal knowledge that the child was born on the date claimed; PLUS...

Group 4. A written, signed, and notarized statement from one or both parents, or the legal guardian (as appointed by a court of jurisdiction), attesting to the date of birth claimed.

The league president will forward the above documentation to the District Administrator (or, if the team is traveling, the Tournament Director). If in the opinion of the District Administrator, such evidence is satisfactory, a "Statement In Lieu of Acceptable Proof of Birth" will be issued. This statement will be considered to be acceptable proof of age from that point forward, throughout the child's Little League experience, provided all the information submitted is accurate. (NOTE: If the District Administrator is unable to review the documents, they may be submitted to the appropriate Regional Headquarters.)

NOTE: Situations where players use the name of an adopting family or the name of the family with whom they live, but whose births are recorded under the surname of the natural father or mother, will be handled as follows: The president of the league will obtain from the parents or guardian a document that qualifies under Proof-of-Age Requirements, as well as a copy of the adoption papers (if the player has been legally adopted). If the player was not adopted, a notarized statement from the mother and/or father or legal guardian (as appointed by a court of jurisdiction), saying that the player living under one or the other of their surnames is the same player (for whom the birth certificate was issued) is also required.

These documents will be submitted to the District Administrator. If the documents are found to be acceptable, a "Statement in Lieu of Acceptable Proof of Birth" will be issued and all original documents returned. The information submitted will be kept confidential.