

# PROOF OF RESIDENCY REQUIREMENTS

Please provide those items under the designated headings which are checked:

**PROOF OF RESIDENCY:** A **minimum of three (3) documents** verifying residency will be required. *Deeds are not considered an acceptable document.*

The following are documents that will be accepted:

1. If renter, copy of original lease which includes landlord's name, address and telephone number must be provided.
2. Copy of original completed contract to build or buy which includes the signatures of the seller(s), buyer(s), realtor(s) and closing date.
3. Utility (power, cable, telephone) bill with current name and address.
4. License and/or car registration with current name and address.
5. Automobile insurance policy with current name and address.
6. Bank account statement with current name and address.
7. Voter registration card with current name and address.
8. Extract of NYS Tax Return showing current name and address.
9. Property and/or School Tax bill.
10. Copy (or email confirmation) of change of address form completed at the post office.
11. Notarized Affidavit Regarding Residency from family moving in with.
12. Any other requested documents.

## PROOF OF GUARDIANSHIP (Parent/Registrar)

1. Certified court papers verifying **physical custody** (if applicable)
2. Transfer of guardianship (a **legal** document transferring guardianship to a specific person or persons:

The affidavit should include the following:

- a) Stated claim of guardianship
  - b) Specific transfer of guardianship to designated individual(s)
  - c) Address, phone number of transfer guardian
  - d) Guardianship period of time
  - e) Authorization for medical treatment, educational decisions and notifications
3. Homeless: STAC form
  4. D.S.S. Benefit certificate
  5. Any other district requested documents