



Name of School

DC RESIDENCY VERIFICATION FORM
(To be completed by Local School Staff Only)

Please refer to the Residency Verification Guidelines when using this form.

I hereby certify that _____, parent/caregiver of _____
Parent or Caregiver Name Student Full Name

Current DC Home Address	Telephone No. (if applicable)
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presented the following document(s) evidencing his/her District of Columbia residency:

(A) One (1) of the following items suffices to establish DC residency.

_____ A **pay stub**, with an issue date within the past forty-five (45) days, that contains the name of the caregiver enrolling the student, shows his/her current DC home address, and withholding of DC personal income tax for the current tax year; or

Official **documentation of financial assistance from the Government of the District of Columbia** and issued to the caregiver enrolling the student within the past twelve (12) months, including, but not limited to, Temporary Assistance for Needy Families (TANF), Medicaid, the State Child Health Insurance Program (SCHIP), housing assistance or other programs; or

Supplemental Security Income annual benefits notification issued to the caregiver enrolling the student within the past twelve (12) months and indicating his/her current DC home address; or

_____ A tax information authorization waiver form certified by the DC Office of Tax and Revenue, with the name of the caregiver enrolling the student and evidence of payment of DC taxes for prior tax year; or

____ Military housing orders and residency verification letter or DEERS statement showing the student's name, the name of the caregiver enrolling the student, and their current DC home address; or

____ Proof that the child is a ward of the District of Columbia, in the form a court order; or

Embassy letter, with an issue date after April 1 of the current school year, showing the name of the caregiver enrolling the student, a statement indicating that the person enrolling the student and the student live on embassy property in the District of Columbia, and an official embassy seal.

(B) Or, if the items listed above are not applicable, two (2) of the items listed below will suffice as proof of residency in DC. The address and name on each of the below items must be the same.

_____ Unexpired **DC motor vehicle registration** showing the name of the caregiver enrolling the student and his/her current DC home address;

_____ An unexpired lease or rental agreement with receipts for payment or canceled checks for payment of rent for a period within two (2) months immediately preceding consideration of residency, for the current DC address at which the student actually resides;

_____ An unexpired **DC motor vehicle operator's permit** or official government issued non-driver identification in the name of the caregiver enrolling the student showing his/her current DC home address; or

One utility bill (only gas, electric, and water bills are acceptable) with the name of the person enrolling the student, current DC home address, and with receipt of payment or cancelled check for payment of the bill. The receipt of payment or canceled check must be from a period within the two (2) months immediately preceding consideration of residency.

Other primary caregivers:

_____ If the person enrolling the student is an other primary caregiver, he/she has provided proof of caregiver status in accordance with the Residency Verification Rules. Other primary caregivers must also establish DC residency, as outlined above. An other "primary caregiver" is a person other than a parent or court-appointed custodian or guardian who is the primary provider of care and support to a child who resides with him or her, and whose parent, custodian, or guardian is unable to supply such care and support. Please refer to the other primary care giver form for details.

I certify, under the penalties of perjury, that I have personally reviewed the documents presented and affirm that the information represented above is true to the best of my knowledge, information, and belief. I also affirm that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies including but not limited to the DC Office of the Inspector General, DC Office of the Attorney General, etc. upon request.

School Official's Signature

Date _____

Penalty for False Information: Any person, including any District of Columbia public school or public charter school official, who knowingly supplies false information to a public official in connection with student residency verification shall be subject to charges of tuition retroactively, and payment of a fine of not more than \$2,000 or imprisonment for not more than 90 days, but not both fine and imprisonment, pursuant to the District of Columbia Nonresident Tuition Act, approved September 8, 1960 and amended by the District of Columbia Public Schools and Public Charter School Student Residency Fraud Prevention Amendment Act of 2012 (D.C. Code §38-312). The case of any such person may be referred by the Office of the State Superintendent of Education to the Office of the Attorney General.