

RESIDENCY SUPPORTING DOCUMENTATION KEY INDICATORS

REV. 03/2026

Supporting documentation identified is referenced from [DCMR 5-A5001](#) and [D.C. Code § 38-309](#) and section 2.4 of the [Office or Enrollment and Residency \(OER\) Handbook](#). LEA and school staff should use the identified key indicators to help determine if submitted documents are acceptable as proof of residency.

One of the following items is required as supporting documentation of proof of residency.

SUPPORTING DOCUMENT	KEY INDICATORS	DATE OF REFERENCE
PAYSTUB	- Same name and address as enrolling parent, guardian, other primary caregiver, or adult student identified on DCRV - Paystub must only identify DC as the only state tax deduction. No other state can be identified on the paystub. - Taxes deducted must have a dollar amount greater than zero - State/DC taxes deducted must be reflected in the current pay period	The issue date on the paystub must be within 45 days preceding school review date on the DCRV
DOCUMENT OF DC GOVERNMENT FINANCIAL ASSISTANCE	- Same name and address as enrolling parent, guardian, other primary caregiver, or adult student identified on DCRV - TANF - Supplemental Security Income (SSI) - Housing Assistance Programs if facilitated by DCHA - Medicaid - SNAP - DC Energy assistance programs	- The date of financial assistance must be current and unexpired at time of signature on the DCRV by the parent, guardian, other primary caregiver, or adult student - If there is no expiration date, the financial assistance must have been issued within a year at the time the parent, guardian, other primary caregiver, or adult student signed the DCRV
CERTIFIED COPY OF D40 FROM OFFICE OF TAX AND REVENUE	- Same name and address as enrolling parent, guardian, other primary caregiver, or adult student identified on DCRV - D40 or D40EZ (current/most recent tax year) - State income tax paid and DC taxable income - Certified by DC Office of Tax and Revenue (bearing stamp)	Current or most recent tax year
MILITARY HOUSING ORDERS	- Same name and address as enrolling parent, guardian, other primary caregiver, or adult student identified on DCRV - Housing Orders specify DC residency	Current at the time of signature on the DCRV by the enrolling parent, guardian, other primary caregiver
EMBASSY LETTER	- Same name and address as enrolling parent, guardian, other primary caregiver, or adult student identified on DCRV - Official embassy seal - Identifies District address of embassy property or payment of DC property where embassy affiliated family resides or will reside	The date of the embassy letter/documentation must be within 12 months at the time the parent, guardian, other primary caregiver, or adult student signed the DCRV
WARD OF THE STATE ORDER¹	- Valid court order or DC Child and Family Services Agency (CFSA) letter stating that the student is a Ward of the CFSA - CFSA letter includes social worker's name, contact info and is signed	- Court order is valid through the date listed - The date of the CFSA letter must be within twelve months of the school review date on the DCRV

¹ Note: Ward of the State students should populate in the OSSE Residency Verification Qlik Application.

Two items of the following items are required as supporting documentation of proof of residency.

SUPPORTING DOCUMENT	KEY INDICATORS	DATE OF REFERENCE
DC MOTOR VEHICLE OPERATOR'S PERMIT OR NON-DRIVER IDENTIFICATION	- Same name and address as enrolling parent, guardian, other primary caregiver, or adult student identified on DCRV - DC temporary ID is acceptable (real ID MUST be provided 30 days after issue date of temporary DC ID)	- The date of DC identification must be current and unexpired at the time the parent, guardian, other primary caregiver, or adult student signed the DCRV Unexpired at time of school official review date on DCRV
DC MOTOR VEHICLE REGISTRATION	- Same name and address as enrolling parent, guardian, other primary caregiver, or adult student identified on DCRV - Motor vehicle registration issued by the District of Columbia only - DC Temporary Registration is acceptable (new registration must be provided within 30 days of expiration date)	- The date of DC motor vehicle registration must be current and unexpired at the time the parent, guardian, other primary caregiver, or adult student signed the DCRV Unexpired at time of school official review date on DCRV
LEASE OR RENTAL AGREEMENT AND SEPARATE PROOF OF PAYMENT	- Same name and address as enrolling parent, guardian, other primary caregiver, or adult student identified on DCRV - Property owner or leasing agency's name, lease start date, monthly rent amount - The lease is signed by the enrolling parent, guardian, OPC, or adult student identified on the DCRV, as well as the landlord - If lease expired, a letter showing continuance of lease is acceptable in addition to the lease (see OER handbook) - Includes separate proof of payment including but not limited to, receipt of printout of payments; money order, cashed check - If proof of payment does not match the amount on lease, a letter explaining the discrepancy (see OER handbook)	Unexpired at time of school official review date on DCRV - The separate proof of payment must be within two months preceding school review date on the DCRV
UTILITY BILL AND SEPARATE PROOF OF PAYMENT	- Same name and address as enrolling parent, guardian, other primary caregiver, or adult student identified on DCRV - Acceptable utility bills only electric, gas, or water (no third-party billing) - Includes separate proof of payment including but not limited to, receipt of printout of payments; money order, cashed check - Payment and/or credit on a separate, consecutive utility bill is acceptable - A subsidy letter showing payment is acceptable as proof of payment	The issue date on the utility bill and separate proof of payment must be within two months preceding school review date on the DCRV