

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 _____, S.S. # _____, parent/caregiver
Parent or Caregiver Name (If available)

of _____,
Student Full Name Current DC Home Address

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

(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 person 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 person 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 person 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 person 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 person 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, 2009, showing the name of the person 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 person 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 person 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 solemnly affirm under the penalties of perjury that the contents of the foregoing are true to the best of my knowledge, information, and belief.

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, payment of fine of not more than \$500, or imprisonment for not more than 90 days, or any combination thereof, pursuant to the District of Columbia Nonresident Tuition Act, approved September 8, 1960 (D.C. Code §38-312). The case of any such person may be referred to the Office of the Attorney General for consideration for prosecution.