

Proof of Legal Residency Dinwiddie County Public Schools Notarized Address Affidavit Checklist

When a student's family lives with another individual/family at their residence, **BOTH parties are required to come to the school** and provide appropriate documentation, as well as the completed and notarized address affidavit to meet DCPS residency requirements. EACH address affidavit must be updated yearly and include every student living at the address included on the affidavit.

Homeowner or Leaseholder: You must provide **one (1) item from each** of the following groups for **a total of three (3) items** as indicated below.

One original residential document:

- | | |
|--|--|
| <input type="checkbox"/> Deed | <input type="checkbox"/> Lease Agreement <u>within current date range</u> |
| <input type="checkbox"/> House Purchase
Contract/Closing Papers (90 days or less for occupancy) | <input type="checkbox"/> Lease Agreement and notarized letter from landlord if lease is 1) Not within current date range OR 2) Month-to-month |
| <input type="checkbox"/> After closing, the deed must be provided to the school. | <input type="checkbox"/> Mortgage Statement |
| | <input type="checkbox"/> Tax Assessment |

One original document of a **CURRENT** (no more than 30 days old) utility bill:

- Electric bill
- Gas bill
- Cable bill (not streaming service)
- Dinwiddie County Public Utility bill (water, trash, sewer)
- If lease covers all utilities or utilities are not in your name, then 2 additional documents are required

In addition, bring to the school to be copied **ONE** photo ID:

- | | |
|---|---|
| <input type="checkbox"/> Driver's License | <input type="checkbox"/> Passport |
| <input type="checkbox"/> Valid DMV photo ID | <input type="checkbox"/> Valid Photo ID |

Parent/Legal Guardian: You must provide a photo ID and two additional (2) items as indicated below. If you DMV issued photo ID or driver's license shows your current address, it can count as one of the two pieces of documentation required below.

Attach at least **TWO** of the following pieces of documentation with your **correct** living address:

- | | |
|---|---|
| <input type="checkbox"/> Driver's License or Car Registration or Voter Registration | <input type="checkbox"/> Cell Phone Bill or Cable Bill |
| <input type="checkbox"/> Utility Bill (electric, gas, oil, sewer) | <input type="checkbox"/> Medical or Car Insurance Documentation |
| <input type="checkbox"/> Tax or Bank Statement | <input type="checkbox"/> Paycheck |
| | <input type="checkbox"/> Social Services Award of Benefit |

NOTE: All documentation **MUST** reflect your current address and be dated within 30 days. No more than one document may be provided from a single agency (i.e., driver's license, voter registration, and car registration are all DMV documents, which would not be acceptable in combination).

NOTE: If using an address affidavit, you may receive a visit from school or central office staff to confirm that the family is in fact living at the address. This is a standard procedure and no notice is required. Thank you in advance for your cooperation in this matter.



Dinwiddie County Public Schools ADDRESS AFFIDAVIT

Date: _____ Shared Housing Began (date) _____ Valid for Current School Year: _____

Complete this form when parent(s)/guardian(s) and their student(s) live with others. This form shall be notarized and **both** the **homeowner or leaseholder and the parent/guardian must return this affidavit in person** with the required residency documentation to the school serving your child or the School Board Office. To establish residency in Dinwiddie County with the Address Affidavit, refer to the attached checklist for a detailed list of required documents.

For returning families with students who continue to live with others, a new form and supporting residency documentation must be completed each year during the summer prior to the start of school and returned in person by BOTH the homeowner/leaseholder and parent/guardian.

I understand that enrollment of the student(s) named in this affidavit below, if falsely certified, I may be liable for payment of tuition for the student(s) and/or may result in the removal of my child/children from Dinwiddie County Public Schools. I agree to notify the school of any change in the residency within ten days of the move. **WARNING:** Providing false information for school enrollment purposes is a **criminal offense.** VA Code 22.1-264.1.

PARENT/LEGAL GUARDIAN AND STUDENT INFORMATION: (please print)

Parent's/Guardian's Name _____ (Cell) _____ (Work) _____

Previous address: _____

All Student Names Living with You in This Household:

Student's Full Name: _____	School: _____	Grade: _____
Student's Full Name: _____	School: _____	Grade: _____
Student's Full Name: _____	School: _____	Grade: _____
Student's Full Name: _____	School: _____	Grade: _____
Student's Full Name: _____	School: _____	Grade: _____

I and my child/ren have established full-time residency at the homeowner/leaseholder's stated address below. (Initial) _____

HOMEOWNER/LEASEHOLDER INFORMATION: (please print)

I (Name of homeowner/leaseholder) _____ Own/Buying Rent Lease Housing and reside at:

(Street Address) _____

(City/County) _____, (State) _____ (Zip) _____

Telephone: (Home) _____ (Work) _____ (Cell) _____

My relationship to the student(s) listed above: _____

As a renter/leaseholder, I acknowledge that my landlord will be contacted to verify the above family resides with me at my address. (Initial) _____

Within 5 days of any change in residency, BOTH the homeowner/leaseholder AND the parent/legal guardian are responsible to notify the school.

Certification: I hereby certify that all of the above information is true and correct, and I agree and understand that any falsification of information may result in the removal of my child/children from Dinwiddie County Public Schools. I also agree and understand that any falsification of information may make me responsible for paying full nonresident tuition for my child/children from the date of enrollment in Dinwiddie County Public Schools. I further understand that should a principal have reason to believe that my residency status has changed, I may be required to submit a new proof of residency and that failure to do so may result in the removal of my child/children from Dinwiddie County Public Schools. I hereby agree to release this information to be verified.

Signature of Homeowner/Leaseholder _____ Date _____ Signature of Parent/Legal Guardian _____ Date _____

In the City/County of _____ in the Commonwealth of Virginia, the statements herein have been sworn to and subscribed before me this _____ day of _____, in the year _____.

Witness my hand and official seal: _____ My commission expires: _____
Notary Public Date

Updated: 4/2023

§ 22.1-264.1. Misdemeanor to make false statements as to school division or attendance zone residency; penalty. Any person who knowingly makes a false statement concerning the residency of a child, as determined by § 22.1-3, in a particular school division or school attendance zone, for the purposes of (i) avoiding the tuition charges authorized by § 22.1-5 or (ii) enrollment in a school outside the attendance zone in which the student resides, shall be guilty of a Class 4 misdemeanor and shall be liable to the school division in which the child was enrolled as a result of such false statements for tuition charges, pursuant to § 22.1-5, for the time the student was enrolled in such school division.