

REQUIRED PROOF OF RESIDENCY DOCUMENTS DAPHNE MIDDLE SCHOOL

Proof of residency and the parent or legal guardian's photo ID is required for all new residents and for all current residents making an address change. Only a biological parent or court-appointed legal guardian may enroll a student.

Proof of residency documents for residents with a lease or mortgage in their own name:

Please provide one (1) mandatory item from Category A and one (1) item from Category B. If unable to provide an item from Category B, two (2) items from Category C are required. Documents must be **less than 60 days old** unless otherwise noted, must reflect a current address, and must have the parent or legal guardian's name and the Daphne address:.

CATEGORY A	CATEGORY B	CATEGORY C
<ul style="list-style-type: none">• Mortgage statement• Copy of property deed if no mortgage statement is available.• Settlement Statement (<i>new homeowners only</i>).• Lease – must be unexpired, signed by lessor/lessee and dated. Landlord contact information must be provided.• Notarized Landlord Residency Affidavit, obtained from the Board of Education, if no lease exists, if lease is expired, or if lease is weekly or month to month. Landlord contact information must be provided.• Section 8 agreement with dates of tenancy.	<ul style="list-style-type: none">• Current utility bill statement or a work order citing service address. <p>Examples: Electricity Natural Gas Landline Phone Cable or Satellite Water</p>	<ul style="list-style-type: none">• Valid driver's license (stickers not allowed).• Valid CT DMV non-driver's photo identification with current address.• Valid automobile registration.• Voter registration.• Current auto or homeowner's• Insurance declaration page.• Current payroll stub.• Bank or credit card statement.• Court document.• Letter from any government agency. <p>With Daphne address and dated for most current tax year:</p> <ul style="list-style-type: none">• W-2 form.• Auto or property tax bill.

OVER 

Residency documents required for residents without a lease or mortgage in their own name who are living with a legal Daphne resident in a dwelling that is owned or leased by that legal Daphne resident:

The legal Daphne resident who is hosting the student will need to provide the items listed on page one of this document. The student's family will need to provide a **BCBE Shared Residence Form** with two of the following proof of their residency at that (shared) Daphne address:

- ✓ Any business document from a federal, state, or local government entity including but not limited to:
 - Alabama Department of Social Services (examples: Health insurance, WIC, SNAP, LIHEAP and Temporary Family Assistance)
 - Alabama Department of Labor (Unemployment)
 - Alabama Judicial Branch
 - Social Security Administration
 - Department of Homeland Security
 - State Department
 - Other Federal Agencies
- ✓ Valid Alabama driver's license or Alabama Department of Motor Vehicles non-driver's photo identification with current address on front
- ✓ Other licenses or permits
- ✓ Court orders, state agency agreements, and other evidence of court or agency placements or directives
- ✓ Insurance documents (examples: health, auto, life, disability)
- ✓ Utility bill (examples: electricity, gas, landline phone, cable or satellite TV, water)
- ✓ Auto registration
- ✓ Voter registration
- ✓ Property tax bill
- ✓ Payroll stub
- ✓ Bank of credit card statement
- ✓ Other financial account information (brokerage or retirement)
- ✓ Any other form of documentation relevant to demonstrating entitlement to attend Daphne schools

Please note: Junk mail, USPS forwarding requests, personal mail or envelopes are not legitimate residency documents for school registration. **Documents must be less than 60 days old** unless otherwise noted and must reflect current Daphne address. Account numbers and amounts may be redacted from forms. Forms are subject to Board of Education approval.