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## **Proof of Residency Requirements**

Consistent with Board of Education [Policy 5111](#) and [Regulation 5111](#), and [N.J.S.A. 6A:22-3.4](#), any person submitting registration paperwork is required to submit appropriate proof of residency, as outlined in this document, unless policy, regulation, or statute provides an exception.

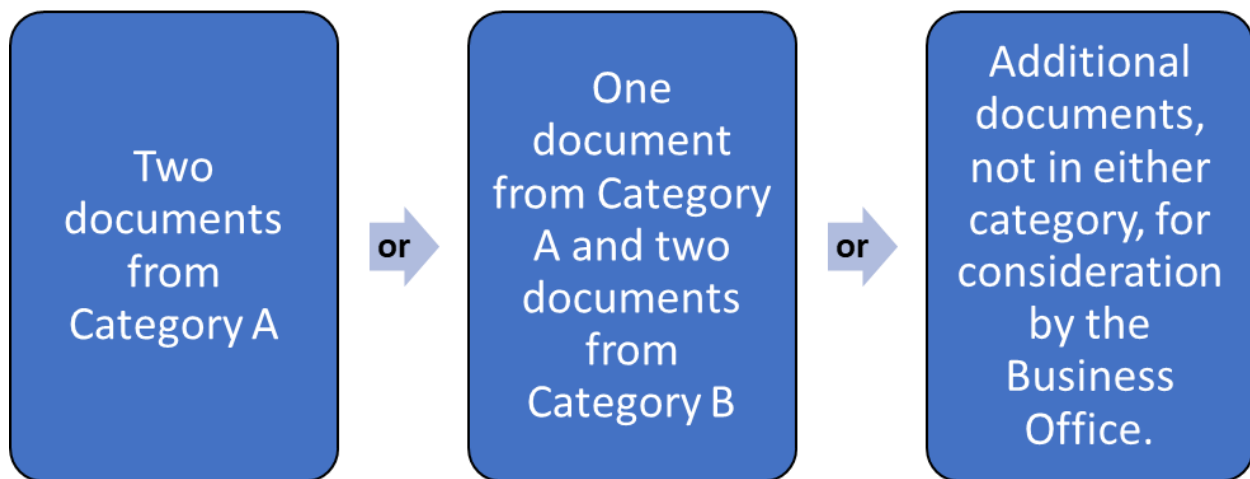
**Where applicable:** documents presented must be received/applicable within the past 60 days (e.g. a utility bill must have been for a service period within the past 60 days).

**Affidavit Requirement:** In addition to the documents detailed in categories A and B, an affidavit (to be supplied by the District) is required in addition to required documents when:

- a student is residing in Randolph with a person other than his/her parent or legal guardian (Residency Affidavit)
- a student is residing in Randolph with his/her parents/guardians, but the parents/guardian does not own or lease a residence. The Landlord will have to certify that the family is domiciled in his/her dwelling. (Landlord Affidavit)

**Moving to Randolph:** Where a student is not currently domiciled in Randolph, but intends to be domiciled in Randolph within 60 days, an affidavit (Domicile Affidavit), certified check for two months of tuition, and copy of a signed contract, will be accepted in lieu of other residency documents. Upon moving to Randolph, the new resident will be required to provide proof of residency consistent with this document within 60 days of becoming domiciled in Randolph.

Documents showing proof of residency based on the chart below:



### Category A

Please provide two documents displaying the Randolph Residence OR one document from Category A AND two additional documents from Category B.

- Property Tax Bills
- Deeds
- Leases (**required when residing in district under a lease**)
- Mortgages
- Bank Statement/Financial Statements
- Utility Bills (e.g. electric, gas, oil, water, sewer, cable, internet)
- Court orders
- State agency agreements

### Category B

Two documents from Category B AND one document from Category A.

- Contracts of Sale
- Insurance Claims or Payments
- Signed Letters from Landlords
- Voter Registrations
- Licenses
- Permits
- Delivery Receipts
- Receipts
- Bills
- Cancelled Checks
- Medical Reports
- Counselor or Social Worker Assessments
- Employment Documents
- Unemployment Claims
- Benefit Statements
- Documents Pertaining to Military Status and Assignment

### **Category C**

If the applicant is unable to provide the documentation listed in Category A and/or B, the applicant may request consideration of additional documents showing proof of residency. Requests for consideration should be directed to the Assistant Business Administrator in writing. This review may include other evidence of property ownership, tenancy, or residency; personal attachment to a particular location; court or agency placements or directives; expenditures demonstrating personal attachment to a particular location or to support the student; circumstances demonstrating family or economic hardship, or temporary residency; or any other business record or document issued by a governmental entity. The District will consider the totality of the information and documentation presented as proof of residency and will not deny enrollment based upon the failure to provide a particular form or subset of documents without regard to the other evidence presented.

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#### Legal References:

*N.J.S.A. 18A:38-1 et seq.*

*N.J.A.C. 6A:22-1.1 et seq.*