

**RESIDENCY VERIFICATION REQUIREMENTS
SPECIFIC/UNIQUE RESIDENCY SITUATION**

FAMILY REGISTERING LIVES WITH FAMILY MEMBER/RESIDENT-TENANT

2.1) *My children and I live with a relative, who is a Fairfield resident and has a lease, what additional documents will I need to bring to the appointment:*

A) The **resident/tenant** will need to prove their residency by attending the registration appointment with their current fully executed non-expired lease which includes the name and phone number of owner/landlord.

B) The **property owner** must complete and have **notarized a Declaration of Legal Residence form**. Original **DLR** must be brought to the registration appointment and must **list all members living** (existing and new) in the residence. The **DLR must be completed/submitted** whether the resident/tenant has a current lease or not.

C) Resident/tenant must provide two current and different utility bills (gas, water, electricity, internet/cable). If recently moved, we will accept two letters from utility companies regarding setup notification with resident name, address, and current date.

D) The resident/tenant must complete and have **notarized a Resident Affidavit**.

E) Resident/tenant must provide identification in the form of a driver's license or passport and car registration.

F) Parent(s) who want to register their child(ren) must provide a **notarized Non-Resident Affidavit at time of registration appointment**, along with their driver's license or passport and car registration.

G) Parent(s) must bring two specific proofs that they are living at that address. Proof must have **the parent's name, address, and current date**.

- The best and preferred proof of residency for the parent is to change a current utility bill or be added to a current utility bill at the address they are residing with the family member, and a cell phone bill with their name, address, and current date. If a utility bill is not an option, parents can provide a cell phone bill with name, address, and current date and one of the following:

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- Documentation from federal/state/local government such as: Husky benefits letter, state benefit letters (SNAP/TFA, Disability, Medicaid, Social Security), court documents, Homeland Security, Immigration or Office of Refugee Resettlement documents, current voter's registration approval confirmation with name and address current date, current driver's license or car registration change or renewal confirmation with name, address, and current date, car tax bill with name, address current date. All documents listed above must contain name, address, and date within the last 30 days of registration date.

Please Note: This is a list regarding proof of residence. Please see all document requirements on our district website.



DECLARATION OF LEGAL RESIDENCE

TENANT INFORMATION

TENANT: _____
 Tenant's Name

RENTAL PROPERTY: _____
 Street Address City/State Zip Code

TERM OF LEASE: ____/____/____ to ____/____/____ (____)____
 Start of lease End of Lease Tenant's Phone Number

PROPERTY OWNER / LANDLORD INFORMATION

PROPERTY OWNER: _____
 Name of Property Owner / Landlord (please print)

 Property Owner / Landlord's Signature

MAILING ADDRESS: _____
 Property Owner / Landlord's Mailing Address City/State Zip Code

CONTACT NUMBER: (____)____ _____
 Property Owner / Landlord's Phone Number Property Owner Email Address

I am making the above statement as a true and bona fide representation. I fully understand that if I make a statement that is false, that I will be in violation of Section 53a-119 (6) of the Connecticut General Statutes and may be subject to prosecution for larceny by defrauding a public community which may be punishable by fine and/or incarceration.

I further understand that I may be required to **update** this information at any time and **agree** to do so upon request from the Fairfield Public Schools.

I hereby state that the individuals listed below are my tenants at the rental property listed above: (list all occupants of the household):

_____ Adult #1	_____ Child #2
_____ Adult #2	_____ Child #3
_____ Child #1	_____ Child #4

NOTARIZED SECTION

On this date: ____/____/____, _____, appeared before me personally known
Date Name of Property Owner / Landlord

to be the individual described in, and who executed this foregoing document, and he/she duly acknowledged to me under oath to the truth of his/her statement before me.

Signature of Notary Public SEAL Commission Expiration Date

FAIRFIELD PUBLIC SCHOOLS

RESIDENT & PROPERTY OWNER RESIDENCY AFFIDAVIT

THIS AFFIDAVIT MUST BE ACCOMPANIED WITH ALL REQUIRED DOCUMENTS FOR PROOF OF RESIDENCY. THE RESIDENT MUST ATTEND THE REGISTRATION APPOINTMENT.

I, _____, hereby declare that I am a bonafide property owner/resident
(Name of Property Owner & Resident)

of the Town of Fairfield, that _____ who is the parent or legal guardian of
(Name)

_____, _____, _____
(Name of Child) (Name of Child) (Name of Child)

_____, _____, _____
(Assigned School) (Assigned School) (Assigned School)

- Will be residing with me on a permanent basis.
- That I will not receive any compensation or other financial reimbursement for the care or support of the above-named child (children).
- That the above-named child (children) is (are) not living with me for the sole purpose of attending the Fairfield Public Schools.

Resident/Property owner's relationship to child/children: _____

This certification is made acknowledging that, if it is not true, the Board of Education shall be entitled to reimbursement for education costs pursuant to S10-186(b)(4) of the Connecticut General Statutes and further may subject the undersigned to prosecution for larceny by defrauding a public community as defined in S53a-119(6) of the Connecticut General Statutes.

I hereby acknowledge that all the statements contained in this affidavit are true and correct to the best of my knowledge and belief.

(Signature of Resident & Property Owner) (Date)

(Address) (Phone Number)

Personally appeared _____ and made oath to the truth of the foregoing statement.

Subscribed and sworn to before me this _____ day of _____, _____.

(Notary Public) My Commission Expires _____ (Date)

(Accepted by Head of Security) (Date)

FAIRFIELD PUBLIC SCHOOLS

NON-RESIDENT AFFIDAVIT

THIS AFFIDAVIT MUST ACCOMPANY A RESIDENCY AFFIDAVIT

I, _____, as the parent or legal guardian of:
(Name of Parent or Legal Guardian)

_____, _____, _____
(Name of Child) (Name of Child) (Name of Child)

_____, _____, _____
(Assigned School) (Assigned School) (Assigned School)

declare that the above child (children) is (are) residing with:

_____ at _____
(Name of Fairfield Resident) (Address of Fairfield Resident) (Phone Number)

on a permanent basis and:

- That I will not pay any compensation or other financial reimbursement for the care or support of the above-named child (children).
- That the above-named child (children) is (are) not living at this resident for the sole purpose of attending the Fairfield Public Schools.

Resident's Relationship to child/children: _____

I hereby acknowledge that all the statements contained in this affidavit are true and correct to the best of my knowledge and belief.

(Date) (Signature of Non-Resident Parent or Legal Guardian)

(Address of Non-Resident Parent or Legal Guardian) (Phone Number)

Personally appeared _____ and made oath to the truth of the foregoing statement.

Subscribed and sworn to before me this _____ day of _____,

(Notary Public) My Commission Expires _____ (Date)

(Accepted by Head of Security) (Date)

This certification is made acknowledging that, if it is not true, the Board of Education shall be entitled to reimbursement for education costs pursuant to S10-186(b)(4) of the Connecticut General Statutes and further may subject the undersigned to prosecution for larceny by defrauding a public community as defined in S53a-119(6) of the Connecticut General Statutes.