

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

**CHILD(REN) LIVES WITH FAMILY MEMBER/RESIDENT-TENANT**

**3.1) *My child(ren) live(s) with a relative, who is a Fairfield resident and has a lease, I do not live with them. What additional documents will I need to bring to the appointment, OR I will have a family member's child living with me and I am a resident/tenant:***

A) The family member/resident/tenant with whom the child will reside will need to obtain **court documentation that legal guardianship** request has been submitted to the court. This document must be presented at the time of the registration appointment.

B) The **property owner** must complete and have **notarized a Declaration of Legal Residence form and must include their name/phone number**. 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 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.

D) 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 set-up notification with name, address, and current date.

E) Resident/tenant must complete and have **notarized a Resident Affidavit**.

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

G) If parent(s) will be present at registration appointment, they must provide a **notarized Non-Resident Affidavit**, along with driver's license or passport and car registration.

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

**H) If all utilities are included and stipulated in the lease**, the documents below must include the **tenant's name, address, and current date**.

- If internet/cable is not included in the lease, we will accept that along with a cell phone bill with name address, and current dates. If cable/internet is included/stipulated in the lease, Cell phone bill with name, address, and current date and one from the list below will be accepted.
  
- Documentation from federal/state/local government with name, address and current date 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 \_\_\_\_\_,

\_\_\_\_\_ My Commission Expires \_\_\_\_\_  
(Notary Public) (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.*