



## Alternatives to Standard Proofs of Residency

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We understand that there are circumstances that require alternative methods to satisfy the proof of residency requirement. Below are three scenarios that we hear of most often. Under each scenario we provide you with recommendations for proceeding.

**We share a home and all of the acceptable proofs are all in the name of someone other than the enrolling parent/legal guardian.** In this situation use the Notarized Statement of Shared Domicile attached to this form. The person named on the proof of residency will need to supply a copy of their proof of residency document along with the completed Notarized Statement of Shared Domicile form. Please review the instructions on the Notarized Statement of Shared Domicile to determine if this is the right form.

**The acceptable proofs are not in my name and the Shared Domicile Agreement will not work.** If none of the acceptable items are in the parent/legal guardian's name and the Notarized Statement of Shared Domicile is not an option, call 1 844 522 1965 and speak with a customer service advisor for assistance. We suggest preparing by gathering what documentation you may be able to provide to verify your address.

**I sent one of the accepted items but it was marked invalid?** Here's some additional information about proof of residency that may help you to determine if the document you want to submit provides all of the information needed:

**For all documents:** The item should be in the name of the parent/guardian as listed in FOCUS.

- **Utility Bills:** The address being verified is the service location, not the mailing address. The service address must match the address you provided in your application. The billing date should be within the last 60 days.
- **Mortgage Statements:** The document must identify the address you provided in FOCUS as the mortgaged property. If your Mortgage identifies the mortgaged property as an account number or your address by a lot number, we suggest submitting a different item from the list of acceptable items.
- **Lease Agreements:** The lease should have current terms and be signed by both parties. If your lease is very long, you may send the pages that identify both parties, the lease terms and signature section of the document. If the lease is a month to month lease signed over 60 days ago, you may submit it with a recent rent receipt or a verification letter from a leasing agency on company letterhead.

Please contact us at 844-522-1965 if you have additional questions.

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# NOTARIZED STATEMENT OF SHARED DOMICILE

Form Facts

**What:** Submit this form only if the proof of residency document you are submitting is not in the parent/legal guardian's name. This form must be submitted along with an acceptable proof of residency document. Acceptable proof of residency documents include A) current (within 60 days) home phone, gas, water, sewage or electric bill, rent receipt with name of lessor and contact information/mortgage statement, lease agreement with name of lessor and contact information, mortgage commitment, home purchase contract, property tax statement and B) automobile insurance, current FL driver's license/ID Card, cellular phone bill, bank statement

**Who:** All families submitting a proof of residency document that does not contain the parent/legal guardian's name must also submit this form. Only **one form per household**. The parent/legal guardian should complete the top portion. Then, the resident owner/leaseholder listed on the proof of residency you are submitting should bring this form along with his or her photo ID and the proof of residency documents you are submitting to a notary public. The notary public must witness the resident owner/leaseholder signing this form for it to be valid.

**Why:** This form is used to confirm the residency of the enrolling student if you are submitting a proof of residency document that is not in the parent/legal guardian's name.

**Where:** Refer to the Document Cover Page for submission instructions.

## Parent/Legal Guardian Section

This section must be completed by the parent/legal guardian of the household.

Please list the address where you and your children currently reside:

Street Address	Apartment/Unit #	County
City	State	ZIP Code

Please list below your name and the names of the adults and children residing with you at the above address. Include first and last names.


## Owner/Leaseholder Section

The owner/leaseholder listed on the proof of residency submitted with this form must check one of the options and sign below in the presence of a notary public for this form to be valid.

**Proof of residency being submitted (one from A and one from B):** ☐

A) A most recent home phone, gas, water, sewage, electric bill showing service location, rent receipt, mortgage, lease, mortgage commitment, purchase statement or property tax  
B) Auto insurance, FL Driver's License/ID, cell phone bill, bank account statement

*By signing below, I certify that the adult(s) and child(ren) listed above currently reside with me at the above address and that this information is true to the best of my knowledge.*

Please print and sign.

Resident Owner/Leaseholder's Name	Resident Owner/Leaseholder's Signature	Date	Phone
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## Notary Public Section

The notary public witnessing this form must complete this section for this form to be valid.

Notary Public Name	Notary Public Signature	Date
Notary Commission Expiration Date	<b>Place Notary Stamp here:</b>	