Office of Nonpublic Educational Options Scholarship Programs
Acceptable Forms of Address Proof

Proof of residency is required of all first year and renewal applicants and must be submitted to the provider with the application. Parents/Guardians must document residency by providing the provider with **one (1)** of the following three (3) options. *All documentation must be dated within the last 90 days.*

ACCEPTABLE DOCUMENTATION:

Choose only one (1)

1. A current (less than 90 days old) utility bill. The utility (electric, gas, water, sewer, cable/internet) bill **MUST SHOW MATCHING SERVICE AND MAILING ADDRESS** in the name of the parent/guardian. Post office boxes (except in rural areas where residents only have a PO Box) and cell phone bill have no service address and therefore are not accepted.
2. A monthly mortgage statement (less than 90 days old) **OR** lease/rental agreement (signed by lessee and lessor) **AND** a piece of current business mail (examples: pay stub, bank statement, insurance statement, car payment statement, etc.) with parent/guardian's name and address.
3. If the student's parent/guardian has no utilities in his/her name, then the parent/guardian must provide **all three (3)** of the following:
    a. A **signed and notarized statement** from the person (i.e., third party) with whom the parent/guardian and the student live or from whom they rent that confirms that they reside at the address. This letter must be from the third party, not the parent/guardian **AND**
    b. A **copy of a current utility bill** in the name of that third party, **AND**
    c. A **copy of a piece of current business type mail** in the name of the parent/guardian.
    •Business mail would be items such as pay stubs, car notes, car insurance, monthly bank statements, or official documents from a government agency. It must be a business with which the parent/guardian is currently doing regular business.
    •NO credit card solicitations or service set-up work orders. NOTHING HANDWRITTEN.

THIRD PARTY PROOF OF RESIDENCY EXAMPLES:

Example 1: Ms. Smith's daughter has a scholarship. She and her daughter reside with her uncle, Mr. Brown. Mr. Brown will need to write or type a statement, and have it notarized, which should include him signing the statement in front of a notary. He will also need to provide a copy of a current utility bill in his name, since he owns or rents the property. Ms. Smith must provide a copy of last month's bank statement. Compiled together, this alternative will suffice as proof of residence for the student regarding the current school year. She must do this annually. If she should move and obtain utilities in her name, then this alternative method is no longer her option, and she must comply with the required utility bill requirement instead.

Example 2: Mr. Johnson's son has a scholarship. Mr. Johnson and his son live in an apartment. All the utilities are included in the price of the rent, so Mr. Johnson does not receive any utility bills in his name. Mr. Johnson will need to obtain a notarized letter from the rental office confirming that he and his son live in the apartment. Mr. Johnson will also need to provide another form of address proof, such as a current pay stub or bank statement.

Unacceptable proof of address includes cell phone bills, tax forms, junk mail, driver's licenses, and any document more than 90 days old.

Parents/guardians **must** keep the provider informed of any address changes that occur and submit the required documentation to ensure continued program eligibility.