



# DC Residency Verification Form

Use this form to verify that you are a District resident and therefore you or your student is eligible to enroll in a DC public or public charter school.

## Step One: Choose the residency verification method that best applies to you.

Details of all the available methods for verifying your DC residency are provided on page two. Choose ONE after completing sections 2 and 3 below. To be eligible to enroll in a DC public or public charter school: 1) the person enrolling the child must be the parent or the valid legal guardian, custodian or Other Primary Caregiver with proper documentation; 2) the person has established a physical presence in the District of Columbia; and 3) the person has submitted valid and proper documentation that establishes residency as set forth in law and regulations.

## Step Two: Provide information about your family.

Student First Name:		Student Last Name:		DOB:
Name of SY18/19 School:			Name of SY19/20 School: The Children's Guild DC	
Person enrolling student > First Name:			Last Name:	
I am the:				
<input type="checkbox"/> adult student		<input type="checkbox"/> student's parent/guardian/custodian		
<input type="checkbox"/> minor parent and completed the sworn statement		<input type="checkbox"/> student's other primary caregiver and completed the OPC Form		
Address of person enrolling student:				
City: Washington	State: DC	ZIP200	Email:	Phone:

## Step Three: Certification of Residency Requirements

- I certify that I am the parent or the valid guardian, custodian, or other primary caregiver and am submitting valid and proper documentation accordingly;
- I certify that I have established and will maintain a physical presence in the District, defined as the "actual occupation and inhabitation of a place of abode with the intent to dwell for a continuous period of time"; and I am submitting valid and proper documentation to verify residency, as set forth in 5-A DCMR § 5004.
- I understand that enrollment of the above-named student in District of Columbia public schools, public charter schools, or other schools providing educational services funded by the District of Columbia is based on my representation of **bona-fide DC residency, including this sworn statement of physical presence and my submission of valid and proper documentation verifying residency.**
- I understand that even if the documentation I provide appears to be satisfactory, OSSE or school officials, with reasonable basis, may seek further information to verify the student's residency or the other primary caregiver status of the adult enrolling the student.
- If the District of Columbia, through the Office of the State Superintendent of Education, determines that I am not a resident, I understand that I am liable for payment of retroactive tuition for the student, and that the student may be withdrawn from school.
- I understand that if I provide false information or documentation, I can be referred to DC Office of the Inspector General for criminal prosecution or to the DC Office of the Attorney General for prosecution under the False Claims Act and under D.C. Code § 38-312 which provides that any person who knowingly supplies false information to a public official in connection with student residency verification shall be subject to payment of a fine of not more than \$2,000 or imprisonment for not more than 90 days, but not both a fine and imprisonment.
- I understand that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies including but not limited to the DC Office of the Inspector General and the DC Office of the Attorney General, upon request.
- I am aware that the District of Columbia may use whatever legal means it has at its disposal to verify my residence and may share with appropriate local authorities for verification and/or investigation.
- I agree to notify the school of any change of residence for myself or the student within three (3) school days of such change.

Signature of Person Enrolling Student: \_\_\_\_\_ Date: \_\_\_\_\_

## Step Four: Bring this completed form and applicable documentation to your school.

### SCHOOL OFFICIAL USE ONLY The following method was used and/or presented as proof of District of Columbia residency. Choose ONE.

I certify, under the penalties of perjury, that I have personally reviewed all the documents presented and affirm that the information represented above is true to the best of my knowledge, information, and belief. I also affirm that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies, including but not limited, to the DC Office of the Inspector General and the DC Office of the Attorney General, upon request.

School Official Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Method A: School official verified                  | <input type="checkbox"/> Method C: One document      | <input type="checkbox"/> Method C: Two documents           | <input type="checkbox"/> Method D: Home visit |
| <input type="checkbox"/> DC financial assistance verification                | <input type="checkbox"/> Pay stub                    | <input type="checkbox"/> DC motor vehicle registration     |   |
| <input type="checkbox"/> Homeless liaison has provided homeless verification | <input type="checkbox"/> DC Gov financial assistance | <input type="checkbox"/> DC driver's license/non-driver ID |   |
| <input type="checkbox"/> Ward of DC  | <input type="checkbox"/> Embassy letter              | <input type="checkbox"/> Lease with payment                |   |
| <input type="checkbox"/> Method B: Office of Tax Revenue                     | <input type="checkbox"/> DC Tax Form-D40             | <input type="checkbox"/> Utility bill with payment         |   |
|  | <input type="checkbox"/> Military housing orders     |  |   |

**Parents/Guardians, follow ONE of the methods (A-D) to verify your DC residency.**

<p>Method <b>A</b></p>	<p><b>Verify with a school official.</b> If you are homeless, a ward of the District, and/or a participant of a District public benefits program, such as Medicaid, Supplementation Nutrition Assistance Program, or Temporary Assistance for Needy Families – your school may already have your information. Check with your school official or the school’s homeless liaison.</p>	
<p>Method <b>B</b></p>	<p><b>Verify through the Office of Tax and Revenue’s website.</b> Re-enrolling families/students are often able to verify residency using OTR residency verification process. The person enrolling the student or the adult student must have paid taxes in DC during the previous fiscal year and have the student’s social security number. Login to the system at <a href="https://ossedctax.com">ossedctax.com</a>. Your information will then be sent directly to your school.</p>	
<p>Method <b>C</b></p>	<p><b>Verify by submitting supporting documentation.</b> Provide hard copies. The address and name on each of the items must be the same as on the completed form.</p> <p><b>ONE item is needed from this list to verify residency.</b></p> <ul style="list-style-type: none"> <li>• A valid <b>pay stub</b> issued within forty-five (45) days of providing proof of residency. Must contain the name of person enrolling the student or the name of the adult student showing his/her current DC home address and withholding of only DC personal income tax for the current tax year and no other states listed.</li> <li>• <b>Unexpired official documentation of financial assistance from the Government of the District of Columbia</b>, issued to the person enrolling the student or the adult student and current at the time presented to the school, including, but not limited to, Temporary Assistance for Needy Families (TANF), Medicaid, the State Child Health Insurance Program (SCHIP), Supplemental Security Income, housing assistance or other programs.</li> <li>• <b>Certified copy of Form D40</b> by the DC Office of Tax and Revenue, with the name of person enrolling the student or the name of the adult student as evidence of payment of DC taxes for the current or most recent tax year.</li> <li>• <b>Current military housing orders or statement on military letterhead, both of which shall include</b> the name of the person enrolling the student or the name of the adult student, and the residing District address.</li> <li>• <b>Embassy letter</b> issued within the past twelve (12) months. Must contain the name of the person enrolling the student or the adult student and an official embassy seal. Must indicate that the caregiver and the dependent student or the adult student currently live on embassy property in DC or will reside on DC property during the relevant school year.</li> </ul>	<p><b>TWO items are needed from this list to verify residency.</b></p> <ul style="list-style-type: none"> <li>• Valid and unexpired <b>DC motor vehicle registration</b> showing the name of the person enrolling the student or the name of the adult student and his/her current District home address.</li> <li>• Valid and unexpired <b>lease or rental agreement with a separate proof of payment of rent</b>, in the name of the person enrolling the student or the name of the adult student, for a period within two (2) months immediately preceding of the submission of this form, for the current DC address at which the person enrolling the student actually resides.</li> <li>• Valid and unexpired <b>DC motor vehicle operator’s permit</b> or official government issued non-driver identification in the name of the person enrolling the student or the name of the adult student showing his/her current DC home address.</li> <li>• <b>Utility bill (only gas, electric, and water bills are acceptable) with a separate paid receipt showing payment of the bill</b>, from a period within the two (2) months immediately preceding the submission of this form, listing the name of the person enrolling the student or the name of the adult student and his/her current DC home address.</li> </ul>
<p>Method <b>D</b></p>	<p><b>Verify through an alternative method.</b> If you are unable to verify through one of the above methods, speak with your school official about a home visit.</p>	