



**REGISTRATION
PROOF OF RESIDENCY INFORMATION SHEET**

Homeowner:

If you own a home in the district you will need to provide the following documents:

- Certificate of Residency Owner Affidavit (Must be notarized)
- **Four** of the following documents: (Two of which must be a currently dated utility bill)
 - ✓ Deed
 - ✓ Title
 - ✓ Mortgage Statement
 - ✓ Homeowner's Insurance
 - ✓ Tax Bill
 - ✓ Public Service Electric and Gas Bill (dated portion)
 - ✓ Photo ID
 - ✓ Driver's License
 - ✓ Utility Bill (Water/Cable/Phone/Television)

Renters:

If you are renting a home/apartment in the district you will need to provide the following documents:

- Certificate of Residency Renter Affidavit (must be notarized)
- Copy of Lease **or, if you do not have a lease**, the Certificate of Residency Owner Affidavit form filled out by landlord (must be notarized)
- Two pieces of current legal mail in parent/guardian's name with in-district address:

Examples of current legal mail include:

- ✓ Public Service Electric and Gas bill
- ✓ Credit card bill
- ✓ Cable bill
- ✓ Medical bill
- ✓ Home phone bill
- ✓ Car insurance
- ✓ Life insurance bill
- ✓ Car registration
- ✓ State benefits forms/statements
- ✓ Voter registration
- ✓ Court orders
- ✓ Photo ID
- ✓ Driver's License

Living with a Relative/Friend who owns home:

If you are living with a relative or friend who owns the home in which you reside you will need to provide the following documents:

- Certificate of Residency Owner Affidavit form filled out by the home owner (must be notarized)
- Home owner must provide **four** of the following documents
 - ✓ Deed
 - ✓ Title
 - ✓ Mortgage Statement
 - ✓ Homeowner's Insurance
 - ✓ Tax Bill
 - ✓ Public Service Electric and Gas Bill (dated portion)
- Two pieces of current legal mail in parent/guardian's name with in-district address

Examples of current legal mail include:

- ✓ Public Service Electric and Gas bill
- ✓ Credit card bill
- ✓ Cable bill
- ✓ Medical bill
- ✓ Home phone bill
- ✓ Car insurance
- ✓ Life insurance bill
- ✓ Car registration
- ✓ State benefits forms/statements
- ✓ Voter registration
- ✓ Court orders
- ✓ Driver's License
- ✓ Photo ID

Living with a relative or friend who is a renter:

If you are living with a relative or friend who is renting the in-district home you will need the following documents:

- Certificate of Residency Renter Affidavit form filled out and notarized by the person with whom you are residing.
- Copy of the renter's lease, **or if the renter does not have a lease,** Certificate of Residency Owner Affidavit form completed by the landlord (must be notarized)
- Two pieces of current legal mail (see examples above) in parent/guardian's name showing the in-district address



**NORTH CALDWELL
BOARD OF EDUCATION**

GRANDVIEW SCHOOL
35 Hamilton Drive East
North Caldwell, NJ 07006
973-712-4451

GOULD SCHOOL
132 Gould Avenue
North Caldwell, NJ 07006
973-712-4150

**CERTIFICATE OF RESIDENCY
OWNER AFFIDAVIT**

I CERTIFY THAT THE INFORMATION PROVIDED BELOW IS CORRECT:

Homeowner(s) Name: _____
First Last

Address: _____

Former Address: _____

Telephone (Home) _____ (Cell) _____

Student(s) Name(s): _____

Please submit four of the following documents:

- | | |
|-----------------------------|------------------|
| Mortgage Statement _____ | Tax Bill _____ |
| Homeowner's Insurance _____ | Title _____ |
| Deed _____ | PSE&G Bill _____ |
| Drivers License _____ | Photo ID _____ |
| Other _____ | |

I fully understand that I will be held responsible for the full payment of tuition if the residency requirements have been found to be falsely reported and I acknowledge receipt and understanding of Board Policy 5111 – Eligibility of Resident/Nonresident Pupils.

Signature of Homeowner

Sworn and subscribed before me this ____ day of _____ 20____

Notary Public of New Jersey



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CERTIFICATE OF RESIDENCY
RENTER AFFIDAVIT

I CERTIFY THAT THE INFORMATION PROVIDED BELOW IS CORRECT:

Renter(s) Name: _____
First Last

Address: _____

Former Address: _____

Telephone (Home) _____ (Cell) _____

Student(s) Name(s): _____

Please submit the following documents:

- Lease
Certificate of Residency Owner Affidavit (completed by landlord if renter does not have a lease)
Two pieces of legal mail, in parent/guardian's name, with in-district address:
PSE&G Bill Phone Bill
Car Insurance Car Registration
Medical Bill Life Insurance Bill
Car Registration Voter Registration
State Benefits Form Court Orders
Driver's License Photo ID
Other

I fully understand that I will be held responsible for the full payment of tuition if the residency requirements have been found to be falsely reported and I acknowledge receipt and understanding of Board Policy 5111 - Eligibility of Resident/Nonresident Pupils.

Signature of Parent/Guardian

Sworn and subscribed before me this ____ day of _____ 20____

Notary Public of New Jersey



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**CERTIFICATE OF RESIDENCY
RESIDING WITH A RELATIVE OR FRIEND WHO OWNS IN-DISTRICT HOME**

I CERTIFY THAT THE INFORMATION PROVIDED BELOW IS CORRECT:

Name: _____

First

Last

Address: _____

Former Address: _____

Telephone (Home) _____ (Cell) _____

Student(s) Name(s): _____

Please submit the following documents:

- ✓ Certificate of Residency Owner Affidavit (completed by homeowner) _____
- ✓ Two pieces of current legal mail, in parent/guardian's name, with in-district address:

PSE&G Bill _____	Phone Bill _____
Car Insurance _____	Car Registration _____
Medical Bill _____	Life Insurance Bill _____
Car Registration _____	Voter Registration _____
State Benefits Form _____	Court Orders _____
Driver's License _____	Photo ID _____
Other _____	

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Signature of Parent/Guardian

Sworn and subscribed before me this ____ day of _____ 20____

Notary Public of New Jersey

Staff Member who Reviewed Application _____



**NORTH CALDWELL
BOARD OF EDUCATION**

GRANDVIEW SCHOOL 35
Hamilton Drive East North
Caldwell, NJ 07006
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GOULD SCHOOL
132 Gould Avenue
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973-712-4150

**CERTIFICATE OF RESIDENCY
RESIDING WITH A RELATIVE OR FRIEND WHO RENTS IN-DISTRICT HOME**

I CERTIFY THAT THE INFORMATION PROVIDED BELOW IS CORRECT:

Name: _____

First

Last

Address: _____

Former Address: _____

Telephone (Home) _____ (Cell) _____

Student(s) Name(s): _____

Please submit the following documents:

- ✓ Certificate of Residency Renter Affidavit (completed by person renting home) _____
- ✓ Two pieces of current legal mail, in parent/guardian's name, with in-district address:

PSE&G Bill _____	Phone Bill _____
Car Insurance _____	Car Registration _____
Medical Bill _____	Life Insurance Bill _____
Car Registration _____	Voter Registration _____
State Benefits Form _____	Court Orders _____
Driver's License _____	Photo ID _____
Other _____	

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Signature of Parent/Guardian

Sworn and subscribed before me this ____ day of _____ 20____

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