

**VERIFICATION OF ADDRESS AFFIDAVIT**  
**Establishing Proof of Residence**

**STEP 1: Must be completed by owner/renter of the residence and is required for initial enrollment/renewal**

I, \_\_\_\_\_, the undersigned, reside at \_\_\_\_\_

(Name of Owner/Renter of Residence) (Address)

\_\_\_\_\_, Texas in the \_\_\_\_\_ School attendance zone.

(City) (Name of School)

I have resided at this address since \_\_\_\_\_. This letter is to CERTIFY that \_\_\_\_\_

(Date) (First Name of Parent/Guardian)

\_\_\_\_\_ is living with me at the above mentioned address with his/her \_\_\_\_\_ child(ren).

(Last Name of Parent/Guardian) (# of Children)

STUDENT NAME	GRADE	DATE of BIRTH
1.		
2.		
3.		
4.		

**I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. FALSE OR MISLEADING INFORMATION ON THIS FORM IS A CLASS B MISDEMEANOR OFFENSE (TPC 37.10).**

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Owner/Renter of Residence

PARENT CONTACT INFORMATION		OWNER/RENTER CONTACT INFORMATION	
Home		Home	
Work		Work	
Cell		Cell	

STATE OF TEXAS: COUNTY OF HARRIS

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public in and for Harris County, Texas

**STEP 2: Must be provided by the owner/renter as proof of residency at the above address**

Owner/Renter of Residence, please provide your driver's license or government-issued, photo ID along with one item from Line A and one item from Line B as your proof of residency at the above address:

- **Line A.** Verification in the form of your current lease, HCAD, mortgage statement, or closing documents.
- **Line B.** Verification in the form of your current gas, water, or light bill.

**STEP 3: Must be completed by parent/guardian within 30 Days of enrollment.**

As the parent/guardian, I am submitting at least three of the following documents as my PROOF OF RESIDENCY at the above address:

- \_\_\_ Driver's License or State ID
- \_\_\_ Documentation from employer, such as paycheck stub, personnel papers, tax forms, or withholding statements
- \_\_\_ Voter Registration Card mailed to the enrolling party
- \_\_\_ Insurance papers issued in the name of the enrolling party
- \_\_\_ Bills and/or statements from a bank, credit union, department store, gasoline company or major credit card company

**Note: If above documents are not submitted within 30 days of enrollment, child may be withdrawn from school.**

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_