



RESIDENCY AFFIDAVIT INSTRUCTIONS

(STUDENT(S) UNDER EIGHTEEN (18) NOT LIVING WITH PARENT(S)/GUARDIAN(S))

- When a student under eighteen (18) is permanently residing apart from his/her parent(s) or legal guardian(s) in a dwelling that is owned or leased and occupied by a legal Berlin resident (called the host hereafter), the enclosed Notarized Residency Affidavit is required to be completed by the student's parent(s)/legal guardian(s) and the host(s).
- The Board of Education requires the host to present proof of residency in Berlin during the school registration process. For residency verification, the host is required to present registration personnel with a minimum of two (2) documents confirming residency in Berlin. Please see page 4 for residency document requirements.
- **All students attending Berlin Public Schools under a Residency Affidavit are subject to residency investigations which may include unannounced residency visits and surveillance at any time.**
- All Residency Affidavits expire on the last day of the school year. For continued enrollment in the new school year, the parent(s)/guardian(s), and the student's host must complete a Residency Affidavit Renewal if the student continues to reside with the host. Renewal reminders will be mailed prior to the close of the current school year with a renewal deadline. After the renewal deadline, the parent(s)/guardian(s) and host(s) will be required to submit an Affidavit Packet and complete the registration process once again.
- Should any student be found to be attending Berlin Public Schools illegally, the student will be immediately withdrawn from school. Furthermore, the town of Berlin reserves the right to recover the cost of educational services from the host(s), parent(s), or guardian(s).
- All Residency Affidavits are reviewed by Berlin registration personnel and sent to the superintendent for final approval. **For questions and to set up an appointment to submit forms, please contact Tari-Lynn Joyce at the Board of Education at (860) 828-6581 or by email at tjoyce@berlinschools.org.**

*****TO BE COMPLETED BY RESIDENCY PERSONNEL*****

Signature:

Date:

LexisNexis Accurant Address Verification Date:

Residency Visitation Date(s):

Expiration Date:

Residency Questionnaire
(All sections must be completed for form to be valid)

First Student's Name _____ DOB: _____ Grade _____
(Last) (First) (Middle)

Second Student's Name _____ DOB: _____ Grade _____
(Last) (First) (Middle)

Third Student's Name _____ DOB: _____ Grade _____
(Last) (First) (Middle)

Address before moving to Berlin _____
(No. and Street) (City) (State) (Zip Code)

Father's Name _____ Mother's Name _____
(Last) (First) (Middle) (Last) (First) (Middle)

Which parents will be living at the new residence? ____ Mother ____ Father ____ Neither

Father's Info. _____
(No. and Street) (City) (State) (Zip Code) (Phone)

Mother's Info. _____
(No. and Street) (City) (State) (Zip Code) (Phone)

Host Name(s) _____ Relationship to Student _____

Host Info. _____
(No. and Street) (City) (State) (Zip Code) (Phone)

Date student will move/moved to new residence _____

Why will student be living in Berlin? _____

(Continue on back of form if additional space is needed)

How long will the student be residing at the new residence? _____

If the student is not living with his/her family, will the student return to live with his/her family during school vacations, weekends, and/or the summer? ____ Yes ____ No ____ Not Applicable
If yes, please explain on back of form.

Will the student be staying at the host home seven days a week? ____ Yes ____ No
If no, please explain on back of form

Will any fees be paid for living at the new residence? ____ Yes ____ No
If yes, please explain on back of form.

Signature _____ Date _____

CONFIDENTIAL BERLIN RESIDENCY AFFIDAVIT

As part of our residency verification process, the student's parent(s)/guardian(s) along with the owner/lessee of the residence in Berlin must verify the following (please print):

_____ testifies that my _____,
Name of parent(s)/guardian(s) *Student's relationship to parent(s)/guardian(s)* *Student's name*

resides with host(s): _____, who is the student's _____,
Name of homeowner(s)/lessee(s) *Host's relationship to the student*

at the following address: _____
No. and Street *(City)* *(State)* *(Zip Code)*

We certify that this is a bona fide permanent address at which the child will be living seven (7) days a week, year-round, in a residency owned or occupied by the host(s) in the town of Berlin, CT. We also certify that the parent(s)/guardians(s) are not providing the host(s) with payment to live in Berlin, CT. We further certify that the student(s) is not living with his/her parent(s)/guardian(s) in a town other than Berlin because **(Explanations must be provided or statement is void. Additional statements or documents may be attached.):**

We certify that as a permanent resident of the town of Berlin, the student is eligible for free school privileges. We hereby agree to notify the school immediately regarding the termination of the student's full-time physical presence (permanent residency), in the town of Berlin in which event the student will no longer be eligible for free school privileges. Finally, we understand that should the student be found to be attending Berlin Public Schools illegally, the student will be immediately withdrawn from Berlin Public Schools and the town of Berlin reserves the right to recover the costs of such education from the host(s) and/or the parent(s)/legal guardian(s) of the student(s) listed above.

We understand that the Residency Affidavit is valid for the current school year only and must be renewed annually.

By signing below, we hereby give consent to the Berlin Board of Education to investigate or obtain any information pertaining to the permanent residency of all pertinent parties. This may include a check with homeowners, landlords, case workers, utilities, government agencies, housing agencies and/or any other agency regarding permanent residency in Berlin, CT.

We attest to the accuracy of the information contained in this form. We understand that a perjured or fraudulent statement may lead to prosecution under the criminal statutes of the state of Connecticut which is stated below (Larceny 53a122). We also understand that this document may be used as evidence in a court of law.

Larceny 1st Degree 53a122 – the property or service is obtained by defrauding a public community and such property exceeds \$2,000.

Class B Felony – not less than one year or more than 20 years and/or a fine up to \$10,000.

*****MUST BE SIGNED IN THE PRESENCE OF NOTARY PUBLIC OFFICIAL ONLY*****

Signed _____ Date: _____
Host (Berlin Legal Resident)

Signed _____ Date: _____
Parent/Guardian

Signed _____ Date: _____
Notary Public Signature and Stamp

Superintendent's Signature _____ Date: _____

The Host's Required Residency Documents: Proof of the host's residency in Berlin is determined by providing Berlin registration personnel with one (1) mandatory item from Category A and one (1) item from Category B. If the host is unable to provide an item from Category B, two (2) items from Category C may be substituted. The host **and** parent/guardian (if applicable) must also provide photo identification.

RESIDENCY DOCUMENTS SUBMITTED ARE REQUIRED TO BE LESS THAN 60 DAYS OLD AND MUST REFLECT CURRENT BERLIN ADDRESS.

| CATEGORY A | CATEGORY B | CATEGORY C |
|--|--|---|
| <ul style="list-style-type: none"> • Current Mortgage statement • Copy of property deed if no mortgage statement is available • Settlement Statement or Closing Disclosure (new homeowners only) • Lease – must be unexpired, signed by lessor/lessee, dated and landlord contact information must be provided. • Notarized Landlord Residency Affidavit Form with landlord contact information if no lease exists, if lease is expired, or if lease is weekly or month to month • Section 8 agreement with dates of tenancy | <ul style="list-style-type: none"> • Current utility bill statement - complete bill required, not just payment stub. • Utility work order showing service address for new homeowners Examples: Electricity Natural Gas Landline Phone Cable or Satellite Water <p><i>Cell phone bills and shut off notices are not acceptable.</i></p> | <ul style="list-style-type: none"> • Valid driver's license (stickers not allowed). • Valid CT DMV non-driver's photo identification with current address. • Valid automobile registration. • Voter registration. • Current auto or homeowner's insurance declaration page. • Current payroll stub. • Bank or credit card statement. • Court document. • Letter from any government agency. <p>With Berlin address and dated for most current tax year:</p> <ul style="list-style-type: none"> • W-2 form • Auto or property tax bill |