



## ***RESIDENCY AFFIDAVIT INSTRUCTIONS***

*(STUDENT(S) EIGHTEEN (18) OR OLDER LIVING WITH HOST OR STUDENT(S)  
UNDER EIGHTEEN (18) LIVING WITH PARENT(S)/GUARDIAN(S) AND HOST)*

- When the parent(s), guardian(s), or student if age eighteen (18) or older are living with a legal Berlin resident (called the **Host** hereafter) in a dwelling that is owned or leased and occupied by the host, the attached Residency Affidavit must be completed in front of a notary by both the parent(s), or guardian(s), or student if age eighteen (18) or older, and the host.
- The Board of Education requires both the host **and** the parent(s), or guardian(s), or student if age eighteen (18) or older, to present proof of residency in Berlin during the school registration process. ***By law, the burden of proving residency to attend Berlin schools falls on the parent(s), or guardian(s), or student age eighteen (18) or older.***
- For residency verification, the host is required to present Berlin registration personnel with a minimum of two (2) documents confirming residency in Berlin. In addition, the parent(s), or guardian(s), or student if age eighteen (18) or older, is also required to present Berlin registration personnel with two (2) documents confirming residency in Berlin. Please see the list of residency document requirements for more information.
- **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 full 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- Should any student be found to be attending Berlin Public Schools illegally, the student will be immediately withdrawn from school.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), guardian(s), or student if age eighteen (18) or older.
- All Residency Affidavits are reviewed by Berlin registration personnel and sent to the superintendent for final approval. **For questions, please contact Tari-Lynn Joyce at the Board of Education at (860) 828-6581 or by email at [tjoyce@berlinschools.org](mailto:tjoyce@berlinschools.org).**

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

Superintendent's Signature:

Date:

LexisNexis Accurint Address Verification Date:

Residency Visitation Date(s):

Expiration Date:

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

*Replies are kept confidential and are intended to be used only to certify that a student is entitled to attend Berlin Public Schools.*

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)

Primary family email \_\_\_\_\_

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's 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, we are requesting that the owner/lessee of the residence in Berlin and the parent, guardian or student if eighteen (18) or older, verify that (please print):

The following student(s): \_\_\_\_\_

and student's parent(s)/guardians(s): \_\_\_\_\_

*Names (only if residing at same address)*

reside(s) with host(s): \_\_\_\_\_, who is the student's \_\_\_\_\_,  
*Name of Homeowner(s)/Lessee(s)* *Host's relationship to student*

at \_\_\_\_\_  
*(No. and Street)* *(City)* *(State)* *(Zip Code)*

We certify that the above named student(s) and parent(s)/guardian(s) reside with the host(s) at the above listed address seven (7) days a week, year-round, in a residence owned or occupied by the host(s) in the town of Berlin, CT.

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, Connecticut.

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 legal guardian(s) of the student(s) listed above, and/or the student if eighteen (18) or older.

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 1<sup>st</sup> 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 (at least one item must have a current date). Account numbers and amounts may be redacted from forms. The host 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"> <li>• Current Mortgage statement</li> <li>• Copy of property deed if no mortgage statement is available</li> <li>• Settlement Statement or Closing Disclosure (new homeowners only)</li> <li>• Lease – must be unexpired, signed by lessor/lessee, dated and landlord contact information must be provided.</li> <li>• 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</li> <li>• Section 8 agreement with dates of tenancy</li> </ul>	<ul style="list-style-type: none"> <li>• Current utility bill statement - complete bill required, not just payment stub.</li> <li>• Utility work order showing service address for new homeowners Examples: Electricity Natural Gas Landline Phone Cable or Satellite Water</li> </ul> <p><i>Cell phone bills and shut off notices are not acceptable.</i></p>	<ul style="list-style-type: none"> <li>• Valid driver's license (stickers not allowed).</li> <li>• Valid CT DMV non-driver's photo identification with current address.</li> <li>• Valid automobile registration.</li> <li>• Voter registration.</li> <li>• Current auto or homeowner's insurance declaration page.</li> <li>• Current payroll stub.</li> <li>• Bank or credit card statement.</li> <li>• Court document.</li> <li>• Letter from any government agency.</li> </ul> <p><b>With Berlin address and dated for most current tax year:</b></p> <ul style="list-style-type: none"> <li>• W-2 form</li> <li>• Auto or property tax bill</li> </ul>

**The Parent, Guardian, or Student's (if 18 or older) Required Residency Documents:**

Proof of residency in Berlin is determined by the parent, guardian, or student if 18 or older providing Berlin registration personnel with photo identification and two (2) documents from the list below (at least one item must have a current date). Account numbers and amounts may be redacted from forms.

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

- ✓ Any business document from a federal, state, or local government entity. Including but not limited to:
  - Connecticut Department of Social Services (examples: HUSKY Health Insurance, Healthy Start, SNAP, and Temporary Family Assistance)
  - Connecticut Department of Labor (Unemployment)
  - Connecticut Judicial Branch
  - Social Security Administration
  - Department of Homeland Security
  - State Department
  - Other Federal Agencies
- ✓ Valid Connecticut driver's license or Connecticut Department of Motor Vehicles non-driver's photo identification with current address on front
- ✓ Other licenses or permits
- ✓ Court orders, state agency agreements, and other evidence of court or agency placements or directives.
- ✓ Insurance documents (examples: health, auto, life, disability)
- ✓ Utility bill (examples: electricity, gas, landline phone, cable or satellite TV, water)
- ✓ Auto registration
- ✓ Voter registration
- ✓ Property tax bill
- ✓ Payroll stub
- ✓ Bank or credit card statement
- ✓ Other financial account information (brokerage or retirement)
- ✓ Any other form of documentation relevant to demonstrating entitlement to attend Berlin schools

**Please note:** Junk mail, cell phone bills, shut off notices, USPS forwarding requests, personal mail or envelopes are not legitimate residency documents for school registration. **Documents must be less than 60 days old**, unless otherwise noted, and must reflect current Berlin address. Account numbers and amounts may be redacted from forms. Forms are subject to Board of Education approval.