



**AFFIDAVIT: Proof of Residency**  
For Hampton City Schools

COMMONWEALTH OF VIRGINIA

CITY/COUNTY OF \_\_\_\_\_, to-wit:

This statement is for the verification that \_\_\_\_\_ and the following child(ren)

\_\_\_\_\_  
\_\_\_\_\_

live with me at \_\_\_\_\_  
Complete Address

**Accepted items as proof of residency:**  
**Lease/ Mortgage of legal residence**  
**Current utility bill – must show resident’s name, address and be current**  
**(Ex. Electric, Gas, Water, Sanitation)**  
**Not Acceptable: Telephone or Cable bills**

If this living arrangement changes, we will notify the school within five (5) business days. We also understand that if it is found that we have provided false information the child(ren) will be withdrawn from school immediately. *Any person making a false statement or affirmation on the above information shall be guilty upon conviction of Class 3 Misdemeanor. This document will become part of the student’s educational record.*

\_\_\_\_\_  
**Signature of Resident**

\_\_\_\_\_  
**Signature of Parent/Independent Student**

This day personally appeared \_\_\_\_\_  
Print name

And \_\_\_\_\_  
Print name

After being duly sworn/affirm according to the law, made oath that this statement hereto are true and accurate to the best of his/her knowledge and belief.

Subscribed and sworn/affirmed to before me this \_\_\_\_\_ day of \_\_\_\_\_

By \_\_\_\_\_ print name

My commission expires: \_\_\_\_\_

{Affix Seal}

\_\_\_\_\_  
**Notary Public**

**THIS FORM MUST BE SIGNED BY A NOTARY**

**\* AFFIDAVITS FOR PROOF OF RESIDENCY ARE ONLY GOOD FOR ONE SCHOOL YEAR**

**- SEE INSTRUCTIONS ON BACK -**

## **INSTRUCTIONS FOR AFFIDAVIT: PROOF OF RESIDENCY FOR HAMPTON CITY SCHOOLS**

Initially, the Parent will need to:

1. Complete the top portion of the Affidavit: Proof of Residency.
2. Have the resident of the property (the person with whom they are living), along with the parent/independent student to appear in front of a notary to sign the affidavit. The Notary may be the Notary in your school building. If there is not a Notary in your building they may go to a bank, credit union, or some funeral homes.
3. The resident must have a current (within the last three months) utility bill (gas, water, sanitation, electric bill or a mortgage/lease agreement) with them as they appear before the Notary. **Not acceptable: Telephone or cable bills**
4. The parent and resident must both sign the Affidavit **in front of the Notary**.

The parent/independent student will then return to the Registrar or the Secretary doing the registration with this notarized statement, the student's birth certificate, a pictured ID of the parent/independent student and an acceptable utility bill, or mortgage/lease of the person they are living with and continue with the registration process. The person the parent/independent student is living with does not have to be present to continue the registration process.

**PLEASE CALL THE OFFICE OF STUDENT SERVICES AT 727-2135 IF YOU HAVE ANY QUESTIONS.**