

## **RESIDENCY REQUIREMENTS FOR CHANGE OF ADDRESS**

*From BCPS Policy and Rule 5150*

Original documents must be given to the school as required by **Rule 5150**. Copied, faxed, and emailed documents cannot be accepted. Copies will be made at school. Verification of domicile requires five documents including a photo identification (with or without address), deed or lease as described below, and three pieces of mail or documentation as listed below. If an address on the document used for photo identification, it must also reflect the same address as well as other submitted documents

### **Option 1: If you own your home you will need to provide:**

1. Your original deed, signed settlement sheet, title establishing ownership, mortgage payment book (within 60 days), or your current real estate tax bill.
2. Three different, current (within 60 days) pieces of business class mail from three different businesses that have the new address. Utility bills including BGE, Comcast, home phone, water bill, etc. Please see Policy 5150 for other acceptable proofs.
3. Photo identification with your new address or change of an address card from the MVA.

### **Option 2: If you are renting from a private individual who owns the home:**

1. A current signed lease between the owner and the parent/guardian and a copy of the owner's deed, mortgage payment book (within 60 days), or current tax bill to prove that the owner does indeed own this residence.
2. Three different, current (within 60 days) pieces of business class mail from three different businesses that have the new address. Utility bills including BGE, Comcast, home phone, water bill, etc. Please see Policy 5150 for other acceptable proofs.
4. Photo identification with your new address or change of an address card from the MVA.

### **Option 3: If you are renting at an apartment complex:**

1. The current, signed lease between the parent/guardian and the apartment complex.
2. Three different, current (within 60 days) pieces of business class mail from three different businesses that have the new address. Utility bills including BGE, Comcast, home phone, water bill, etc. Please see Policy 5150 for other acceptable proofs.
3. Photo identification with your new address or change of an address card from the MVA.

### **Option 4: If you are renting from a real estate management company or commercial lessor:**

1. The current, signed lease between the parent/guardian and the management company.
3. Three different, current (within 60 days) pieces of business class from three different businesses that have the new address.  
Utility bills including BGE, Comcast, home phone, water bill, etc. Please see Policy 5150 for other acceptable proofs.
4. Photo identification with your new address or change of an address card from the MVA.