

# Acceptable Documents for Address Verification

List of Acceptable Documents	
Property	Lease agreement, deed, or mortgage for residence
	<b>Current</b> property tax bill for residence
	<b>Unexpired</b> membership documents based upon residence (like a neighborhood's residents' association), with the name of parent and address of residence
	Rent receipt with address of residence [ <b>within 60 days</b> ]
Utility Bills	Residential utility bill (gas or electric) in resident's name issued by a utility company [ <b>within 60 days</b> ]
	Bill for cable/internet services provided to residence, with name of parent and address of residence [ <b>within 60 days</b> ]
	Water bill for residence [ <b>within 90 days</b> ]

You can find a list of these documents at this link:  
<https://tinyurl.com/NYCDOENewStudentForms>

# Acceptable Documents for Address Verification (continued)

## List of Acceptable Documents

<b>Government-Issued</b>  (Note: envelopes are not acceptable proofs!)	Documentation or letter on letterhead from federal, state, or local government agency (IRS, City Housing Authority, Human Resources Association, ACS, etc.), with resident's name and address [ <b>within 60 days</b> ]
	Income tax form [ <b>within last calendar year</b> ]
	Evidence of custody of child, with name of student and address of residence, including but not limited to judicial custody orders and guardianship papers [ <b>within 60 days</b> ]
	<b>Unexpired</b> state, city, or other government issued identification (including IDNYC card) with address of residence
	<b>Unexpired</b> official NYS Driver's License or learner's permit
	Voter registration documents
<b>Miscellaneous</b>	Official payroll documentation from employer (pay stub with home address, form submitted for tax withholding purposes, or payroll receipt) with home address [ <b>within 60 days</b> ] – <b>Letter on employer's letterhead is not acceptable</b>

A telephone bill, credit card bill, or medical insurance card is not acceptable proof of residency.

The Pre-K Offer Letter from the DOE is not an acceptable proof of residency.

Do not send us families'  
social security cards!