



CALDWELL-WEST CALDWELL PUBLIC SCHOOLS CHANGE OF ADDRESS 2019-2020 SCHOOL YEAR

If your address has changed you must notify your child's school and provide updated proofs of residency.

Complete the attached Domicile Statement and provide updated proofs of residency as outlined below. You can return the completed forms along with the proofs of residency to Kerry Ryan in the Harrison School or to your child's school's secretary.

Please email Kerry Ryan keryan@cwcboc.org with any questions.

A. Residency Requirements

Proof of Residency:

1. If you rent your residence you must provide the following:

- Completed **Domicile Statement**
- Completed and Notarized **Landlord Statement**
- Copy of **current Lease Agreement**
- **Original and one copy for our records** of **two** of the following additional items featuring your name and current address:
 - o Utility, Water or Cable bill
 - o Telephone/mobile phone bill
 - o Insurance bill
 - o Bank statement
 - o Recent pay stub
 - o Valid NJ driver's license

2. If you own your residence you must provide the following:

- Completed **Domicile Statement**
- **Original and one copy for our records** of **one** of the following: Deed to the home, property tax bill or mortgage statement
- **Original and one copy for our records** of **two** of the following additional items featuring your name and current address:
 - o Deed to the home, property tax bill, mortgage statement
 - o Utility, Water or Cable bill
 - o Telephone/mobile phone bill
 - o Insurance bill
 - o Bank statement
 - o Recent pay stub
 - o Valid NJ driver's license