Cockeysville Middle School

443-809-7630 10401 Greenside Drive **·** Cockeysville, Maryland 21030 Fax: 443-809-7628

**Residency Documentation Checklist for New Address**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent(s)/Guardian(s) Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Residency Documentation Attached (total of 5 documents – legible copies accepted):**

**Parent/Guardian photo ID** – if using a Maryland Driver’s license or Maryland Identification Card, the address must reflect the address of record or be accompanied by a Change of Address Card issued by the MVA. A valid passport may also be used.

**One** of the following:

* Signed Deed
* Signed Settlement Sheet
* Signed Title
* Mortgage Coupon Book **(cover & coupon)**
* Property Tax Bill
* Receipt for Residential Dwelling Unit

Mortgage Statement dated within 60 days

A signed lease or rental agreement from a real estate management company or commercial lessor (if renewal letter issued yearly, a copy of the most recent renewal letter required along with signed lease)

* A signed lease or rental agreement from a private party owner

(Documents establishing ownership by private party must also be submitted.)

**Three** documents dated within 60 days (***from 3 sources***) which may include the following:

* -Income Tax Returns
* -Utility Bill
* -W-2
* -Cable Bill
* -Employer Statement
* -Voter’s Registration Card
* -Mailing from Government agency
* -Vehicle Registration
* -Credit Card Account Statement
* -Driver’s License (2nd parent/guardian)
* -Bank Account Statement
* -Maryland ID Card (2nd parent/guardian)
* -Paycheck Stub with Name/Address
* -Court Documents

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 Parent/Guardian Signature Date