



Change of Address, Custody, Name Instructions

Parents/Guardians - please provide the following documents for your changes to the Registration Office, at the West Orange Board of Education Administrative Offices located at 179 Eagle Rock Avenue.

Homeowner's Change of Address - Please use the following checklist:

- **Certificate of Residency - Homeowner Form:** to be completed by homeowner and **notarized**
- **Proof of Ownership:** please provide **one** of the following documents:
 - ☐ Deed
 - ☐ Municipal tax bill
 - ☐ Mortgage bill
- **Proof of Residency Address:** please provide **two current** documents - some examples listed below:
 - ☐ PSE&G bill
 - ☐ Water bill
 - ☐ Cable/satellite bill
 - ☐ Home or cell phone bill
 - ☐ Bank statement
 - ☐ Paystub with name and address

Renter's Change of Address - Please use the following checklist:

- **Statement of Landlord Form:** to be completed by landlord (property owner) and **notarized**
- **Certificate of Residency - Renter Form:** to be completed by Renter and **notarized**
- **Proof of Tenancy:** please provide **one** of the following documents:
 - ☐ Lease
 - ☐ Rent receipts – signed and addressed
 - ☐ Letter: **signed and notarized**, by relative/friend, stating that the parent/guardian and student are living in his/her home, and are not responsible for rent and bills for the home. This letter must be accompanied by **proof of ownership or tenancy** of the relative/friend.
- **Proof of Residency:** please provide **two current** documents – some examples listed below:
 - ☐ PSE&G bill
 - ☐ Water bill
 - ☐ Cable/satellite bill
 - ☐ Home or cell phone bill
 - ☐ Bank statement
 - ☐ Paystub with name and address

Please be advised that the West Orange Board of Education reserves the right to conduct periodic, random home visits to verify residency of all students enrolled in the district. These visitations are conducted by Residency Verification Officers.

Change of Custody and/or Name of Parent/Guardian or Student - Please submit **one or more** items (as necessary) using the following checklist:

- Court Order
- Adoption Papers
- Marriage Certificate or Divorce/Settlement Papers
- Other custody/change of name documentation

ALL PARENTS/GUARDIANS MUST SUPPLY THE FOLLOWING:

Please provide **one item** indicating that you are the person listed as guardian in the student's school records **and** in the other paperwork provided above. Following are representative examples (presentation of a photo ID is preferred but optional):

- Photo driver's license or other NJMVC non-driver's identification
- Passport
- State, Municipal, or Work ID
- Other photo or non-photo identification