

**BALTIMORE CITY PUBLIC SCHOOLS**

Office of Student Placement  
200 E. North Avenue, Room 106  
Baltimore, Maryland 21202  
410-396-8600

**ADDRESS CERTIFICATION FORM**

In accordance with the Enrollment and Transfer Policy the following applies:

1. The parent or legal guardian must present to the school documentation which is proof of address in Baltimore City. The documentation must have the parent or legal guardian’s imprinted the documentation must include at least two of the following: gas, electric, water or telephone bill; rent receipt, bank statement or verifiable lease agreement.
2. Exceptions are parents or legal guardians with children living with relatives or friends would enroll the children in the zoned school given the relatives’ or friends’ legal residence. The principal should request the following supporting and verifiable documentations:
  - i. a notarized statement from the relatives or friends with whom the family ( parent) or legal guardian and student) resides confirming that the family resides at the address.
  - ii. address documentation (item #1) with the relatives’ or friends’ names imprinted and
  - iii. some independent documentation indication the parent’s or legal guardian’s residence with his/her name imprinted for example:
    - a. Payroll stub from the employer, or
    - b. Registration ticket or transcript from the school if the parent or legal guardian is a student; or
    - c. Documentation from a government agency like social Security Administration.

The parent or legal guardian must present this address certification form along with the required proof of address in item #2.

I, \_\_\_\_\_  
(name of resident)

Certify that  
\_\_\_\_\_  
(name parent or legal guardian)

Reside in my home at  
\_\_\_\_\_  
\_\_\_\_\_

Resident’s Address

This parent(s) or legal guardian(s) children also reside with me at this address.

Their names are:  
\_\_\_\_\_  
\_\_\_\_\_

Sincerely,  
\_\_\_\_\_  
Signature of Resident

\_\_\_\_\_  
Signature of Parent/Legal Guardian

**NOTORIZED STATEMENT**

State of Maryland  
City of Baltimore

I HEREBY CERTIFY that on this date of \_\_\_\_\_  
\_\_\_\_\_ 20\_\_\_\_, before me, a  
Notary Public personally appeared.

\_\_\_\_\_  
Signature of Parent/ Legal Guardian

\_\_\_\_\_  
Signature of Resident

and took oath in due form of law and stated the foregoing statements are true.

\_\_\_\_\_  
Signature of Notary Public

My commission expires

NOTARY SEAL