



# HOUSTON COUNTY SCHOOL SYSTEM NEW STUDENT REGISTRATION ACCEPTABLE PROOFS OF RESIDENCY

Name of Prospective Student \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** For a student to be enrolled in HCSS, both the student and a legal custodial parent/guardian must be present at the time of enrollment.

- Current utility bill including landline telephone, electric, water, gas, cable, etc. (Wireless telephone bills cannot be accepted).
- Current bank statements (Internet bank statements are acceptable only if taken to the local bank, stamped and dated by teller as an active account. Checks and checkbook information are not acceptable).
- Current rental/Mortgage contract or receipt including deed of sale for property.
- Current employer verification of residence address or letter from employer as long as it is on company letterhead with original signature. If the employer does not have letterhead, then the signature of the employer must be notarized.
- Current paycheck/check stub, work ID or badge, if address is included.
- Current automobile, life or health insurance policy (Wallet Cards cannot be accepted)
- Current driver license/ID issued by the Tennessee Department of Safety to a parent, legal guardian or spouse of applicant.
- Current Tennessee motor vehicle registration or title.
- Current Tennessee voter registration.
- Current Internal Revenue Service tax reporting W-2 form within the last 12 months.

Both items may NOT be from the same source. For example, an applicant could NOT use: Vehicle registration and vehicle title for same vehicle or documentation for multiple vehicles. Water and Gas bill from the same utility. Wireless, Cable and Telephone bills from the same company. All items are required to be current documents within the past four (4) months. Internal Revenue Service documents must be from the current tax year.

This information is found here: ( <https://www.tn.gov/content/tn/safety/driver-services/dlproof.html#lista> ) and is based on List A created by the Tennessee Department of Homeland Security, which states that a resident must provide two proofs of residency.