

Instructions for Gwinnett County Public Schools Notarized Residency Affidavit

If a student's family is residing in the home of another individual, all four of these items must be turned in together. Both parties must visit the school with I.D. and proof of residency.

1. The **homeowner/lease holder** must complete the Residency Affidavit form. Both the homeowner/lease holder and parent/guardian's signature must be notarized. This form can be picked up at any school or printed at this link:
<https://www.gcpsk12.org/schools/new-student-enrollmentregistration/residency-affidavit>

Important: If the affiant is **leasing** the home, the **landlord** must also sign on page one, under "Apartment Manager/Landlord Witness Signature."

2. The **homeowner/lease holder** must provide one of the following to show residency:

- A non-contingent sales contract
- Current lease/rental agreement
- Current residential property tax statement or bill
- Current warranty or quit claim deed
- Current home purchase agreement (settlement statement)
- Current homeowner's insurance policy

3. The **homeowner/lease holder** must also provide a current utility bill (water or electric, NOT gas, phone, or cable bills).

4. The **parent/guardian** must provide either:
 - a. a driver's license with parent/guardian name at the address where they are living, **or**
 - b. two current pieces of mail with parent/guardian name at the address where they are living.

For new enrollments or new moves, the parent/guardian has **30 days** to provide this.

NOTE: Residency Affidavits must be renewed annually.

This notarized document will constitute a legal document. GCPS reserves the right to investigate and verify the accuracy of all information provided. Any falsified information discovered will be turned over to officials and individuals can be held responsible for penalties and liability as set forth in O.C.G.A. 20-2-133 (see page 3 of the Residency Affidavit).

***** This affidavit is valid for one school year. *****