

Change of Address Form

Please make sure ALL items on the checklist are included in one email to admissions@berkeley.net

We do not request records from third parties, you must submit all required documents

Emails with documents missing or documents sent through multiple emails will not be accepted

Parent's valid governmental picture identification card (i.e. CA ID or CA DL)

Declaration of residency (must be residing in Berkeley when submitting documents)

Proofs of Berkeley residency (must submit **three proofs**; one from each of the groups listed below)

All Proofs must be current originals (issued within the last 2 months) imprinted with the name and current Berkeley residential address of the parent/legal guardian. A student can have only one residency for purposes of establishing residency.

Only personal accounts will be accepted (No care of, DBA or Business accounts).

Group A: Must provide all pages

- Rental property contract or lease, **and proof of** payment dated within 45 days
- Renter or homeowner insurance policy for the current year (no bill, declarations or policy page only)
- Current property tax statement
- Property deed dated within the last 12 months

Group B: Utility bill: (must provide entire bill)

- PG&E
- Landline phone (non-cellular)
- EBMUD
- Internet
- Cable

Group C: Must provide all pages, cannot be bill

- Current bank statement (checking or savings only)
- Action letter from Alameda County Social Services Department
- Recent paycheck stub or letter from employer on **official** company letterhead
- Both valid automobile registration **and** valid automobile insurance
- Voter notification or ballot for the most recent past or upcoming election

If you have any questions or concerns please contact us at admissions@berkeley.net prior to submitting your documents.

Student's First and Last Name	Grade	School	Student's First and Last Name	Grade	School
1. _____	_____	_____	2. _____	_____	_____
3. _____	_____	_____	4. _____	_____	_____
5. _____	_____	_____	6. _____	_____	_____

Current Address: _____ City _____ Zip _____

Previous Address: _____ City _____ Zip _____

New Phone Numbers: Home _____ Cell: _____ Work: _____

I attest the information provided is true and complete. I understand that providing inaccurate information will affect or delay my child's assignment and waiting list opportunities. An address verification may be completed to verify residency.

Parent/Guardian Name _____ Parent/Guardian Signature: _____

If additional parent is residing in a different household, please provide the parents information:

Parent Name: _____ Phone Number: Home: _____ Cell: _____ Work: _____

Address: _____ City: _____ Zip: _____ Does student live at this address? ___ Y ___ N

Office use only: Processed by: _____ Entered by: _____ Date entered: _____ SA CA NU INC MV VS