

# CHANGE OF ADDRESS

## STEP ONE: Gather required documents

### FOR PARENT/ LEGAL GUARDIAN

*Valid Governmental issued Identification. (i.e CA ID, DL or passport)*

### PROOFS OF RESIDENCY

Documents must be dated within the last 2 months and be imprinted with the parent or legal guardian name and current Berkeley address.

Please note we do not accept any Business accounts or DBA

- Voter registration for the most recent or upcoming election
- Checking/Savings bank statement
- Credit Card statement
- Action letter from Social Services or Government Agency (cannot be property)
- Entire utility bill, contract or receipt (PG&E, Landline phone, EBMUD, Internet or Cable)
- Paycheck Stub or letter from the employer on official company letterhead confirming employment and address on file
- Valid automobile registration
- Valid automobile insurance
- Rental contract/lease with payment receipt
- Current Renters insurance policy
- Current Property taxes
- Property deed dated within the year

NEED TWO  
FROM  
THIS LIST

**If not a Berkeley resident:** Complete change of address form and submit along with parent ID. You will also need to submit an inter district permit from your home district within 30 days.

## STEP TWO: Complete Change of address form /Declaration of residency and upload required documents.