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Sample proof of residency letter from family member

The proof of residency letter, also known as an 'affidavit of residence', is a sworn statement that a person resides at an address. This is often required by a Department of Motor Vehicles (DMV) when getting a drivers license or applying for street parking. The proof of residency letter is commonly written by a landlord or employer with additional documents attached, such as a lease agreement (for tenants) or IRS Form W-4 (for employees), to provide supplemental evidence. Notary Acknowledgment – It's recommended to have the proof of residency letter notarized if there is no supplemental evidence (i.e. utility bill, paycheck stub, drivers license, etc.) By Type DMV (Dept. of Motor Vehicles) – To prove the applicant for a drivers license is a resident of the State. Employer – To verify an individual has been working for a period of time in a specific area or State. Family Member – Common for parents to claim their child lives in their home. Landlord – From a landlord or roommate and gives testimony that a person has been living on the premises presently and for a certain period. Notary – To give a sworn statement, under penalty of perjury, that a person has been living at an address. Must be signed in the presence of a notary public. School – To prove to a school that a student has been or is currently living at an address or has been living in a State. May be used for elementary, junior high, or high school and university to apply for in-State tuition. Table of Contents The proof of residency letter is an affidavit that is written and signed by someone else that acknowledges a specific person is a resident of the State or a mailing address. This is common when applying for government agencies, insurance programs, or for employees to prove that an individual lives where they claim. How to Prove Residency Getting proof of residency relies on the resident collecting as many third (3rd) party documents and personal testimonies (if needed). This also depends on the type of residency that is being proved, for example, the Dept. of Motor Vehicles (DMV) only requires proof that the individual currently lives in the State versus applying for in-State tuition a student will need to prove they lived in the State for the past year* (*dependent on State law). Step 1 – Write a Proof of Residency Letter Whether the resident or someone writing on their behalf is the author, the letter acts as an official testimony of an individual declaring a person resides at a particular address or within the State. The letter is recommended, although not required, to be signed with a notary acknowledgment attached to confirm the identification of the author as a sworn statement. Even if a residency letter is not required, it acts as a cover letter to any evidence or documents that may be needed to prove residency. In addition, it provides contact information in the chance any of the residency sources are questioned. Step 2 – Attach Evidence The author should attach any documents needed or required that support the residency claim. It's always recommended to have the most current and updated documents as possible. Examples of Proof Bank Statement Cell Phone Bill Drivers License Health Insurance Card Residential Lease Agreement Mortgage Statement Paycheck / Paystub Real Estate Deed Tax Return (IRS or State) Utility Bill (electricity, cable/internet, cell phone, etc.) Voter Registration Card Vehicle Title / Registration Commonly, any two (2) of the above-mentioned documents are required. Step 3 – Submit the Letter and Documents The letter and the documents will need to be submitted to the government agency or the third party (3rd) requesting the proof. Upon acceptance, the letter and documents will be returned to the resident. How to Write a Proof of Residency Letter Download: Adobe PDF, Microsoft Word (.docx), Open Document Text (.odt), 1 – The Affidavit Template Is Downloadable Through This Page The Affidavit form (viewable through the image on this page) can be obtained as a PDF file by selecting the "PDF" button in the caption area. If preferred, you can also download it as a word processing file using the "Word" or "ODT" buttons that are also in the caption area. If you do not have the software required to input information onscreen with these formats, then you can use your browser to download and print it. 2 – Identify The Signature Party And This Document In The Heading Several pieces of information regarding the Signature Party will be required so this document may fulfill its function. We will begin by providing the full name of the Signature Party on the blank line labeled "Name" in the upper left-hand part of the first page. Once you have supplied the Signature Party's name, his or her complete address must be provided. Use the "Street Address" line below the name to record the building number, street name or number, and apartment or suite number. The next two blank lines ("City, State" and "Zip") require the completion of the Signature Party's address information. The calendar date that should be associated with this paperwork and used to identify it in the future should be documented on the blank line labeled "Date." 3 – The Declaration Statement Must Be Satisfied The body of this template will supply the language necessary to structure the declaration made within it. The first statement will need the full name of the Signature Party supplied on the blank line between the word "I" and the term "Formally Acknowledge..." Next, we will document the home address of the Signature Party. Locate the phrase "Street Address Of..." then fill in the building number, street or road, and (if applicable) suite or apartment number of the physical address where the Signature Party maintains a residence. This cannot be a P.O. Box regardless of the living arrangements but must be the physical street address. The next two blank lines, following the words "City Of" and "State Of," require the name of the city and state where the physical street address you entered above is located. The last two blank lines have been included in this statement to give us an area to record the first calendar date when the Signature Party officially began residence at the above address. Record this date as the month and two-digit calendar day on the blank line preceding "20" and the two-digit calendar year on the blank line following "20." 4 – Supply Evidence For The Signature Party's Declaration Statement If this affidavit is to function properly, you will likely need to include some evidence to support the statement made above. The Recipient of this document will want some verification that any such evidence is meant to be (officially) married to this statement. To achieve this goal, list the title of each document that will be attached to this paperwork. If any of the attachments do not have an official title, then describe it using the subject matter and date. Make sure each document is presented with this one at the time of signing. 5 – Execute This Paperwork By Supplying A Valid Signature Since an affidavit is a declaration that must be verified as a true, the Signature Party will need to have his or her act of signing witnessed and notarized. Once these parties have coordinated and this paperwork has been reviewed to the satisfaction of everyone present, the Signature Party should find the word "Sincerely," at the bottom of the first page then sign his or her name to the blank line below it. Once done, the Signature Party must relinquish control of the signed paperwork to the witnesses present. The "Witness Acknowledgment" section will only require one piece of information in preparation. Make sure the full name of the Signature Party is supplied to the blank line between the words "...Aforementioned Claims Made By" and the term "...And Acknowledge" Each Witness must make sure to have reviewed this paperwork, read the statement in "witness Acknowledgement," then provide an acknowledging signature. To do this, each Witness must sign a unique "Witness Signature" line, print his or her name below his or her signature, then enter the calendar date when he or she signed this area. The last page is reserved strictly for the purpose of notarization. Thus, once both witnesses have signed this document, it must be turned over to the Notary Public present. He or she will record the location of the signing, the date, and the parties in attendance before supplying his or her credentials and seal. how to write a letter showing proof of residency for a family member

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