



## Valid Change of Residence Documentation Checklist

**Student Name:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

For the member school to certify a **Valid Change of Residence** for athletic participation, per the CIF-SS Blue Book definition of a VCR (*CIF-SS Bylaw 206C*), the following documents are **REQUIRED** to be provided. This bylaw complies with the CIF State Constitution.

A transfer application will not be entered into the CIF-SS transfer system by the school until **ALL** requirements are met. These documents and/or additional documentation may be requested if it is deemed necessary to confirm the VCR.

***NOTE: Providing incorrect, inaccurate, incomplete or false information can lead to ineligibility for up to 24 months (CIF-SS Bylaw 202B) for the student.***

**Athletic Director:** Please initial on appropriate lines below, after verifying and collecting the documentation.

### **Required – All Five (5) Must Be Submitted:**

- \_\_\_\_\_ 1. Real estate documents indicating & verifying the Valid Change of Residence OR proof of entering a long-term lease (minimum of 12 months)
- \_\_\_\_\_ 2. Proof of former residence address being terminated (lease termination letter, escrow closing papers)
- \_\_\_\_\_ 3. Bank account statement/credit card statement with new residence address indicated
- \_\_\_\_\_ 4. A. Proof of at least 2 utility services/monthly bills in the family's name at the new residence (screen shots are not accepted must be printed originals) address **and**  
B. Documentation of termination of the **SAME** 2 utility services/monthly bills at the former address (cell phone, auto insurance, pay stub, gas, water, electricity, cable tv, etc.) Screen shots are not accepted must be printed originals.
- \_\_\_\_\_ 5. Copy of the current physical driver's license for all age-appropriate drivers in the family unit (parent(s) and student). If current license shows old address include proof of change in address from the DMV on the parent(s)/caregiver(s) and age-appropriate student's driver's license to new residence address.

### **At Least One (1) Of the Following Items Are Required to Be Submitted**

- \_\_\_\_\_ A. Proof of the submission of an official Change of Address notification to the US Postal Service to receive mail at the new residence address
- \_\_\_\_\_ B. Proof of voter registration listing the new residence address
- \_\_\_\_\_ C. Proof of transfer of parent(s)/guardian(s)/caregiver(s) and age-appropriate student's motor vehicle registration to new residence address

**Parent/Guardian/Caregiver Signature:** \_\_\_\_\_

**(By signing, I certify that I have provided the school with all required and truthful documentation of a VCR, as stated above)**

**Athletic Director/Assistant Principal Signature:** \_\_\_\_\_

**(By signing, I certify that the school has collected, reviewed and is in possession of all required documentation of a VCR, as stated above)**

1. Upload this checklist with all documentation in a **single** upload into transfer case in CIFSSHome under the "Valid Change of Residence Documentation Checklist" button.

2. Keep all copies of documentation on file at your school site and remember to upload the "Parent/Student Information & Signature Form" into transfer case in CIFSSHome under the appropriate button.