

VERIFICATION OF FLORIDA RESIDENCY FOR NON-TUITION PURPOSES (DOCUMENT ACCEPTANCE GUIDELINES)

Intake staff should strictly adhere to the following guidelines when registering a student/applicant that is attempting to establish Florida residency: **UNACCEPTABLE DOCUMENTS:**

Passports
Birth Certificates
Library Cards
Bank Statements
Shopping/Rental Club Cards
Hunting/Fishing Licenses
Concealed Weapon/Gun Permit

USE ONLY ONE (1) DOCUMENT CODE FOLLOWED BY THE LETTER "Z"

| RESIDENCY CODE | DOCUMENTATION | DESCRIPTION OF ACCEPTABLE DOCUMENT(S) |
|----------------|--|---|
| E | Employment | <ul style="list-style-type: none"> ▪ A pay stub that clearly indicates employment or ▪ Individual paystubs that show employment. ▪ Notarized letter from current or past employers that indicate the date of hire and that the applicant has been employed. |
| F | Florida I.D or Florida Driver's License | <ul style="list-style-type: none"> ▪ Document must be current. |
| G | Vehicle Registration | <ul style="list-style-type: none"> ▪ Document and plate issuance date must be current. ▪ Must be issued by the Florida Department of Motor Vehicles and contain Vehicle Identification Number (VIN) or Title number. |
| H | Proof of Homestead Exemption | <ul style="list-style-type: none"> ▪ Must provide a copy of a property tax bill that demonstrates homestead exemption. |
| P | Proof of Permanent Home | <ul style="list-style-type: none"> ▪ Mortgage, deed, or proof of ownership from property appraiser website. ▪ Documents must be prior to the proof of residency deadline. |
| T | High School Transcript | <ul style="list-style-type: none"> ▪ Official, sealed or electronic (via FASTER) transcripts from a Florida high school or a Florida GED and score report. |
| V | Voter's Registration Card | <ul style="list-style-type: none"> ▪ Document registration date must be current. |

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|----------------|---|---|
| A | Certified Letter from Agency | <ul style="list-style-type: none"> ▪ Official state, Federal, recognized non-profit organization or court documents evidencing legal ties to Florida. ▪ Examples of acceptable documents: benefit histories from Florida agencies or public assistance programs, Department of Juvenile Justice Address Verification form. |
| C | Certificate of Domicile | <ul style="list-style-type: none"> ▪ Must be certified by a Clerk of the Court. |
| I | Enrollment in an Educational Institution | <ul style="list-style-type: none"> ▪ Official, sealed or electronic (via FASTER) transcripts from a Florida based educational institution, evidencing of enrollment in the institution. ▪ To be used for students categorized as 2H or 7P. |
| L | Lease Agreement | <ul style="list-style-type: none"> ▪ Must show evidence of payments (cancelled checks, bank statements, cashier's checks, copies of money orders). ▪ The lease must be current. Copies of prior leases may be used. |
| M | Membership in Florida Based Organization | <ul style="list-style-type: none"> ▪ Proof of membership in a Florida-based charitable or professional organization. ▪ Membership must be current. ▪ Copy of membership card or letter from charitable organization is required. ▪ Note that membership in a church does not constitute membership in a Florida based charitable organization. |
| N | Florida Incorporation | <ul style="list-style-type: none"> ▪ Document must be current and issued prior to application. Copy of document is required. |
| O | Professional or Occupational License | <ul style="list-style-type: none"> ▪ Documents issued by the State which grant permission to work in Florida. Copy of license is required. |
| U | Utility Bill | <ul style="list-style-type: none"> ▪ Utility bill and proof of payments. ▪ Service must be current and in the name of the applicant. ▪ A letter from the service provider or copies of billing statements is required. |