



# RIDGEFIELD PARK PUBLIC SCHOOLS

712 Lincoln Avenue, Ridgefield Park, New Jersey 07660  
(201) 807-2640 / www.rpps.net

## CHANGE OF ADDRESS FORM

Please present this form along with the required documentation to Mrs. Kelly Thompson at kthompson@rpschools.net. Please contact him at 201-807-2640 x 5003 if you have any questions or concerns.

**Proof of Residency** -Documents must be presented at the time of filing.

### **I. Primary Documents**

- a. **Homeowners:** Deed, current property tax bill, or current mortgage statement.
- b. **Renters:** Current lease and Notarized **PROOF OF RESIDENCY DOCUMENT** and/or **LANDLORD AFFIDAVIT OF RESIDENCY.**

### **II. Secondary Documents**

- a. PSE&G bill, cable bill, phone bill, current medical bill or bank statement.
- b. All bills/statements must be dated within 30 days.

Little Ferry residents must first obtain a **PERMISSION TO REGISTER CERTIFICATE** at the Board of Education in Little Ferry. Please contact the registrar at 201-641-6186 x 1402

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

Old Address: \_\_\_\_\_  
\_\_\_\_\_

New Address: \_\_\_\_\_  
\_\_\_\_\_

Effective Date: \_\_\_\_\_

Parent/Guardians Name: \_\_\_\_\_

Name of Students: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Schools: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

Staff Signature: \_\_\_\_\_

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

**\*\*Your child/children's records will not be updated until all of the required documentation is submitted and approved\*\***

**AFFIRMATION OF RESIDENCY**

DATE: \_\_\_\_\_

I, HEREBY CERTIFY, THAT I, \_\_\_\_\_, AM THE LEGAL PARENT/GUARDIAN OF:  
(PRINT NAME OF PARENT OR GUARDIAN)

NAME OF CHILD	AGE	GRADE

I FURTHER CERTIFY THAT MY CHILD/CHILDREN AND I ARE LEGALLY RESIDING IN THE CITY OF RIDGEFIELD PARK AT THE FOLLOWING:

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

THE FOLLOWING DOCUMENTS WHICH ESTABLISH THAT WE ARE LEGALLY RESIDING IN THE CITY OF RIDGEFIELD PARK HAVE BEEN SUBMITTED FOR VERIFICATION.

**OWNER OF DWELLING:**

1. Deed, Property Tax Record, or Mortgage Statement reflecting the Ridgefield Park address.
2. Current Utility Bill

**RENTER OF DWELLING:**

1. Current original lease verifying names, status, and duration of lease. The lease must have the landlord's name, address, and phone number. If you do not have your current lease available you can complete the Landlord Affidavit of Residency.
2. Landlord Affidavit of Residency. The affidavit must have the landlord's name, address, and phone number and be notarized.
3. Current Utility Bill

**\*\*PLEASE NOTE ADDITIONAL DOCUMENTATION MAY BE REQUIRED\*\***

I, \_\_\_\_\_, affirm that I am the parent/guardian of the student(s) listed on this form. I further state that this form and the attached documents constitute true and accurate proof that the student(s) listed on this form reside with me within the City of Ridgefield Park and will continue to do so for the school year. If any student listed on this form stops living with me, or if I move my residence out of the City of Ridgefield Park within the school year, I will promptly notify the Ridgefield Park Board of Education in writing.

**If it is determined that the address stated on this form is not my valid residence, I acknowledge that I will be responsible to pay the tuition rate; established by the State of New Jersey, to the Ridgefield Park Board of Education for each child attending school in the Ridgefield Park Public School system until residency has been established.**

I certify that the following statements made by me are true, I am aware that if any of the foregoing statements made by me are false, I am subject to punishment under the law.

\_\_\_\_\_  
NAME (PRINTED)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**LANDLORD AFFIDAVIT OF RESIDENCY**

DATE: \_\_\_\_\_

**STATE OF NEW JERSEY**  
**COUNTY OF BERGEN**

I, \_\_\_\_\_ of full age, being duly sworn upon his or her oath, according to the law, depose and say:

1. I am the owner of property located at \_\_\_\_\_ in the City of Ridgefield Park.
2. \_\_\_\_\_ is a tenant and has been a tenant at the above premises since \_\_\_\_\_ (month) \_\_\_\_\_(year).
3. The names of permissible tenants are as follows:

**LIST ALL THE NAMES OF THE ADULTS AND CHILDREN AUTHORIZED TO LIVE AT THE ABOVE SAID ADDRESS**

1.	5.
2.	6.
3.	7.
4.	8.

I am making this affidavit knowing that the Board of Education of the Village of Ridgefield Park will rely on the same in determining whether \_\_\_\_\_ will be considered a pupil who is entitled to an education free of charge.  
**(NAME OF STUDENT)**

**LANDLORD'S NAME:** \_\_\_\_\_

**LANDLORD'S ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**LANDLORD'S CONTACT #:** \_\_\_\_\_

**LANDLORD'S SIGNATURE:** \_\_\_\_\_

SWORN AND SUBSCRIBED BEFORE ME  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
YEAR \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC