



# Valid Change of Residence Documentation Checklist

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

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

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

In order for the 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 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.)
- \_\_\_\_\_ 5. Proof of change in address on the parent(s)/caregiver(s) and age-appropriate student’s driver’s license to new residence address (copy of license)

**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.