

**Developmental Disabilities Resource Board  
Residency Verification Form**

Form Origination: September 2018  
Form Last Updated: September 19, 2018

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Annually, the agency must verify residency in St. Charles County and maintain documentation in the individual's record. Please check which method was used to verify residency attached any supporting documentation.

**In Home Visit**

- In person home visit

**School Document**

- 504 Plan or IEP (Plan date should be reflective of school year in which enrolled, must verify home address on plan.)

**Utility company bills**

Bills from energy companies may not be older than 3 months.

- Gas bill
- Electricity bill
- Water bill
- Cable company bill (but not from satellite TV companies)
- Landline telephone bill (Bills for mobile services such a mobile phone etc. are not accepted as proof of place of residence.)

**Bank statement**

The bank statement may not be older than 3 months. Your bank balance and transaction details may be blacked out. However, please ensure that the following information is clearly legible:

- First name, Surname, Address, Account number and Issue date

**Mortgage statement**

Mortgage statements serving as proof of place of residence must have been issued by your bank or credit institute within the last twelve months and include the following information:

- First name, Surname, Address, Account number and Issue date

**Miscellaneous**

- Tax assessment
- Certificate of voter registration
- Correspondence between you and a government authority regarding the receipt of benefits such as a pension, unemployment benefits, housing benefits, etc.
- Paycheck stub (most recent, only valid if currently working)

**This verification is valid for one year from date of signature.**

\_\_\_\_\_  
Printed Name of Service Recipient

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Service Recipient

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date