



**\*\*\*NOTE:** VPK Policy requires that the Parent/Guardian with whom the child LIVES be the one to complete the necessary VPK paperwork. *If you are not the child's parent, then a **PHOTOCOPY** of proof of Guardianship is also required*\*\*\*

**What PHOTOCOPY of proof of age should I bring?**

We are allowed to accept as Date of Birth (DOB) documentation:

- A duly attested transcript of the child's birth record (birth certificate) Note: birth certificate must be an official document
- A duly attested transcript of a certificate of baptism or other religious record accompanied by an affidavit sworn to by the parent.
- A life insurance policy on the child that has been in force for at least 2 years.
- A passport or certificate of arrival in the United States showing the age of the child.
- An immunization record indicating the date of birth, signed by a public health officer or by a licensed practicing physician.
- A valid military dependent identification card
- If none of the evidential documents listed above can be produced, an affidavit of age sworn to by the parent, accompanied by a certificate of age signed by a public health officer or by a licensed practicing physician which states that the physician has examined the child and believes that the age as stated in the affidavit is substantially correct may be accepted.

**What PHOTOCOPY of proof of CURRENT PHYSICAL residence should I bring?**

The document must:

1. Include the parent's name
  2. Include the *parent's current physical address*
  3. MATCH the address listed on the VPK application
  4. NOT be a Post Office Box
  5. Be one of the items listed below
- Recent/current (within 60 days of child application completion) utility bills (if mailed to a P.O. Box, it will *normally* also contain the service address, if NO service address is listed then we are NOT able to accept it as proof of current physical residency)
    - NOT Acceptable: Cell phone, credit card of any kind, doctor's bill, bank statement, mortgage statements/closing papers, anything NOT in the parent's name or that doesn't list a service address.
    - Acceptable: Electric, water, sewage, gas, cable, satellite or land line phone bills in the parent's name with the service address listed.
  - Pay stub (must be within 60 days of child application completion)
  - Residential rental agreement or receipt from rental payment (must be current and not expired)
  - *Current* Government documents (e.g. FL ID / Driver's License or property tax assessment showing homestead exemption)
  - Military order showing that the child's parent is a service member in the US Armed Forces and is assigned to duty in Florida when the child attends the VPK program (e.g., permanent change of station)
  - **If none of the evidential documents listed above can be produced, an affidavit of residency sworn to by the parent, accompanied by a letter from a landlord or property owner which confirms that the child resides at the address shown in the affidavit may be accepted. If none of the evidential documents listed above can be produced for a homeless child, a letter from a homeless shelter or affidavit sworn to by the child's parent may be accepted to document residency showing that the child is homeless and resides in Florida.**