

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

Intake staff should strictly adhere to the following guidelines when registering a student/applicant that is attempting to prove 12 consecutive months of Florida residency: **UNACCEPTABLE DOCUMENTS: Passports, Birth certificates, Library Cards, Bank Statements, Shopping/Rental Club Cards, Hunting/Fishing Licenses, Concealed Weapon/Gun Permit.**

If only one form of documentation can be produced, place a "Z" in the second ID code. The student does not qualify for in-state tuition.

| RESIDENCY CODE | DOCUMENTATION | GROUP | DESCRIPTION OF ACCEPTABLE DOCUMENT(S) |
|-----------------------|---|--------------|---|
| E | Employment Full-time (Minimum 30 hours a week) | A | (1) A pay stub clearly indicates length of employment by start date or (2) Individual paystubs that show 12 consecutive months of full-time employment (3) Notarized letter from current or past employers that indicate the date of hire and that the applicant has been employed as a permanent full-time employee for the last 12 consecutive months. Note that <i>one or more jobs totaling at least 30 hours per week is considered full-time employment.</i> |
| F | Florida I.D. or Florida Driver's License | A | Document must be current <i>and</i> the date of issuance must be at least 12 months prior to application date. |
| G | Vehicle Registration | A | Document must be current <i>and</i> the plate issuance date on the document must be at least 12 months old. Must be issued by the Florida Department of Motor Vehicles and contain Vehicle Identification Number (VIN) or Title number. |
| H | Proof of Homestead Exemption | A | Must provide a copy of a property tax bill that demonstrates homestead exemption for at least 12 months. |
| P | Proof of Permanent Home | A | Mortgage, deed, or proof of ownership from property appraiser website. Documents must be dated at least 12 months prior to the proof of residency deadline. |
| T | High School Transcript | A | Official, sealed or electronic (via FASTER) transcripts from a Florida high school or a Florida GED and score report (if earned within the last 12 months). NOTE: If high school transcript is used, the claimant <i>must</i> be listed as the student's parent or legal guardian. GED may be used if claimant is the student. |
| V | Voter's Registration Card | A | Document registration date must be at least 12 months old. |
| X | Exempt | A | For use by Location 8001 staff only. |

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

| RESIDENCY CODE | DOCUMENTATION | GROUP | DESCRIPTION OF ACCEPTABLE DOCUMENT(S) |
|-----------------------|---|--------------|--|
| A | Certified Letter from Agency | B | Official state, Federal 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. Must be at least 12 consecutive months old. |
| C | Certificate of Domicile | B | Must be certified by a Clerk of the Court at least 12 months prior. |
| I | Enrollment in an Educational Institution | B | Official, sealed or electronic (via FASTER) transcripts from a Florida based educational institution, evidencing 12 consecutive months of enrollment. This may be used for co-enrolled students 2H, 7P and 2P. If the student is in category 2P, an official letter from the sending school is required. |
| L | Lease Agreement | B | Must show evidence of 12 consecutive months 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 to establish 12 consecutive months. |
| M | Membership in Florida Based Organization | B | Proof of membership in a Florida-based charitable or professional organization. Membership must be current and at least 12 consecutive months old. 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 | B | Document must be current and issued at least 12 months prior. Copy of document is required. |
| O | Professional or Occupational License | B | Documents issued by the State which grant permission to work in Florida. Copy of license is required. |
| U | Utility Bill | B | Utility bill and proof of 12 consecutive months of payments. Service must be current and in the name of the applicant. A letter from the service provider or copies of billing statements covering 12 consecutive months is required. Cell/mobile telephone payments cannot be used because they are not tied to a service at a specific location. |

PLEASE NOTE THAT AT LEAST ONE (1) OF THE TWO (2) REQUIRED DOCUMENTS MUST BE FROM GROUP A.