



## **PROOF OF DOCUMENTATION FOR THE APPLICATION PROCESS FOR VPK**

**Please bring Proof of Child's Age and Proof of Residency to a VPK Community Registration Site**

### **REQUIRED DOCUMENTATION FOR PROOF OF CHILD'S AGE:**

You must bring a copy of Proof of Child's Age to be left with the Application. The following types of documentation are acceptable for verifying proof of age:

- Original or certified copy of child's birth record filed according to law with the appropriate public officer;
- Original or certified copy of child's certificate of baptism showing the date of birth and place of baptism of the child, or religious record of the child's birth accompanied by an affidavit stating that the certificate is true and correct, sworn to or affirmed by the child's parent;
- An insurance policy on the child's life that has been in force for at least 2 (two) years;
- A passport or certificate of the child's arrival in the United States;
- An immunization record signed by a public health officer or by a licensed practicing physician;
- A valid military dependent identification card; or
- If no supporting documents listed above are available, a coalition may accept a parent's sworn affidavit of age accompanied by a certificate of age signed by a public health officer or by a physician stating that the child's age in the affidavit is true and correct.
- If a child's parent is unable to submit any supporting documentation listed above, the coalition shall document the child's age based on an affidavit sworn to or affirmed by the child's parent. The affidavit must be accompanied by a certificate of age, signed by a public health officer or by a licensed practicing physician in which states that the physician has examined the child and believes that the age as stated in the affidavit is true and correct.

### **REQUIRED DOCUMENTATION FOR PROOF OF RESIDENCY:**

Bring a copy of Proof of Residency to be left with the Application. It must be a document dated within the last three months. Post office box addresses are not an acceptable proof of residency. The following are acceptable:

- Utility bill (must have street address, city and zip code);
- Pay stub;



- Residential rental agreement or receipt from rental payment;
- Government issued document, e.g. Florida driver's license, Florida Identification Card, property tax assessment showing a homestead exemption;
- Military order showing that the child's parent is a service member in the United States Armed Forces and is assigned to duty in Florida when the child attends the VPK program, e.g. permanent change of station; or
- If no supporting documents listed above are available, a coalition may accept an affidavit sworn to or affirmed by the Child's parent accompanied by a letter from a landlord or property owner which confirms that the child resides at the address shown in the affidavit.
- If no supporting documents listed above are available for a homeless child as defined in Section 1003.01, F.S., a coalition shall document residency based on other supporting documents showing that the child is homeless and resides in Florida. e.g. letter from a homeless shelter or affidavit sworn to or affirmed by the child's parent.