

Proof of ID:

Tips for Parents/Guardians to have the appropriate documents for registration/change of address

When moving to a new residence, there is often a period of time between moving in and receiving your first set of bills. However, there are some easy ways to provide proof of your move/new address. In addition to the lease, mortgage, tax records or Affidavit of Living Arrangement, you will be required to provide 2 forms of Identification that have you at the new address. Many of these options are available online. If you do not have a computer, or have not yet had your online service connected, there are computers available at the Atlantic County Library, Mays Landing branch, located at the Corner of Main Street and Farragut Avenue.

- **DRIVERS LICENSE:** The NJDMV provides an option for an online change of address. Simply go to <http://www.state.nj.us/mvc/About/MyMVC.htm> Choose "Change Address" and by verifying your Driver's License Number and Social Security number, you can change your address, have the label sent to your home and print out the verification for our office.
- **USPS:** The Postal Service also allows you to change your address and have all of your mail forwarded by going online. By going to USPS.com, you can choose "Change address" from the first drop down menu, have all of your mail forwarded and use the confirmation email from them as a form of ID.
- **BANK ACCOUNTS:** When you move to your new address, you can go to the local branch of your bank and have them change your address on your account. Have the bank print out a statement or the proof of address change.
- **UTILITY CONVERSION/REQUEST FOR SERVICE:** Many of the utilities now utilize online self-service to create an account or change an account into your name (New tenant/new homeowner). If you are having the Electricity, Gas, or Water changed to your name, you can bring in the online confirmation of service request that is provided by the Utility Company indicating who is the account holder and the date that the service will be turned on or changed over to your name. This is also true for most TV services such as Direct TV, Comcast, Verizon and cellphone service providers as well.
- **FORWARDED MAIL:** If you receive official mail to your home (not solicitation/junk mail), and the envelope has both the old address and the yellow "forwarding" sticker, that document could be utilized as proof of the new address.
- **CHANGE OF ADDRESS FOR PUBLIC ASSISTANCE:** If you receive SNAP/TANF, Welfare, Child Support, Housing/Rental Assistance, changing your address will be necessary and any documentation you can print out from those agencies with the new address can be used as proof of address.

Hopefully these suggestions are helpful and can assist you with a more smooth transition to your new home and provide you with the documents you need to get your children's records updated and their transportation changed in a timely fashion.

If you need to fax the documents, you may do so to 609-909-9466 or you can email them to luderitzg@hamiltonschools.org