

**Ridgefield Park Public Schools  
Ridgefield Park, New Jersey 07660**

**CHANGE OF ADDRESS FORM**

Please present this form along with the required documentation to Mr. Morton. His office is located at 96 Central Avenue, Ridgefield Park. Please contact him at 201-807-2650 if you have any questions or concerns.

**Proof of Residency\* – Documents must be presented at the time of filing**

1. Primary Documentation
  - Homeowners: Deed, current property tax bill, current mortgage statement
  - Renters: Current lease and Notarized **PROOF OF RESIDENCY DOCUMENT** and/or **LANDLORD AFFIDAVIT OF RESIDENCY**
2. Secondary Documentation
  - PSE&G bill, cable bill, phone bill, current medical bill or bank statement
  - All bills/statements must be dated within 30 days.

\*Little Ferry residents must obtain a **PERMISSION TO REGISTER CERTIFICATE** at the Board of Education in Little Ferry. Please contact the registrar at 201-641-6186 x 1402.

\_\_\_\_\_

DATE: \_\_\_\_\_

OLD ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

NEW ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

PARENT OR GUARDIAN'S NAME: \_\_\_\_\_

NAME OF STUDENTS	SCHOOLS
_____	_____
_____	_____
_____	_____

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff signature: \_\_\_\_\_

Date: \_\_\_\_\_

Your child/children's records **will not be updated** until all of the required documentation is submitted and approved.

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**LANDLORD AFFIDAVIT OF RESIDENCY**

STATE OF NEW JERSEY

COUNTY OF BERGEN

I, \_\_\_\_\_ of full age, being duly sworn upon his or her oath, according to the law, depose and say:

1. I am the owner of the property located at \_\_\_\_\_ in the village of Ridgefield Park.
2. \_\_\_\_\_ is a tenant and has been a tenant at the above premises since \_\_\_\_\_ (month) \_\_\_\_\_ (year)
3. The names of permissible tenants are as follows:

<b>List all the names of the adults and children authorized to live here.</b>	
1.	5.
2.	6.
3.	7.
4.	8.

4. I am the affidavit knowing that the Board of Education of the Village of Ridgefield Park will rely on the same in determining whether \_\_\_\_\_ shall be entitled to an education, free of charge. Furthermore understand that any person, including property owner (landlord) who fraudulently allows a child/children of another person to use his/her residence or address and is not the primary supporter of that child/children and/or any person who claims to have given up custody of his/her child/children to a person in Ridgefield Park Public School Schools commits a criminal offense, which is punishable by law.

Landlord's Signature: \_\_\_\_\_

Landlord's address: \_\_\_\_\_

\_\_\_\_\_

Landlord's Phone # \_\_\_\_\_

Sworn and subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_  
year \_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)