

## **Student**

### **STU-12 Proof of New Hampshire Residency Policy**

#### **1. Purpose**

The purpose of this policy is to establish uniform requirements for verifying residency for applicants seeking to enroll in the New Hampshire Education Freedom Account (EFA) Program. Proof of New Hampshire residency ensures that program benefits are provided only to eligible state residents as defined by applicable statutes and administrative rules.

#### **2. Policy Statement**

All applicants must provide acceptable documentation verifying that the applicant's primary residence is located within the State of New Hampshire. A P.O. Box, business address, or temporary mailing address **shall not** be accepted as proof of residency.

Applicants may satisfy the residency requirement by submitting one document from the Primary List, or, if none are available, two documents from the Secondary List.

#### **3. Acceptable Documentation**

##### A. Primary List (submit one document)

- Utility bill (water, electric, gas, cable, landline phone, internet) issued within the past 90 days Note: Wireless bills are NOT accepted.
- Address Confidentiality Program (ACP) identification card
- Government Documents - Medicaid or SNAP showing your name and address
- Tax Return
- Paystub (issued within the past 60 days)

##### B. Secondary List (submit two documents)

- Valid New Hampshire Driver's License;
- State-issued Identification Card;
- W2
- Mortgage statement;
- Rental or Lease Agreement;
- Property Tax Bill or other Town/City documentation;
- Vehicle Registration or Insurance Policy;
- Legal Guardianship, Foster Care, or DCYF documentation;
- Bank Statement;
- Permanent Change of Station (PCS) Military Orders

- Signed and notarized Affidavit of Shared Residence from the property owner (not a roommate);

#### **4. Procedures**

- Applicants must upload or submit the required documentation as part of the EFA program enrollment process.
- All documents must be **current and legible**, showing both the applicant's name and physical address.
- The program team will review submissions to confirm compliance. Additional verification may be requested if discrepancies or incomplete information are identified.
- Failure to provide sufficient proof of New Hampshire residency may result in delay or denial of EFA program eligibility.

#### **5. Authority**

This policy is issued under the authority of RSA 194-F:3 and Chapter Ed 805.02(c), which require verification of residency for participation in the Education Freedom Account Program.

#### **6. Record Retention**

Residency verification documents shall be maintained in accordance with *ADM-03-Record-Retention-Document-Destruction-Policy*.

Updated: March 2026

Approved: September 2021