



UPK Documents for Registration

When registering your child, please bring documents that verify the **child's age, address and immunization** records.

The following is a list of qualifying documents;

Proof of Age

- The child's official birth certificate; or
- An official passport showing the child's date of birth.

Proof of Address (Parent or Guardian)

Must be dated within 60 days of presentation.

Any 2 of the below:

Two documents verifying proof of residence are required. Acceptable documents are listed below:

- Lease agreement, deed or mortgage statement for the residence;
- A residential utility bill (gas or electric) in the resident's name issued by a utility company (e.g., National Grid or Con Edison); must be dated within the past 60 days;
- A bill for cable television services provided to the residence; must include the name of the parent and the address of the residence and be dated within the past 60 days;
- Documentation or letter on letterhead from a federal, state, or local government agency, including the IRS, the City Housing Authority, the federal Office of Refugee Resettlement, the Human Resources Administration, or the Administration for Children's Services (ACS), or an ACS subcontractor, indicating the resident's name and address; must be dated within the past 60 days;
- A current property tax bill for the residence;
- A water bill for the residence; must be dated within the past 90 days;
- Rent receipt which includes the address of residence; must be dated within the past 60 days;
- State, city, or other government issued identification (including an IDNYC card), which has not expired and includes the address of residence;
- Income tax form for the last calendar year;
- Official NYS Driver's License or learner's permit, which has not expired;
- Official payroll documentation from an employer issued within the past 60 days such as a pay stub with home address, a form submitted for tax withholding purposes or payroll receipt (a letter on the employer's letterhead is not adequate); must include home address and be dated within the past 60 days;
- Voter registration documents, which include the name of the parent and the address of residence;
- Unexpired membership documents based upon residency (e.g., neighborhood residents' association), which include the name of the parent and the address of residence;



- Evidence of custody of the child, including but not limited to judicial custody orders or guardianship papers; documents must have been issued within the past 60 days and include name of student and address of residence.

Immunization Record

Immunization records