

Proof of Residency Document

Adult education programs must obtain and maintain proof of residency in the student's permanent file, and proof of residency shall be made available to the USBE staff or auditors during program monitoring visits. As proof of residency, prospective students must present one of the following nonexpired items, in their name, at the time of registration:

- Utah driver's license
- Utah driver's privilege card
- Utah State ID OR One of the following items if the date on the document is within the past twelve (12) months.

If one of the following items is presented, the document must be in the person's name and include the Utah home street address (not a P.O. Box) that is reported in the student's registration:

- Mail received in the person's name from an established business
- Utility bill, phone bill, or work order
- Employer's pay stub
- Written statement on an employer's letterhead defining a job commitment with the prospective student
- Current year automobile registration
- Utah state government agency form letter
- Utah library card
- Rent or mortgage payment statement
- Utah voter registration card
- Utah high school/college transcript or report card
- Tribal correspondence
- Free and Reduced Lunch Application from the prospective student's children's school
- Daycare or nursery school records of the prospective student's children
- K-12 registration demographic card of children enrolled in a Utah school
- Consular document from a SLC consulate
- Homeless ID

The following items do not establish residency:

- Mail addressed to "Occupant" or "Resident"
- Letters from friends or relatives
- Power of attorney documents
- Personal correspondence addressed to a P.O. Box