



**RESIDENCY DOUBLING-UP FORM**  
**IMPORTANT! THIS FORM MUST BE NOTARIZED**

This form is for use by Cambridge residents who live with a family member or other renter/property owner, and, therefore, do not possess a lease, mortgage, utility bill, or other proof of address and proof of occupancy as required by the school registration process. The purpose of this form is to:

- 1) Assure that **only Cambridge residents** are attending Cambridge Public Schools, and
- 2) Assure that high school student registrations adhere to Massachusetts Interscholastic Athletic rules.

**INSTRUCTIONS:**

- 1) **The person you live with** must provide you with a copy of one of the following “Proof of Address” documents on which their name appears: Lease • Section 8 Agreement • Purchase & Sales Agreement • Mortgage Statement • Deed • Notarized Letter from Landlord • Letter from Homeless/Transition Service Provider • Tax bill
- 2) **The person you live with** must provide you with a copy of one of the following “Proof of Occupancy” documents, dated within 30 days, on which their name appears: Gas bill • Oil bill • Electric bill • Cable bill • Homeless/Transition Service Provider Letter
- 3) **The person you live with** must provide you with a copy of their Identification, such as one of the following: a valid State license or State photo ID • Passport • Vehicle Registration • Excise or Property Tax • W-2 Form • Payroll stub dated within 60 days
- 4) **The person you live with** must complete this form and sign it in the presence of Notary Public. The easiest place to find a Notary Public is at a bank or at City Hall.
- 5) **You** must submit this completed and notarized form along with the documents provided to you by the person you live with, in order to complete your child’s school registration.

**I hereby certify that the following statement is true and correct under the pains and penalties of perjury.**

I, [renter/owner name] \_\_\_\_\_  
residing at [address] \_\_\_\_\_,  
certify that [parent/guardian name] \_\_\_\_\_  
and [child’s name(s)] \_\_\_\_\_  
live with me at the above named address.

The reason for this is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student’s Previous Address: \_\_\_\_\_

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**THIS SECTION MUST BE COMPLETED IN THE PRESENCE OF A NOTARY**

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

Notary Public: \_\_\_\_\_  
Notary Signature/Seal Date Commission Expires