

#### **4.8 Documentary Evidence**

If an applicant qualifies for a statutory residency exception or qualification, then appropriate documentation must be submitted to evidence entitlement to that exception or qualification. Such evidence is generally specific to the type of residency exception or qualification being claimed by the applicant.

If an applicant does not qualify for a statutory residency exception or qualification and is not an "All-Florida" student, they will have to submit documentation that they (or a parent or legal guardian if a dependent) has been a Florida resident for at least 12 months prior to the first day of classes for which the student is enrolling. **At least two of the following documents must be submitted, with dates that evidence the 12-month qualifying period.** At least one of the documents must be from the First Tier. As some evidence is more persuasive than others, more than two may be requested. No single piece of documentation will be considered conclusive. **Additionally, there must be an absence of information that contradicts the applicant's claim of residency.**

##### **First Tier (at least one of the two documents submitted must be from this list)**

- Florida Driver's license (if known to be held in another state previously, must have relinquished)  
**OR** a State of Florida identification card (if evidence of no ties to another state)
- Florida voter registration card
- Florida vehicle registration
- Declaration of domicile in Florida (12 months from the date the document was sworn and subscribed as noted by the Clerk of Circuit Court)
- Proof of purchase of a permanent home in Florida that is occupied as a primary residence of the claimant
- Transcripts from a Florida high school for multiple years (if Florida high school diploma or GED was earned within last 12 months)
- Proof of permanent full-time employment in Florida (one or more jobs for at least 30 hours per week for a 12-month period)
- Benefit histories from Florida agencies or public assistance programs

##### **Second Tier (may be used in conjunction with one document from First Tier)**

- A Florida professional or occupational license
- Florida incorporation
- Documents evidencing family ties in Florida
- Proof of membership in Florida-based charitable or professional organizations
- Any other documentation that supports the student's request for resident status

##### **Examples of "other" documentation:**

- Utility bills and proof of 12 consecutive months of payments
- Lease agreement and proof of 12 consecutive months of payments
- State or court documents evidencing legal ties to Florida

##### **Unacceptable Documents (may not be used)**

- Hunting/fishing licenses
- Library cards
- Shopping club/rental cards
- Birth certificate
- Passport