

Center Moriches Union Free School District **REGISTRATION GUIDELINES**

When you have completed the required registration packet (attached), please provide the following:

1. Birth Certificate, passport, baptismal certificate (original)
2. Documentation of all N.Y.S. required immunizations

Proof of Residency:

The Center Moriches Union Free School District requires **three** proofs of residency in order to register a student. The following are the **only** acceptable proofs of residency:

For Homeowners:

- Deed to house _____
- Town of Brookhaven – Statement of Taxes _____
- Mortgage statement _____
- Closing documents _____
- Homeowner's insurance policy _____
- PSEGLI, Keyspan or telephone bill (cell phone bill not acceptable)
- Suffolk County Water Authority bill _____
- Driver's license _____
- Voter's registration card _____
- Employment pay stub (no P.O. Box accepted)

For Rentors:

- Rental/Lease agreement (***notarized and authenticated. See directions below***)
- Copy of landlord's Town of Brookhaven tax statement in landlord's name attached

Plus two additional proofs:

- Renter's insurance policy
- PSEGLI, Keyspan or telephone bill (cell phone bill not acceptable)
- Suffolk County Water Authority bill
- Driver's license
- Voter's registration card
- Employment pay stub (no P.O. Box accepted)

To have your lease authenticated, **after you have it notarized**, you must go to the:

Suffolk County Clerk's Office
Business Certificate Department
310 Center Drive
Riverhead, NY 11901
Phone: (631) 852-2000 Monday – Friday: 9:00 a.m. – 4:30 p.m.

Directions: Take Montauk Highway (CR80) – East. Slight left to CR 51 NE Moriches Riverhead Rd. (travel approximately 8.4 miles) Turn left onto Evans K Griffing Dr./Center Drive.