

- **Items required from the BPS RESIDENT:**
  - *If the resident is a homeowner:*
    - Recorded deed with Liber Number
    - Homestead property taxes with 100% P.R.E.
    - 2 different and current utility bills
    - Car insurance
    - Photo ID
  - *If the resident is a renter:*
    - Lease signed by both parties, (the lessee must be the one present)
    - Statement of Landlord, completed and signed [Statement of Landlord found here](#)
    - 2 different and current utility bills
    - Car insurance
    - Photo ID
- **Items required from the PARENT:**
  - 3 valid pieces of mail with address and name i.e. hospital or doctor bills, pay stubs, cell phone
  - Car insurance
  - Photo ID
  - Child's original birth certificate with official translation if not in English
  - Custody document if applicable or notarized parent release letter if second parent on Birth Certificate does not live with the child. With official translation if not in English.