



Obtaining Proof of Residency Documentation

When applying for **DAPA** or **DACA** you will need to gather documents demonstrating your continued presence in the United States since January 1, 2010.

Examples of commonly used documents to demonstrate proof of residence include:

utility bills (water, electricity, gas, etc.); financial records; rental agreements; insurance policies; medical records; school records; religious or community records; or any credible document with your name, address, and is dated.



City of Dayton Water Utility Services
937-333-3550
101 W. Third St. Dayton, Ohio 45402

If you receive a quarterly bill from the City of Dayton Water Utility Services, you can request past water bill statements by calling, sending a written request, or going directly to the office.

To send a written request, include name, address of water service, and dates of service. Mail to:

City of Dayton Water Utility Services
Attn: Customer Service
101 W. Third St.
Dayton, OH 45402



Court Records

If you have a criminal conviction, you will need a certified final disposition from the court. If you have been involved in a civil case, you will need certified copies of the final orders of judgment entry.

You may go to the Clerk of Court and request these certified copies in person. Fess may be associated with the certified copies.

Common Pleas Court

41 N. Perry St. Dayton, Ohio 45402

Dayton Municipal Court

301 West 3rd Street, Dayton, OH 45402

Probate Court

41 N. Perry Street, 2nd Floor
Dayton, OH 45402



Dayton Police Department

Andrew Booher
937-333-7446
335 W. 3rd St. Dayton, Ohio 45402
andrew.booher@daytonohio.gov

To request a copy of an incident report you can go to the Public Safety Building or contact Lieutenant Andrew Booher.

Be sure to have the name, date of incident, and location.



Dayton Public Schools

Teresa Troyer
937-542-3344
115 S. Ludlow St. Dayton, Ohio 45402
ttroyer@dps.k12.oh.us

If currently enrolled, request all major records (past grade cards, entry/ withdrawal dates, and proof of current enrollment), from your school's office.

If you have graduated or been out of the Dayton Public Schools System for more than 5 years, visit the administration building on Ludlow to request all major records.

For DAPA applicants: Dayton Public Schools will be able to provide a letter documenting dates of presence.

Photo identification required.



East End Community Services
 Alejandra Espino
 937-259-1898
 624 Xenia Avenue Dayton, OH 45410
aespino@east-end.org

If you have received services from East End Community Services, contact Alejandra Espino to obtain a letter stating the dates you have received services.



Immunization Clinic
Dayton & Montgomery County Public Health
 937-225-4550
 Reibold Building– 5th Floor
 117 S. Main St. Dayton, Ohio 45402

For DAPA applicants:
 If you are interested in using your child’s vaccination records to demonstrate your presence, you must **request the consent form on file.**

Copies of shot records are \$4.

Shot records are maintained by the doctor or clinic that gave you your shots. If you received your shots from the immunization clinic, you can request a copy in person or via mail.



Job and Family Services
 1111 S. Edwin C. Moses Blvd.

- Social Security Cards
- Utility Bills

Request for Copies from Case Files (RCCF) forms are available at the front desk and can be used to request copies of any of the following verifications on file:

Proof of eligibility records are available to clients with photo identification at the Customer Service Office. Proof of eligibility will show when benefits started and ended for an individual.

- Appointments and Case Notes
- Birth Certificates
- Landlord Statements
- Medical Receipts (except for medical records with diagnosis, which can’t be released)

Photo identification required for requests.



Montgomery County Bureau of Vital Statistics
 937-225-4395
 117 S. Main St. Dayton, Ohio 45402

To request a raised-seal original birth certificate, visit the Montgomery County Bureau of Vital Statistics.

You will be required to pay a \$22 fee.



Montgomery County Water
 937-781-2688
 1850 Spaulding Rd. Kettering, Ohio

You can pick copies up in person, or receive them via fax or e-mail.

If you are a Montgomery County water customer, you can obtain past records of your water bill by calling the number listed.

Questions? Call us!

Martha Jeanette Rodriguez
 Fair Housing Mentor
 Dayton Human Relations Council

937-333-1406
martha.rodriguez@daytonohio.gov

