University of Colorado Boulder

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HOW TO LOCATE RESIDENCY INFORMATION AND DOCUMENTATION

This information is not a checklist but a guide for finding and accessing documents which may be required in the petition process.

Voter Registration Certificate or Card: Boulder County residents may verify at: www.bouldercounty.org/elections

Acceptable Documentation:

- A copy of your voter registration card
- A certificate of voter registration
- A copy of the online verification: www.sos.state.co.us/voter-classic/secuRegVoterIntro.do

Federal Income Tax Returns: Internal Revenue Service, www.irs.gov

***Acceptable Documentation*:**

- A photocopy of your federal income tax return filed for the most current tax year. Please submit only the first page of Form 1040EZ or the first two pages of Form 1040. DO NOT include additional schedules, tax credit forms, etc.
- If a copy of tax return is not available, order a tax return transcript or certification of non-filing
  - Online at www.irs.gov/Individuals/Order-a-Transcript for the appropriate tax year
  - Call 1-800-908-9946 to order a tax return transcript

Colorado State Income Tax Returns: Colorado Department of Revenue, 303-238-SERV (7378)

***Acceptable Documentation*:**

- A copy of your completed Colorado state income tax returns filed for the most current tax year
  Note: If you filed as a part-year resident, **you must include the Colorado 104PN form**.
- A copy of the return may be accessed online at www.colorado.gov/revenueonline using your login ID and password or by setting up a new account

Other State Returns: Contact the state revenue department of that particular state.

***Acceptable Documentation*:**

- A copy of your complete state income tax returns filed for the most current tax year.
- If your state does not have state taxes please indicate on the petition.

Note: Allow up to six weeks to receive requested income tax returns.

Driver's License, State ID card or Driver's History: www.colorado.gov/dmv

***Acceptable Documentation*:**

- A copy of your driver's license or driver's history record or state ID card

Note: If you have lost, replaced or renewed your driver's license, please attach a copy of your driver's history record.

Vehicle Registration: www.colorado.gov/pacific/dmv/registration-requirements

***Acceptable Documentation*:**

- Colorado vehicle registration for the past year. To obtain a copy of your registration, contact the motor vehicle division for a copy of your registration showing the original date of your registration.
- Other state vehicle registration for any vehicle you are driving in Colorado. Contact appropriate state motor vehicle division.

Residential Information:

***Acceptable Documentation*:**

- A signed copy of your lease and or leases covering the 12-month domicile period
- Month-to-month lease agreement, along with a signed statement from the landlord stating the length of time you resided at that residence
- No lease agreement: Please provide signed statement from property owner.
- Living with a roommate but not on lease: Please provide signed statement from the roommate along with copy of their lease.
- *Note*: Signed statements must include the following: date, address of the residence, date of continued presence of the tenant, and the identification and contact information of the writer of the letter (e.g., landlord, homeowner, roommate). All documentation must cover the 12-month waiting period: August to August for fall term, January to January for spring term, and May to May for the summer term.

This page is available with active links on our website as a resource to petitioners:

www.colorado.edu/registrar/state-tuition