

EVERYTHING YOU NEVER WANTED TO KNOW ABOUT AFFIDAVITS AND PLAYER VERIFICATION FORMS

BUT HAVE TO KNOW IN ORDER TO PLAY IN THE TOURNAMENT

AFFIDAVITS:

ALL Affidavits must be done electronically through the Data Center. No handwritten Affidavits are permitted. The data center has been improved to automatically print your Affidavit, map, and Player Verification Forms. League Presidents can give you a login to get to this feature. See this page for a tutorial on how to do it: <https://www.littleleague.org/tournament-resources/tournament-affidavit-faq/> Note, when you print your documentation you're going to get Player Verification Forms for every player. You can discard the Player Verification forms that print out for players who already have them from a prior year.

Remember the **League President and League Player Agent must sign your Affidavit, and the League President must sign the map before the meeting.** This is an acknowledgment that they are signing off on your roster, associated paperwork that is being submitted, and that all LL requirements are met.

PLAYER VERIFICATION FORMS:

A Player Verification Form from any prior year is valid only if **BOTH** of these conditions are met:

- a) Signed by me or my staff
- b) Has the original School form or all Residency proofs that were valid when we signed the form originally **and** has not changed school or residence since the form was signed.

If you have the old form we signed off in a prior year but either a) **don't have the residency proofs** that were used originally, or b) their school or residency has changed even within your boundary, **you will need to do a new verification form for this player.** In that case, you will need to bring the following to the meeting for the player:

- a) New Proofs or Residency or new School Form
- b) New Verification Form signed by Parent and League President
- c) Old Verification form with our signature on it so we can confirm we saw the birth certificate. If you don't have the old form, then we need to see the original proof of birth again - **NO EXCEPTIONS!**

For new players, we need a New Verification Form with the appropriate Birth record, Residency proofs, or School Form. In this case, you will need to bring the following to the meeting for the player

- a) Original Birth Certificate - Copies, notarized copies, or Passports **are NOT ACCEPTABLE. NO EXCEPTIONS!**
- b) Proofs of residency or school enrollment form
- c) Verification Form signed by Parent and League President

See this link for types of documents in each category for Residency proofs:

<https://www.littleleague.org/downloads/residency-checklist/>. Remember that all documents must be dated or in force between February 1, 2024 and February 1, 2025. Pay particular attention to Driver's Licenses to confirm they were not issued after February 1, 2025 as those licenses are **NOT ACCEPTABLE**. If the player has moved and they are using the new address and a driver's license, we'll need to see a copy of the front and back of the license with the change of address sticker.

For players whom we need to see original proofs of birth, you can return the birth certificate to the parents after the document is approved. **YOU DO NOT NEED TO RETAIN THE ORIGINAL OR A COPY!**

NOTE: For the two sections of the Verification Form labeled “RESIDENCY PROOF” and “SCHOOL ENROLLMENT PROOF” - you only need to fill out the one that matches the documentation you’re providing. **DO NOT FILL OUT BOTH SECTIONS.**

NOTE: The address used in the Affidavit must match the address on the Verification form. (See above note on which one to use)

NOTE: If your player has a IId or a IVh form, attach it to their documentation and check the appropriate box on the Player Verification Form.

NOTE for School Enrollment Forms OR if you have an old Verification Form but not the associated proofs of Residency or School: If your player has an old Verification form, used the School Enrollment and now attends a different school (e.g.; Middle School) or you have the old form and no longer have the proofs, we need to do a new School Form / Verification Form for this player (Affidavit should also use new school address). In this case, bring:

- a) The old Verification form so we can confirm we saw a proof of birth
- b) The new Verification form with parent signature and president signature showing new school address
- c) The new School form with signature from the school

MEDICAL RELEASES:

Don't forget to have your parents fill out an updated Medical Release (<https://www.littleleague.org/downloads/medical-release-form/>). This is required, even if no information changed from a prior year. **NO EXCEPTIONS!**

AFFIDAVIT BEST PRACTICES

1. Use clear plastic sheet covers and use one document per side so we can flip through it quickly and not have to remove and examine everything
2. Keep your paperwork per player in the same order as that in the Affidavit to expedite our review
3. Keep medical releases all together - we don't need to review them at the meeting. Just show us you have them.

HELPFUL LINKS:

- Residency Checklist for Parents: <https://www.littleleague.org/downloads/residency-checklist/>
- School Enrollment Form: <https://www.littleleague.org/downloads/school-enrollment-form/>
- Regulation IId Waiver: <https://www.littleleague.org/downloads/regulation-iid/>
- Regulation IVh Waiver: <https://www.littleleague.org/downloads/regulation-ivh/>
- Residency Requirements in detail: <https://www.littleleague.org/downloads/residency-school-attendance-eligibility-requirements/>
- Video on how to fill out an Affidavit: <https://www.littleleague.org/videos/2025-tournament-affidavit-webinar/>

Players claiming eligibility via a Regulation II(d) waiver:

- If a league marks Reg II(d) on the affidavit for a player, then the address being used for that player in the affidavit system (and plotted on the boundary map) needs to be the address in which the player formerly resided at, or, formerly attended school at when they were once eligible for the league. It SHOULD NOT be their current residential and/or school address, which obviously would be showing the player as out of boundary. Again, IT SHOULD be their former address in which they once claimed eligibility.
- Attached to their Tournament Player Verification (TPV) Form needs to be the three proofs of residency or the school enrollment form that shows the former address when they previously qualified for the league.
- The address listed for the player on the affidavit, plotted on the boundary map, and listed on all of their eligibility paperwork (TPV form, II(d) waiver form, residency proofs, school enrollment form) must all be the same address. If there are differing addresses, the league did not do it right.

Previously approved tournament players moving from an address and/or school within the boundary to another address and/or school that is also inside the boundary SHOULD NOT complete a II(d) waiver form. They must complete a new TPV Form. See the below examples:

- Example #1 (claiming eligibility via school): Jimmy previously attended Hometown Elementary School in 2024, which is inside the boundary map for League A. Jimmy now attends Hometown Middle School in 2025, which is also inside the boundary map for League A. In this scenario, the league SHOULD NOT complete a II(d) waiver for Jimmy, as Jimmy still qualifies for the league. Instead, the player's family needs to get a new school enrollment form from Hometown Middle School. Additionally, the league needs to complete a new Tournament Player Verification form for Jimmy, as his new middle school address and the means in which he is claiming eligibility for the league is now Hometown Middle School. The address on the new Tournament Player Verification Form needs to match the address on his new School Enrollment Form, which would be the address for Hometown Middle School.
- Example #2 (claiming eligibility via residency): Jimmy previously resided at 123 Main Street in 2024, which is inside the boundary map for League A. Jimmy now resides at 321 Park Avenue in 2025, which is also inside the boundary map for League A. In this scenario, the league SHOULD NOT complete a II(d) waiver for Jimmy, as Jimmy still qualifies for the league. Instead, the player's family needs to get three new proofs of residency for their new address. Additionally, the league needs to complete a new Tournament Player Verification form for Jimmy, as his new residential address and the means in which he is claiming eligibility for the league are now 321 Park Avenue. The address on the new Tournament Player Verification Form needs to match the address on his three proofs of residency, which would be the new address (321 Park Avenue) and not the old one (123 Main Street).