

10/07 rev.

Guidelines for Suffolk County Certificate of Residence

QUALIFICATIONS:

1. Resident of New York State for at least one (1) full year immediately preceding the date the application/affidavit is notarized.
2. Resident of Suffolk County for at least six (6) months immediately preceding the date the application/affidavit is notarized.
3. US Citizen or Permanent Resident Alien for at least one (1) full year immediately preceding the date the application/affidavit is notarized.

TIMELINESS REQUIREMENTS:

1. Submit application/affidavit to Suffolk County ***no earlier than sixty (60) days before*** the official start date of the semester and ***no later than thirty (30) days after*** the official start date of the semester.
2. The date the application/affidavit is notarized must be ***no earlier than thirty (30) days before*** the date Suffolk County receives the application/affidavit. We suggest that you have your application/affidavit notarized just before you mail it to Suffolk County.

TO APPLY:

1. Download affidavit/application form at www.suffolkcountyny.gov/upload/comptroller/pdfs/coraffidavit2.pdf or obtain from the school you are attending.
2. Complete affidavit/application form in its entirety. Print legibly in blue or black ink or type all information. ***Do not leave any spaces blank.***
3. Have the affidavit/application notarized. Suffolk County does not notarize the form. Make sure the notary ***stamps, dates, and signs*** his/her name on the affidavit/application. The notary may not be a relative or a person with the same last name as yours.
4. Permanent resident aliens must submit a copy of the ***front*** and ***back*** of a valid permanent resident alien card that was ***issued to you at least one (1) year ago.***
5. Two (2) forms of proof of address must accompany your application. The proof must be in the student's name and reflect his/her current address. Proof with a PO Box address is not acceptable (except for NYS income tax returns). Your proof must reflect an actual physical address. You may submit photocopies of your proof; however, the ***notarized affidavit/application must be an original.***

If you received a certificate of residence from Suffolk County for the prior school year, you ***only have to submit Proof #2 for Suffolk County residency.*** Please note on the affidavit/application that you received a certificate of residence for the prior school year.

Proof #1 – New York State Residency

In order to prove you have been a resident of New York State for at least one (1) year, you must submit **one** of the following documents that ***must be dated at least one (1) year prior to the date your affidavit/application is notarized but not dated more than 2 years ago.***

Example: Your affidavit/application was notarized on Sept. 1, 2007. Your proof ***must*** be dated between Sept. 1, 2005 and Sept. 1, 2006.

- Drivers license
- Learners permit
- Auto registration
- Selective service card
- Voter registration ID card (not polling place reminder card)
- High school report card
- High school transcript (unofficial is acceptable)
- New York State income tax return (IT-150 or IT-201)** – ***first page and signature page only. Attach copy of W-2.***

*****Federal 1040 income tax return is not acceptable. If you do not file a NYS tax return and your parents claim you as a dependent on their tax returns, you must submit a copy of the **first page and signature page of their Federal 1040** income tax return **and** their **NYS income tax return with a copy of their W-2 attached.*****

*****Keep in mind that we use the filing date of the tax returns not the tax year for which they are filed. For example: 2006 tax returns are filed in 2007 and would not be a year old until 2008.***

Proof #2 – Suffolk County Residency

In order to prove you have been a resident of Suffolk County for six (6) months, you must submit **one** of the following documents that ***must be dated within the six (6) months immediately preceding the date your affidavit/application is notarized.***

Example: Your affidavit/application was notarized on Sept. 1, 2007. Your proof ***must*** be dated between March 1, 2007 and Aug. 31, 2007.

- TAP award
- Financial aid (FAFSA)
- Student Loan
- Bank statement
- Credit card statement
- Cell phone bill
- Utility Bill
- Any of the documents listed under Proof #1 if dated within preceding 6 months.

6. Mail the ***original, notarized*** affidavit/application*, ***copies*** of proof #1 and proof #2, ***copy*** of resident alien card if applicable, and a self-addressed, stamped envelope to the following address.

Applications are accepted by mail only.

Suffolk County Dept. of Audit & Control
Attn: Certificate of Residence, 8th Floor
100 Veterans Memorial Hwy
PO Box 6100
Hauppauge, NY 11788-0099

****Please make a copy of the affidavit/application for your records.***

7. It will take at least ten (10) business days to process your affidavit/application. Once processed, the certificate of residence will be mailed to you. You are responsible for then submitting the certificate of residence to the college you are attending.