

GREEN KEY/NON-RESIDENT KEY CARD SALES

Required Proof

EVERY GREEN KEY CARD SOLD OR RENEWED must have **all proofs** photocopied.

*The patron who's name is on the green key card must have **his/her** name and the same address on ALL PROOFS.

- **Green Key Cards** - can only be sold to **Suffolk County Residents** and are valid for three (3) years from the date of purchase (unless otherwise noted). **Resident** is the primary class for a green key card and then there are nine (9) sub-classes (which still require you to be a Suffolk County resident): ¹**Senior**, ²**Junior**, ³**Handicap**, ⁴**Volunteer**, ⁵**Auxiliary**, ⁶**CERT**, ⁷**Veteran**, ⁸**Disabled Veteran**, ⁹**Active Military** (only valid for the calendar year).

Residents **must supply two (2)** forms of proof of residency. One **must** be a photo ID with a Suffolk County street address; it must **not** be a P.O. Box **and** must **not** be expired.

Primary Proof:

- **Driver's License/Non-Driver Photo Identification Card**
- **N.Y. State Pistol Permit**

*The Photo ID most frequently used is a NYS license which is valid for 8 years. The NYS DMV does **not** always issue a new license when driver's change address, this is why current second proof is required.

Additional Proof if Driver's License does not have a Suffolk County street address, you must have **TWO (2)** other proofs (Otherwise **one (1)** additional proof is sufficient):

- **Property Tax Bill** from a town in Suffolk County. Date must be within six (6) months (6 months past last bill or 6 months prior to new bill). (Please Note: If someone has a Tax Bill, they will not need an additional proof of residency; **however** they will still need a Photo ID)
- **Property Deed** with a Suffolk County street address, dated (must be less than six (6) months old, otherwise tax bill is required)
- **Lease or Rental Agreement** for more than nine (9) months, dated Term must cover current year and must have the Landlord's Signature & must be notarized.
- **Motor Vehicle Registration** with valid expiration.
- **Auto Insurance ID Card** with valid expiration.
- **Landline Phone Bill** showing SERVICE TO ADDRESS and must be less than six (6) months old.
- **Cablevision Bill** showing SERVICE TO ADDRESS and must be less than six (6) months old.
- **L.I.P.A. Bill** showing SERVICE TO ADDRESS and must be less than six (6) months old.
- **Mortgage Statement** less than six (6) months old, showing Suffolk County address the mortgage is for.
- **Credit Card Bill** must be less than six (6) months old.
- **Mailed Bank Statement** must be less than six (6) months old.
- **Township Recreation Card** with valid expiration.
- **Library Card or Voter Registration Card** must not be expired.
- **NYS Marina Permit or NYS Fishing License** (says "NYSDEC" on it) with valid expiration.
- **High School I.D. Card** must cover current year.
- **Suffolk County Employee ID Card**
- **NOT** a Business License these prove that a business is licensed to do business in Suffolk County not that the owner is a resident.

Please Note: An old or expired green key cannot be used as a proof.

****The sub-classes require proof of that status. Proofs required are listed on next page.***

- **Non-Resident Key Cards** can be sold to patrons who live outside Suffolk County and are **valid for one(1) year from the date of purchase**. Non-Resident Key Cards are only used to make reservations for Camping and Golf. Purchasing a Non-Resident Key Card does **not** allow the patron to pay resident rates.

Proof: Driver's License or Non-Driver Photo Identification Card

Proof for Non-Resident Key Cards does not have to be photocopied.

Updated 01/18/2012

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Required Proof

(CONTINUED)

GREEN KEY SUB-CLASSES – ADDITIONAL PROOFS REQUIRED

*Additional proofs list is **inclusive** (nothing else may be submitted to show proof of these classes).

* **SENIOR CITIZEN (60+ years old, as of date of sale)**

- Need proof of **DOB**. (examples of this are Driver's License, Birth Certificate etc.)

* **JUNIOR (17 or under years old, as of date of sale)**

- Need proof of **DOB**. (some examples of this are Driver's License, Birth Certificate, Current Report Card, School ID etc.)

* **HANDICAP**

- Suffolk County Handicapped Services ID Card (Yellow) **or**
- New York State Handicapped Access ID Card (Blue)

Not Acceptable Proof:

- The town handicapped parking pass
- Paratransit ID card

* **VOLUNTEER FD/EMT – Must be a Suffolk County Fire Department/EMS**

- Fire Department/EMS ID Card with valid expiration date **or**
- Typed Letter on the Fire Department/EMS Letterhead stating “ACTIVE” and “VOLUNTEER” with a current date (may be no more than 6 months old).

* **AUXILIARY POLICE**

- Suffolk County Police ID, must say “AUXILIARY” with valid expiration date **or**
- Typed Letter on Department Letterhead stating their status is “ACTIVE” and “AUXILIARY”, with current date (may be no more than 6 months old).

* **CERT**

- Suffolk County CERT ID with valid expiration date **or**
- Typed Letter on Department Letterhead stating their status is “ACTIVE”, with current date (may be no more than 6 months old).

* **VETERAN**

- DD-214 Form **or**
- Suffolk County Veteran Resident ID Card (SCVR ID) – issued by SC Vets Agency.

Not Acceptable Proof:

- The Red, White, and Blue Card from Department of Veterans Affairs (VA Card).
- Military ID Card

According to SC Veterans Service Agency, certain members of the National Guard and Reserve are able to obtain a VA Card, but are still not eligible for a DD-214. However, since SC Veterans Service Agency, is required to verify “veteran status” before issuing one a SCVR ID, to better convenience you, we now accept that as proof.

* **DISABLED VETERAN**

- Red, White, and Blue Veterans Administration ID Card from DVA, with photo saying “SERVICE CONNECTED” underneath.

* **ACTIVE MILITARY ***SOLD AT WEST SAYVILLE ADMINISTRATION ONLY*****

You may contact West Sayville Administration Office at 631-854-4949 to find out the proof required.

Please Note: If proper proof is not submitted, the green key card will be suspended until proper proof is shown.

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