

## **CHECKLIST FOR OBTAINING CERTIFICATE OF RESIDENCE**

- ALL SECTIONS OF THE AFFIDAVIT/APPLICATION ARE COMPLETED
- INCLUDED DAYTIME PHONE NUMBER ON AFFIDAVIT/APPLICATION
- AFFIDAVIT/APPLICATION IS NOTARIZED
- THE NOTARY SIGNED THE AFFIDAVIT/APPLICATION
- MADE A COPY OF THE AFFIDAVIT/APPLICATION FOR MY RECORDS
- IF NOT A US CITIZEN, INCLUDED A COPY OF THE FRONT & BACK OF A VALID PERMANENT RESIDENT ALIEN CARD ISSUED AT LEAST 1 YEAR AGO
- INCLUDED ***PROOF #1*** FOR ***NEW YORK STATE RESIDENCY*** DATED AT LEAST 1 YEAR PRIOR TO DATE AFFIDAVIT/APPLICATION WAS NOTARIZED BUT NOT DATED MORE THAN 2 YEARS AGO
- INCLUDED ***PROOF #2*** FOR ***SUFFOLK COUNTY RESIDENCY*** DATED WITHIN 6 MONTHS IMMEDIATELY PRECEDING THE DATE AFFIDAVIT/APPLICATION WAS NOTARIZED
- RECEIVED A CERTIFICATE OF RESIDENCE FROM SUFFOLK COUNTY FOR THE PRIOR SCHOOL YEAR AND NOTED THIS ON THE AFFIDAVIT/APPLICATION
- INCLUDED A SELF-ADDRESSED, STAMPED ENVELOPE