

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

APPLICATION DEADLINE REQUIREMENTS:

1. Submit application/affidavit to Suffolk County no earlier than **sixty (60) days before** and no later than **thirty (30) days after a semester's official start date**.

TO APPLY:

1. Complete affidavit / application form in its entirety. Print legibly in blue or black ink, or type all information. **Do not leave any spaces blank.**
2. Permanent undocumented residents ("resident aliens") must submit a copy of the **front** and **back** of a valid permanent resident alien card that was **issued at least one (1) year ago**.
3. Two (2) forms of proof of address must accompany your application: Proof #1, New York State Residency and Proof #2, Suffolk County Residency.
 - Envelopes addressed to the student are not an acceptable form of proof.
 - Both forms of proof **must be in the student's name** and reflect their current address.
 - Your proof of residence must reflect a physical address recognized by the U.S. Postal Service. **P.O. Box addresses are not acceptable**, except on N.Y.S. income tax returns.
 - Do not submit hard copies of your proof. Instead, please send photocopies.
 - Please cross out/remove any social security numbers, credit card numbers, and bank account numbers and balances on the proof you submit. *If you do not have personal access to a photocopy machine, your local library may be able to assist you.*
4. **Please submit only Proof #2 if you received a certificate of residence from Suffolk County for the most recent (previous) school year.** Please note on this affidavit / application that you received a certificate of residence for the prior school year.

Suffolk County Certificate of Residence 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. Your document **must be dated at least one (1) year prior to the date of your affidavit, but no more than two (2) years prior.**

Example: Your affidavit/application is dated Aug. 1, 2022. Your proof must be dated between Aug. 1, 2020, and Aug. 1, 2021.

- Driver's license (use issue date)
- Learner's permit (use issue date)
- Auto registration
- Selective service card
- Voter registration ID card (polling place reminder cards will not be accepted)
- High school report card
- High school transcript (unofficial transcripts will not be accepted)
- ****New York State income tax return (IT-150 or IT-201) – first page and signature page only**
- ****Federal 1040 income tax return – first page and signature page only**
- W-2

*****Regarding tax returns as a Proof #1 document:***

- If you do not file tax returns 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.
- When using tax returns, please refer to the DATE OF THEIR FILING, not the tax year. *For example: 2021 tax returns that are filed in 2022 will be one year old in 2023*

Suffolk County Certificate of Residence 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 dated within the six (6) months immediately preceding the date of your affidavit / application.

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

Example: Your affidavit/application is dated August 1, 2022. Your proof must be dated between Feb. 1, 2022 and July 31, 2022 (six months prior to August 1, 2022).

TO APPLY:

1. **Mail or fax the following documents:**
 - a. Your hardcopy affidavit/application
 - b. A photocopy each of Proof #1 and Proof #2
 - c. If applicable, your resident alien card
2. **Certificates will be emailed to you.** *(Please include a valid email address on your application.)*
3. 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 then responsible for submitting the certificate of residence to the college you are attending. The certificate must be submitted to the school's Bursar Office within 5 days of receipt. Failure to do so will require the student to pay the non-resident portion of their tuition.**

MAIL OR FAX CERTIFICATE APPLICATIONS / AFFADAVITS:

Mail to

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

Fax to

Attention: COR
631-853-5722

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

Call 631-853-5052 with any questions.