

# Office of the Fulton County Treasurer

## What Months for a Proof of Residency

**\*\*\*DATE - ADDRESS AND NAME MUST BE ON DOCUMENT\*\*\***

January \_\_\_\_\_  
February \_\_\_\_\_  
March \_\_\_\_\_  
April \_\_\_\_\_  
May \_\_\_\_\_  
June \_\_\_\_\_  
July \_\_\_\_\_  
August \_\_\_\_\_  
September \_\_\_\_\_  
October \_\_\_\_\_  
November \_\_\_\_\_  
December \_\_\_\_\_  
January \_\_\_\_\_  
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March \_\_\_\_\_  
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May \_\_\_\_\_  
June \_\_\_\_\_  
July \_\_\_\_\_  
August \_\_\_\_\_  
September \_\_\_\_\_  
October \_\_\_\_\_  
November \_\_\_\_\_  
December \_\_\_\_\_

### Eligibility

- ❖ A student must be a continuous resident of New York State for one year immediately preceding the date of application **AND**
- ❖ A student must have been a resident of Fulton County for at least one month within the six months immediately preceding the date of application. A student that has not been a resident of Fulton County for that entire six-month period must obtain a certificate from each county of residence within the six-month period. He/she must apply at the County Treasurer's Office.
- ❖ Non-citizens are required to document their resident status and must apply at the County Treasurer's Office for their first certificate. Non-citizens renewing a certificate of residency that have resided at their current residence for twelve consecutive months, without moving may obtain their certificate from their town or city clerk providing the proof used for residence status has not expired.

### Elements of Acceptable Proof

- ❖ At a minimum, two proofs are required: **One must be 12-18 months old and one less than 30 days old.**
- ❖ Each document must be dated and include name and physical street address. Documents with a post office box will not suffice unless a physical address is also indicated.
- ❖ Each residence on the application must be documented. **Proof will be required within 30 days of the date of any move in the past year.**
- ❖ No claim of residency will be accepted solely on your testimony or that of your parents, relatives, friends or other individuals.
- ❖ The standard of proof will not be compromised because you have left yourself insufficient time to obtain acceptable proof.

### **Examples of Acceptable Proof (must include name, physical address and be dated accordingly)**

- ❖ College correspondence including bills or schedule of classes
- ❖ Bank statements
- ❖ Utility bills
- ❖ Medical records including prescriptions
- ❖ Report cards with an issue date of 1 year old, or within 30 days
- ❖ Dated mail or postmarked envelopes
- ❖ Income tax return with preprinted label or W2's
- ❖ Formal lease
- ❖ Driver's license, car registration and insurance card may be used when the issue date reflected is 1 year old, or within 30 days of application.

### **Students who are not citizens of the United States applying for their first certificate must apply in the County Treasurer's Office**

Required documentation:

- ❖ Permanent Resident Card
- ❖ Visa
- ❖ Immigration papers indicating permanent resident status

**Acceptable proof is not limited to the above examples, but proof must contain all required elements to be accepted.**



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