

WESTCHESTER COUNTY -- CERTIFICATE OF RESIDENCE

A) **How To Apply:**

Application - Complete, Sign and have Application Notarized
Provide Copies of the following Documents:

1. New York State Issued Photo ID -- (Drivers License, Permit Or Or Non Drivers License
 2. Student signed Social Security Card
 3. Permanent Resident Card Or Visa – If not a U.S. Citizen
 4. Two forms of Address Proof:*
- (a) **Document showing New York State Residence for one (1) year.** Document must have name, address and be dated one year prior to the application date
- (b) **Document confirming current Westchester County residence.** Document must have name, address and be dated within the immediate six (6) months prior to the application date

***Acceptable address proof documents – New York State Issued Photo ID (Drivers License, Learners Permit, Non-Drivers ID) and one of the following documents: Bank Statement; Utility Bill; Voter Registration Card; Car Insurance ID Card; High School Report Card; Credit Card Statement; Property Tax Bill.**

Documents with Post Office Box Address and Envelopes are not acceptable forms for proof of address.

If a student does not have two forms of address proof – the Parent/Guardian Form must be completed, notarized and attached to the student application along with the required address proof in the name of the parent/guardian. **However, all students must have a NYS Photo ID, social security card and one form of address proof which can be the NYS Photo ID.**

Mail To: Westchester County Department of Finance
148 Martine Avenue, Room 728/Cert
White Plains NY 10601

NOT ACCEPTED: FAXED APPLICATIONS And HAND DELIVERIES

B) **Certificate Issuance Schedule:**

Fall Semester	July 1 to September 30
Winter/Intersession	November 15 – January 15
Spring Semester	December 1 to February 28
Summer Semester	May 1 to July 30
Mini Courses	Submitted within five (5) days of course start date

No Exceptions Will Be Made

