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THE CITY OF NEW YORK
OFFICE OF THE COMPTROLLER
1 CENTRE STREET
NEW YORK, NY. 10007-2341

In order to process a fully completed application for Certificate of Residence in compliance with Education Law Sections 6301 and 6305, at least two items of proof of residence are required. They must clearly indicate the applicant's residence for a period of at least (1) one year in New York State and (6) six months immediately preceding application in New York City.

Your application cannot be processed as submitted. Please note the following:

- Passport and Alien cards are not acceptable.
- Library cards are not acceptable.
- Current proof of NYC address is required.
- Proof of address of 6 months to 1 year ago is required.
- Application must be notarized.
- Social Security number is necessary to process application.
- Other: