



**CITY OF BUFFALO**  
**DEPARTMENT OF HUMAN RESOURCES**  
**CIVIL SERVICE DIVISION**

BYRON W. BROWN  
MAYOR

GLADYS HERNDON-HILL  
COMMISSIONER

**PROOF OF RESIDENCY VERIFICATION**

**You must present to this office documents listed below; we reserve the right to request additional documentation when deemed necessary.**

**IF PROCESSING FROM AN ELIGIBLE LIST:** Pursuant to Rule 10 of the Rules for the Classified Civil Service of the City of Buffalo, all applicants must submit or re-submit **ALL requested documentation** as follows:

**IF NOMINATED FOR APPOINTMENT:** Pursuant to Rule 10 of the Rules for the Classified Civil Service of the City of Buffalo, all applicants must submit or re-submit **THREE (3) of the requested documentation** as follows:

**RESIDENCE**

1. **VALID** NYS Driver's License showing **CURRENT** address on the front of said license (temporary licenses are not acceptable)
  2. **VALID** Non-Driver's or School ID (name, address, photo)
  3. Lease or Mortgage **AGREEMENT**
  4. Vehicle **INSURANCE CARD**
  5. **CERTIFICATE OF TITLE** to motor vehicle
  6. NYS vehicle **REGISTRATION CARD**
  7. **UTILITY BILLS** (gas, electric, telephone, and cable) within three (3) months
  8. **BANK STATEMENT** within three (3) months  
(Buffalo Metropolitan Credit Union statements are not acceptable)
- **All documents must be in your name and have your current address listed on the documents.**
  - **Failure to submit the documentation will delay the processing of the application for employment and may be cause for disqualification.**
  - **If you have any questions, please contact the Civil Service Office at 851-9614.**