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.