

NEW YORK CITY Certificate of Residence Instructions

The office is working remotely and accepting all documents electronically.
Step by step instructions are:

- 1- Have the student fully complete the attached affidavit/application and have their signature notarized or e-notarized.
- 2- Obtain 2 forms of proofs (NO PO Box)- 1 proof dated within 6 months, AND the other dated more than 6 months.
- 3- Please also note the semester/session you are acquiring the certificate of residency for.
- 4- Scan the affidavit/application and the 2 proofs of address to acamara@comptroller.nyc.gov and simultaneously send the originals to the Office of NYC Comptroller, 1 Centre St - Room 701, New York, NY 10007
Attn: Aissatou Camara.

DO NOT SEND THE APPLICATION/AFFIDAVIT TO THE COLLEGE.

5- Once the information received is compliant, the certificate will be issued by NYC and sent back to YOU via email also. FORWARD THIS EMAIL TO kphillips@sunysullivan.edu.

If we do not receive a valid CERTIFICATE OF RESIDENCY from you, you will be charged an additional surcharge.

Please note that the certificate must be dated no more than 60 days before and 30 days after the first day of the semester.

Instructions can also be found on their website at <https://comptroller.nyc.gov/services/for-the-public/certificate-of-residence/submit-in-person/>.