City of Ithaca Human Resources / Civil Service

108 E. Green St. – Ithaca, NY 14850 – (607) 274-6539

**AFFIDAVIT OF RESIDENCE**

I, Social Security No. do hereby swear (or affirm) that I reside at:

Street Address: (No Post Office Boxes) In the City, Village, or Town of:

County of , State of New York;

that I am now and have been for a period of at least thirty (30) days immediately prior to the date of this affidavit a legal resident of County, New York.

If less than two years at the above address, list your addresses for the past two years: Address(es) Dates

Signature of Applicant Date

Sworn to (or affirmed) before me this

day of 20 Notary Public of Commissioner of Deeds

\* See Instructions on Back\*

**Instructions:**

1. Complete this Affidavit.
   1. You must list your last two (2) years of addresses.
   2. No Post Office Box addresses are permitted. You must state your street address.
2. Have this Affidavit notarized.
3. Submit notarized Affidavit with the following types of proof:
   1. Driver license with current address

**AND**

* 1. Mortgage statement or property tax bill; or
  2. Lease agreement; or
  3. Certificate of Residency issued by Tompkins County Finance Department; or
  4. If living with a parent, you may submit a signed letter from your parent(s) that states that you are now, and have been for a period of thirty days, living with that parent. You must also provide a copy of your parent’s mortgage statement, property tax bill or lease agreement.

NOTE: In the absence of b, c, d or e above, we will accept any combination of two or more of the following documents:

* 1. A current pay stub containing address, and/or
  2. A current bank statement containing address, and/or
  3. A current utility or cell phone bill containing address.