



BYRON W. BROWN
MAYOR

CITY OF BUFFALO
DEPARTMENT OF HUMAN RESOURCES
CIVIL SERVICE DIVISION



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.**