



Broome County
OFFICE OF THE COUNTY CLERK

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Memo regarding documentation for driver's license renewals

We are updating and clarifying our procedures for accepting documents that have a both a PO Box mailing address and a residential street address listed on them for proof of New York State residency. There have been many concerns expressed that customers have visited the DMV for license renewals and were turned away because the documentation they provide for proof of New York State residency shows both a PO Box mailing address and a residential street address.

Going forward, if a customer submits an acceptable document that shows both a PO Box mailing address and a residential street address, we will accept that document based on specific, explanatory language on dmv.ny.gov. (See the chart attached for clarification.) Please remember that a PO Box is not and cannot be a residential address, therefore, the residential street address listed is the one to be considered for New York State residency.

Also, for those looking for marriage licenses for continuity of name documentation, please remember to tell the individual to go to the municipality where they got their marriage license, which may be different from where the marriage ceremony was held. Our colleagues at the various town clerk's offices offered this advice for our customers to save them time and effort. It may be best to have the customer call the town or city clerk's office first before they make the trip.

Type of document	Can we accept it for proof of residency if it shows both a PO Box and a street address?	Why or why not?
School or property tax bill	NO	According to dmv.ny.gov: "Must show name and current NY State address both on mailing portion and portion stating what property is being taxed." It is required that the residential street address also be the mailing address on a school or property tax bill.
Utility bill	YES!	According to dmv.ny.gov: "Must show name and current NY State address. Bill must be for a recurring service (e.g. home or cell telephone bill, electric bill, trash bill, water bill). Must be issued within 120 days of your DMV office visit. Electronic versions must be printed." It is <u>not required</u> that the residential street address also be the mailing address on a utility bill.
Proof of current mortgage	YES!	According to dmv.ny.gov: "Must show name and current NY State address." It is <u>not required</u> that the residential street address also be the mailing address on mortgage documentation.
Property deed	YES!	According to dmv.ny.gov: "Must show name and current NY State address." It is <u>not required</u> that the residential street address also be the mailing address on a property deed.
Residential lease	YES!	According to dmv.ny.gov: "Must show name and current NY State address. Must be issued within one year of your DMV office visit." It is <u>not required</u> that the residential street address also be the mailing address on a residential lease.
Voter registration notification card	YES!	According to dmv.ny.gov: "Must show name and current NY State address. Must be issued within one year of your DMV office visit." It is <u>not required</u> that the residential street address also be the mailing address on voter registration notification cards. This is also known as a "mail check card" to the local Board of Elections staff.