

 Parks, Recreation and Historic Preservation Section: Operations	Policy Title: New York State Residency Requirement Verification Directive: OPR-PCD-006 Effective Date: 11/05/2014
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Summary

This procedure applies to all instances in which the New York State Office of Parks, Recreation and Historic Preservation (OPRHP) requires New York State residency as a prerequisite to receiving certain discounted services or an in-state fee rate.

Procedure

A **New York State resident** is defined as a person whose primary residence—where he or she lives during most of the year—is within New York State. A New York State Driver’s License or New York State Non-Driver’s License Identification Card are acceptable proofs of New York State residency.

- Proof of New York State residency shall be current and shall be in the name of the person seeking the resident’s discount service or access.
- Proof of residency of a parent or legal guardian shall suffice as proof of residency for his or her dependent who requests the discount service or in-state fee rate.
- If New York State residency cannot be demonstrated, OPRHP staff shall deny the discounted service or, for those services that charge separate resident and non-resident rates, shall require payment of the out-of-state fee.
- Photocopies shall be accepted for mail applications, however, they may be retained only if the files are marked “Confidential” and kept confidential to prevent unauthorized disclosure of personal information as required by the OPRHP Policy on Protecting Individuals’ Social Security, Driver License and ID Card Information (GOV-POL-005).
- Staff shall immediately return any original documents submitted by mail.
- Patrons shall submit originals for in-person transactions, and staff shall immediately review the originals and return them.

Other Related Information

OPRHP Policy on Protecting Individuals' Social Security, Driver License and ID Card Information
(GOV-POL-005)

History

11/05/2014 This procedure is effective immediately and replaces the previous version issued on February 14, 2011. The 2011 policy was reviewed and reissued with formatting changes only.