

**New York State Office of Parks, Recreation
and Historic Preservation**

**POLICY ON NEW YORK STATE RESIDENCY
REQUIREMENTS**

This policy 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.

Definition:

New York State resident means a person whose primary residence – where he or she lives during most of the year – is within New York State.

Acceptable Proof of New York State Residency:

The following documents are acceptable proofs of New York State residency:

- New York State Driver's License
- New York State Non-Driver's Identification Card

Procedures:

- 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 minor child who requests the discount service or in-state fee rate.
- If New York State residency can not 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.
- Staff shall immediately return any original documents submitted by mail.
- Patrons should submit originals for in-person transactions, and staff shall immediately review the originals and return them.
- Staff may accept and retain photocopies in files only if those files are marked "Confidential" and kept confidential as required by OPRHP's records management procedure that is intended to prevent unauthorized disclosure of personal information (See, OPRHP Policy on Protecting Individuals' Social Security, Driver License and Identification Card Information dated November 25, 2009).

This policy is effective immediately.



Dated: February 14, 2011

Andy Beers
Acting Commissioner