



How to Obtain Proof of Address at Time of Arrest or Conviction for a CAURD Application

Applicants must submit documentation proving where the person convicted of a [marihuana-related offense](#) resided at the time of arrest or the time of conviction. Please note that any document(s) you provide from the list below must include the individual's name and residential address. If you provide documentation that was issued more than 180 days before or after the date of the arrest or conviction, the Office of Cannabis Management (the Office) may request additional information.

It may be more difficult for you to obtain documents proving address at the time of arrest or conviction if the conviction is not your own. See our [CAURD FAQs](#) for more information. The sources mentioned below may have their own rules about accessing the records of another person.¹ Please visit [this link](#) and scroll to #12 to see a list of these documents.

1. Physical ID: Driver License, Non-Driver ID Card, Government-issued ID Card or Learner Permit

Copy of a Driver License, Non-Driver ID Card, Government-issued ID Card (e.g., IDNYC) or Learner Permit that has the address at the time of arrest or conviction and was issued or expired no more than 180 days before or after the arrest or conviction occurred.

2. DMV Address History/Lifetime Abstract

If you do not have a physical ID with the address on it, a copy of old addresses can be obtained online through the NYS DMV by requesting a lifetime address history. This document may only be obtained for the individual requesting it and cannot be obtained for another person.

For New York State residents, please visit [the DMV website](#) to make a request. There is a fee, and you will need a government-issued photo ID. Other states may have similar systems and processes.

¹ *The Office of Cannabis Management cannot guarantee the ability of any applicant to access documentation from any entity, organization, or agency including, but not limited to, the ones mentioned on this document. Applicants may wish to request documentation from multiple sources to ensure timely submission of application.*



3. State or federal tax filing, return, refund check, or other tax documentation

If you use popular online filing services to file your yearly state and/or federal taxes, you may be able to download past years' filings. You can request federal tax information from the IRS for deceased relatives by filling out an IRS form and providing death certificates or court documents. Please visit [this link](#) for more information.

You may be able to access certain tax information online including a copy of your previously filed New York tax returns. Visit [Get a copy of my return](#) for more information on how to create an Online Services account and obtain copies of previously filed returns from the New York State Tax Department. Other states may have similar systems.

4. Document addressed to the individual by a local, state, or federal government

This document should be clearly marked by a government letterhead or seal.

5. Credit report from a nationwide credit bureau

Request a copy of your credit report from one of the three nationwide credit bureaus. In order to prove the convicted person's address at the time of their arrest or conviction, the report must show an address and the date when it was reported. Some credit bureaus may not include the "Date Reported" in your credit report. If you have requested a report from a bureau that does not include this information, you will need to request a report from another bureau. See [this link](#) for more information about how to request a credit report.

6. Utility bill(s) (gas, electric, and water)

Contact the utility company to verify the person's address who was convicted at the time of arrest or conviction. Let the utility company know you are trying to obtain proof of an old address since they were the company used at the time. They may be able to provide you with an old bill or letter proving residency. If you are calling to request another person's information, they may require you to provide proof of a relationship.

[Here](#) is a list of natural gas providers in the state of New York with their contact information. Other states may have similar lists to assist as well. Utility bills that are the responsibility of the landlord for property where the landlord did not reside may not be considered sufficient proof of address at the time of arrest or conviction.



7. Bank or credit card statement

If the person convicted had online banking at the time of arrest or conviction and they currently utilize the same bank, they should be able to download a banking statement online. If they have switched banks or the arrest or conviction occurred prior to their enrollment in online banking, they may contact the relevant bank with a government-issued photo ID and request bank statements from the relevant time period. Please note that some banks do not keep records of some accounts after a certain amount of time.

8. Pay stub

Contact the employer at the time of arrest or conviction and request a copy of the paystub with the mailing address on it. Please note that depending on the employer's policies, some employers may not allow you to request proof of another person's residency—only your own.

9. Statement, bill, or record from a health institution or insurance company

Contact your health institution or insurance company at the time of arrest or conviction to request a statement, bill, or record that proves residency for that time. Do the same thing if you are attempting to obtain these records for another person. Some health institutions or health insurance companies may not release this information to third parties. Each institution or company may be different. Please note that this record should be on official letterhead.

10. Certificate of Marriage Registration or Certificate of Divorce

Provide a copy of a marriage certificate or divorce judgment which occurred around the time of arrest or conviction. To obtain a copy, please contact the court in which the marriage certificate or divorce paperwork was filed. The address must be listed on the certificate, and it must be on official letterhead for the state in which it was certified.

11. High School or College Transcripts

Provide a copy of high school or college transcripts. This document must be from an accredited school and on official letterhead.

12. Jury summons, court order, or other document from a court

The person convicted may have had a jury summons, court order, or other documents from a court in the state of New York or a court in another state. To request a jury summons from New York State, contact the New York Commission of Jurors by visiting this [website](#) or emailing nyjuror@nycourts.gov to see if they have record of any jury summons. The Commission only maintains



jury summons records for a certain amount of time. To request a court order in New York State, contact the court from which the court order was issued. To request these documents from the court of another state, please contact the court system in that state.

13. Lease agreement, mortgage payment, or property tax statement

Contact your landlord or mortgage company at the time of arrest or conviction and request a copy of your lease/mortgage agreement proving residency at that time. Please note that depending on the company or individual's policies, some companies may not allow you to request proof of another person's residency — only your own. For more information about how to obtain a property tax statement, please visit [this link](#).

14. Letter from a public housing authority addressed to the individual

Contact the public housing authority where the person convicted resided during the time of arrest or conviction and request a letter proving residency at that time. Please note that this letter should be on official letterhead. This letter can be from a public housing authority in any state.

15. Letter addressed to the individual from a homeless shelter indicating the individual resided at the homeless shelter

Submit a letter from the homeless shelter where the person convicted resided that proves residency during the time arrest or conviction. Please note that this letter should be on official letterhead and must include a point of contact.

16. Letter addressed to the individual from a nonprofit organization or religious institution that provides services to homeless individuals

Submit a letter from the nonprofit organization or religious institution that provided services to the person convicted while homeless. This nonprofit organization or religious institution must have provided services to the convicted person during the time period of the conviction. Please note that this letter should be on official letterhead and must include a point of contact.

17. Letter from a domestic violence residential care program or organization that serves domestic violence survivors

Submit a letter from the domestic violence residential care program or organization that confirms residency for the convicted person at the time of arrest or conviction. The convicted person must have received support from this program or organization during this time period. Please note that this letter should be on official letterhead and must include a point of contact.



18. Letter from a charitable organization registered with a state or federal government agency that provided services to the individual in the ordinary course of operations

Contact the charitable organization that provided services to the individual at the time of arrest or conviction and request a letter that proves residence during that time period. Please see [this link](#) to search through a list of registered charitable organizations with the state. Other states may have similar lists. Please ensure that the charitable organization in the state you are using to prove address is a registered organization with that state. Please see [this link](#) to search through a list of registered charitable organizations with the federal government. Please note that this letter should be on official letterhead and must include a point of contact.

The OCM may accept other information proving someone's address at the time of arrest or conviction.