

*Application for Certificate of Residence*

PLEASE TYPE OR PRINT LEGIBLY ALL INFORMATION

<b>NAME</b> _____ LAST FIRST
<b>SOCIAL SECURITY NO.</b> _____ <b>DATE</b> _____

**AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE  
PURSUANT TO SECTION 6305 OF THE EDUCATION LAW, IN CONNECTION WITH  
ATTENDANCE AT A COMMUNITY COLLEGE**

\_\_\_\_\_ does hereby affirm that the applicant resides at \_\_\_\_\_  
\_\_\_\_\_ in the (city, village, town) of \_\_\_\_\_  
county of \_\_\_\_\_, State of New York; that the application is, and has for a period of at least one  
year immediately prior to the date of this affidavit (or affirmation) and application been a resident of the State of New  
York, that the applicant now is, and has been, for any part of the last six (6) months immediately prior to the date of  
this affidavit (or affirmation) and application been a resident of the county of \_\_\_\_\_; and that the  
applicant has lived at the following places during the year immediately prior to the date of this affidavit (or  
affirmation) and application:

ADDRESSES	DATES
_____	_____
_____	_____
_____	_____

Applicant further states that the applicant plans to enroll in \_\_\_\_\_ Community College  
and that this affidavit (or affirmation) and application is made for the purpose of securing from the Chief Fiscal Office  
of the County of \_\_\_\_\_ a certificate that application has met the residence require-  
ments of Articles 119 and 126 of the Education Law.

\_\_\_\_\_  
**Signature of Applicant**

Sworn to (or affirmed) before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public or Commissioner of Deeds

This space of use of Chief Fiscal Office of County  
Certificate issued ( ) Certificate not issued ( )  
Date \_\_\_\_\_ By \_\_\_\_\_

Education Law, Section 6305, provides: "The Chief Fiscal Officer of each county, as defined in section 2.00 of the local  
finance law, shall upon application and submission to them of satisfactory evidence, issue to any person desiring to  
enroll in a community college as a non-resident student a certificate of residence showing that said person is a resident  
of said county...such person shall, upon their registration for each college year file with the college such a certificate  
of residence issued not earlier than two months prior thereto, and such certificate of residence shall be valid for a  
period of one year from the date of issuance."

A CURRENT CERTIFICATE OF RESIDENCE ISSUED BY YOUR HOME COUNTY MUST BE PRESENTED TO THE COLLEGE ALONG WITH YOUR TUITION PAYMENT. THIS WILL ELIMINATE THE NON-RESIDENT TUITION CHARGE. FAILURE TO COMPLY WILL RESULT IN YOUR BEING CHARGED NON-RESIDENT RATE, WHICH IS NOT REFUNDABLE.

QUALIFICATIONS:

1. Resident of New York State for at least one (1) year prior to date of application.
2. Resident of County for at least six (6) months prior to date of application. The current procedure to procure a Certificate of Residence from the Comptroller's Office of Purchasing Unit, are as follows: Students living within the five (5) boroughs must submit a notarized affidavit to the comptroller's Office.

TO APPLY:

1. Complete the AFFIDAVIT (on reverse side) and have it NOTARIZED (Comptroller's Office DOES NOT notarize.).

Two (2) items of proof of residence must accompany the affidavit. They must be sufficient to comply with Education Law, Section 6301, Paragraph 4, which defines: "Resident" as a person who has resided in the state for a period of at least one year, and in the county, city, town intermediate school district or school district as the case may be, for a period of at least six (6) months, both immediately preceding Section 6305 of this chapter.

2. Present the NOTARIZED AFFIDAVIT, plus two items of proof of residency IN PERSON to

**NEW YORK CITY RESIDENTS**

Office of the Comptroller  
1 Centre Street  
Municipal Building, Room 701  
New York, NY 10007 (212) 669-2784

For Putnam County (845) 225-3641 EXT. 321  
Department of Finance  
Putnam County Office  
40 Gleneida Avenue  
Carmel, NY 10512

For Orange County (845) 291-2485  
Orange County Department of Finance  
265 Main Street  
Goshen, NY 10924-1698

For Rockland County (845) 638-5129  
Finance Department  
Rockland County  
18 New Hempstead Road  
New City, 10956

For Dutchess County (845) 486-2032  
Commissioner of Finance  
Dutchess County  
County Office Building  
22 Market Street  
Poughkeepsie, NY 12601

Forms of acceptance proof are the following: (TWO (2) ITEMS ARE REQUIRED).

(One dated more than 6 months, one dated less than 6 months)

- a. Lease, deed or if not available, a letter from the landlord on that landlord's letterhead indicating dates of tenancy and rent paid.
- b. Any envelope mailed to you, dated less than 6 months, proving that you still reside at this address.
- c. A copy of prior year's New York State/City tax returns.
- d. Homeowner's or Renter's Insurance Policy.
- e. Automobile Registration Card within one (1) year.
- f. Voter Registration Card within one (1) year.
- g. Selective Service Card within one (1) year.
- h. Telephone or utility bill (not in care of third party or post office box).
- i. If residing with a parent, any of the above proofs showing parent/student residence, along with a notarized letter signed by a parent stating that student is now and has been, for a period of one (1) year, living with that parent.