

To Obtain a Certificate of Residence from Chemung County

Please follow these instructions carefully, as they are different depending upon where you live in Chemung County.

Eligibility Requirements:

Applicant MUST be a resident of New York State for at least one year AND a resident of Chemung County for at least six {6} months prior to the date of application to receive full credit. Applicants that are residents of Chemung County at least one {1} month prior to the date of application receive partial credit. Must also be a US Citizen or carry a resident alien green card.

Step 1.) Download the certificate of residence application form at [CollegeNow Certificate of Residency Instructions & Application](#)

Step2.) Complete the application and sign it in the presence of a notary public. {Notary will require a picture ID}. Corning Community College has notaries on staff at both the Spencer Hill and the Elmira Campuses. The Chemung County Treasurer's Office, most town clerks, and most banks also have notary publics available.

Step 3.) Submit the completed notarized application, as follows:

Please follow these instructions carefully, as they are different depending upon where you live in Chemung County.

If you live in Baldwin, Catlin, Elmira, Erin, Horseheads, Southport, or Van Etten

Email your completed notarized application to treasureroffice@chemungcountyny.gov

You may also mail or deliver the application in person to:

Chemung County Treasurer
320 E. Market St.
Elmira, NY 14901
Phone: 607-737-2996

If you live in Ashland

Email the completed notarized application to ashlandclerk@stny.rr.com.

You may also mail or deliver the application in person to:

Ashland Town Clerk
3663 Sixth Street
Wellsburg, NY 14894
Phone: 607-732-0723

If you live in Big Flats

Email the completed notarized application to townclerk@bigflatsny.gov

You may also mail or deliver the application in person to:

Big Flats Town Clerk
476 Maple St.
Big Flats, NY 14814
Phone: 607-562-8443

If you live in Chemung

Email the completed notarized application to townclerk@townofchemung.com

You may also mail or deliver the application in person to:

Chemung Town Clerk
48 Rotary Rd. Extension
Chemung, NY 14825
Open 9:30-1:00 Mon-Thurs
Phone: 607-529-3532 Ext. 2

If you live in Veteran

Email your completed notarized application along with proof of residency to [vetclerk@stny.rr.com](mailto:veterclerk@stny.rr.com)

You may also mail or deliver the application in person to:

Veteran Town Clerk
4049 Watkins Road
Millport, NY 14864
Phone: 607-739-8371

Acceptable proofs of residency are:

Drivers license

Drivers permit

Mail with student's physical address {not PO Box}