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# Orleans County

Orleans County Treasurer  
Central Hall

34 East Park St.

Albion, NY

14411-1488

Phone (585) 589-5353

Fax (585) 589-9220

Website: <http://www.orleansny.com>

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Contact: Susan Heard, Treasurer  
Roxie Basinait, Deputy Treasurer

**The attached application/affidavit must be completed and presented to the above address with the appropriate proof. The County needs this in order to determine your eligibility for a Certificate.**

Requirements:

- Application (The application **must** be signed in the presence of a Notary Public.)
- Two forms of proof (one year NY State; 6 months in Orleans County)

Acceptable Proof (examples):

- Utility bill, Lease agreement, Prior years income tax return.
- High school transcript (if you were enrolled in a high school in the county's school district within the past year).
- Mail post-marked 12 and/or 6 months prior to class starting (must be street address, not a **PO BOX** address).
- Valid NY State driver's license or permit that is at least 1 year old with a current address.

**Certificate must be obtained within the time period of 60 days before the first day of class but no later than 30 days after the first day of class.**

**The Original Certificate of Residence (not this application) can be delivered to any of the three TC3 locations: Ithaca Extension Center, Cortland Extension Center or the main campus or it can also be mailed to:**

*Tompkins Cortland Community College  
Room #101  
170 North Street, PO 139 Dryden, NY 13053.*

**Note: faxes or photocopies are NOT acceptable.**

## NEW YORK STATE CERTIFICATE OF RESIDENCE INFORMATION

### **Why do I need a Certificate of Residence?**

Your Certificate of Residence entitles you to pay resident tuition, which is LESS THAN HALF that of nonresidents. Residency is determined by county officials, not by the college. You must apply to your County Treasurer or Department of Finance in order to receive a Certificate of Residence. If a county issues you a Certificate of Residence for the semester(s) you attend, the county will pay the nonresident portion of your tuition. If you do not obtain a certificate in accordance with the county regulations, the county will NOT pay this and YOU WILL BE BILLED for the nonresident tuition.

### **How do I qualify for a Certificate of Residence?**

In order to qualify for a Certificate of Residence, you must have lived in New York State for the year prior to date of registration and in a county of New York State for the last six months of that year. If you have resided in more than one county during the last six months, you must obtain a certificate from each county.

### **How long is the Certificate of Residence good for?**

The Certificate of Residence is effective for ONE YEAR. You must submit a new Certificate of Residence ONCE A YEAR, EVERY YEAR you are enrolled at the college.

### **So, what do I have to do to get my Certificate of Residence?**

1. Fill out the application completely, in ink. (Print clearly.)
2. Have the form notarized by a certified New York State notary public. Most county offices will have a notary public on the premises.
3. Take or mail the application to the County Treasurer in your HOME county. If you mail your application, you will need to send proof that you reside in that county. Acceptable proof may be a copy of your driver's license, or a rent receipt bill with your name and address on it, dated at least six months prior. If you reside with your parents, you may send a copy of your parents' New York State Tax Return for the past year showing you as a dependent. Include a self-addressed stamped envelope.
4. The County Treasurer will issue the Certificate of Residence to you.
5. Send or bring the Certificate of Residence to the TC3 Center for Career & Educational Planning (Rm 216). PLEASE- DO NOT BRING THE APPLICATION TO THE COLLEGE, AND DO NOT APPLY FOR YOUR CERTIFICATE MORE THAN 60 DAYS BEFORE THE START OF THE SEMESTER OR 30 DAYS AFTER CLASSES BEGIN.

### **THERE ARE SOME COUNTIES/AREAS THAT HAVE SPECIAL REQUIREMENTS**

**BROOME COUNTY RESIDENTS:** You must include a letter from a responsible party who is not related.

**CAYUGA COUNTY RESIDENTS:** Get a Cayuga County application from your TOWN CLERK, have the Town Clerk fill out their portion, then take the completed application to the Cayuga County Treasurer in Auburn, NY. Call (315)-669-2784 for examples of acceptable proof of residency.

**NEW YORK CITY AREA:** APPLY IN PERSON. **Have your application notarized before you go.** You must have at least two items of proof of residence. Call (212)-669-2784 for examples of acceptable proof of residence.

**SUFFOLK COUNTY RESIDENTS:** You must get your Certificate BEFORE classes start. Call the County Comptroller at (631)-853-5052 for further information.

\*If you have any further questions, please call YOUR HOME COUNTY Treasurer, Comptroller, or Department of Finance.

AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE  
OF RESIDENCE, PURSUANT TO SECTIONS 6301 AND 6305  
OF THE EDUCATION LAW, IN CONNECTION WITH  
ATTENDANCE AT A COMMUNITY COLLEGE

STATE OF NEW YORK )  
 ) SS:  
COUNTY OF )

\_\_\_\_\_ , does hereby swear (or affirm) that he/she resides  
at \_\_\_\_\_, in the (City) (Village) (Town) of \_\_\_\_\_

County of \_\_\_\_\_, State of New York; that he/she now 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 he/she now is, or has been for a period of \_\_\_\_\_ months within the six months immediately prior to the date of this affidavit (or affirmation) and application \*\* a resident of the County of \_\_\_\_\_; and that he/she 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 he/she plans to enroll in \_\_\_\_\_ (College or Institute) and that this affidavit (or affirmation) and application is made for the purpose of securing from the Chief Fiscal Officer of the County of \_\_\_\_\_ a certificate of residence pursuant to the requirements of Article 126 of the Education Law.

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

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

\_\_\_\_\_  
Notary Public of Commissioner of Deeds

|  |                            |
|--|----------------------------|
| This space for use of Chief Fiscal Officer of County |                            |
| Certificate Issued ( )                               | Certificate Not Issued ( ) |
| Date _____   | By _____                   |

\*Education law, Section, 6305, provides: At the chief fiscal officer of each county, as defined in Section 2.00 of the local finance law, shall, upon application and submission to him/her of satisfactory evidence, issued 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 his/her 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.\* Education Law, Section 6301, paragraph 4, defines: A Resident.\* 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 months, both immediately preceding the date of such person's registration in a community college or, for the purposes of section sixty-three hundred five of this chapter, his/her application for a certificate of residence.

\*\*In the event that a person qualified as above for state residence, but has been a resident of two or more counties in the state during the six months immediately preceding his/her application for a certificate of residence pursuant to section sixty-three hundred five of this chapter, the charges to the counties of residence shall be allocated among the several counties proportional to the number of months, or major fraction thereof, of residence in each county.