

Cortland County Treasurer's Office
60 Central Avenue
Cortland, NY 13045
(607) 753-5070

CERTIFICATE OF RESIDENCY REQUIREMENTS

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

Requirements:

- A fully completed "Affidavit and Application for Certificate of Residency" (This document **must** be signed in the presence of a Notary Public. This will require a picture ID.)
- Two forms of proof (one year in NY State; 6 months in Cortland County.)

Acceptable proof (examples):

- Valid NYS Driver's License with applicant's NY State and/or Cortland County address issued a year ago or more.
- Utility/Cell Phone Bill with applicant's name and Cortland County address.
- Lease/Rental Agreement with applicant's name and Cortland County address.
- Bank Statements with applicant's name and Cortland County address.
- Homeowner's/Renter's/Car insurance policy with applicant's name and Cortland County address.
- Prior year's income tax return, or parents tax return if listed as a dependent, with applicant's Cortland County address.
- High school transcript from applicant's Cortland County area high school within the past year).
- Any piece of mail, addressed to the applicant at the appropriate address, post-marked 12 and/or 6 months prior to class starting. Must be a street address, **PO Box address will not be accepted**).

The Certificate of Residency 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.

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

**Tompkins Cortland Community College
Room #215
170 North Street, PO Box 139
Dryden, NY 13053**

NOTE: Faxes or photocopies are NOT acceptable.

For all other community college students: Contact your college directly regarding where the Certificate of Residency must be delivered.

AFFIDAVIT AND APPLICATION FOR CERTIFICATE OF RESIDENCY

Pursuant to Sections *6301 & **6305 of the Education Law

STATE OF NEW YORK, COUNTY OF _____ <hr style="border: none; border-top: 1px solid black; margin: 5px 0;"/> <p style="text-align: center;">(Home County)</p>	Social Security No. _____ Semester _____ Year _____
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I, _____ do hereby swear (or affirm)
 (Full Name)
 that I reside at _____, in the (City)
 (Local Address)
 (Village) Town of _____, County of _____, State of New York; that I now
 am, or have been for a period of one year to the date of this affidavit (or affirmation) been a resident of the State of
 New York; that I now am, or have been for a period of six months prior to the date of this affidavit (or affirmation) a
 resident of the County of _____.

Permanent Address: _____

LIST ADDRESS FOR THE PAST FOUR (4) YEARS

Address	Date (From – To)
_____	_____
_____	_____
_____	_____

Home Phone Number _____ Name Listed Under _____

Citizenship: United States Citizen Other Visa Type _____ Resident Alien# _____

I further state I plan to enroll in _____ and that this affidavit (or affirmation) and application is made for the
 (College)
 sole purpose of securing from the Chief Fiscal Office of the County of _____ a certificate of
 (Home County)
 Residence pursuant to the requirements of Article 126 of the Education Law.

Sworn before me this _____ day of _____ _____ 20_____. <hr style="border: none; border-top: 1px solid black; margin: 5px 0;"/> (Notary Public, State of New York)	<hr style="border: none; border-top: 1px solid black; margin: 5px 0;"/> (Your Signature) (Date)
THIS SPACE FOR USE OF CHIEF FISCAL OFFICE OF COUNTY	
Certificate issued _____ Date _____ Certificate not issued _____	

*Education Law, Section 6301 paragraph 4, 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 months, both immediately preceding the date or such person's registration in a community college, or for the purpose of section sixty-three hundred five of this chapter, his application for a certificate of residence.

**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 him of satisfactory evidence, issue to any person desiring to enroll in a community college as a resident student, a certificate of residence showing that said person is a resident of said county. Such person shall, upon his registration for each college year, file with the college such a certificate of residence issued no 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."