

# Erie County Certificate of Residence Instructions

## Establishing eligibility and residency:

### Eligibility:

- a) You must be a New York State resident for one year **AND** an Erie County resident for six months.
- b) Certificates will be issued for students applying to a two-year SUNY/CUNY Community College located in New York State **AND** outside of the County of Erie.

### Proof of Residency:

1. **You must be able to prove that you were a New York State resident for one year.**
2. **You must also prove that you are an Erie County resident for the past six months.** *To prove the Erie County residency, we will need proof from at least 6 months ago.*
  1. If you have a NYS Issued Photo ID (Driver's License, Permit or Non-Driver's License) **issued over one (1) year ago with your current Erie County address**, no further proof is necessary.
  2. If you do not have a NYS Issued Photo ID issued over 1 year ago with your current Erie County address, you must provide:
    - One piece of Acceptable ID (see below) from over a year ago proving NYS residency **AND**
    - One piece of Acceptable ID (see below) from over six (6) months ago proving Erie County residency
    - **\*\* If you have moved to a different address in the prior 6 months, you must provide proof for *each* address that you have resided in during the 6-month period.**
  3. The **ONLY** acceptable residency identification is any of the following, ***in your name with current address***:
    - NYS Issued Photo ID
    - Property Tax Bill
    - Utility Bill (Gas, Electric, Phone, Cable, Water)
    - Current Lease Agreement
    - Bank Statement
    - Parent(s) Federal or State Tax return showing student as a dependent
    - W-2 Statement - **MUST** have been issued more than 6 months ago
    - Pay Stub
    - Car Insurance Identification Card
    - High School Identification - **MUST** be immediate past or current year
    - High School Report Card/Transcript
    - Pistol Permit
    - Fishing License
    - Native American Address Verification

*Please note: Documents with a Post Office Box address are not acceptable forms for proof.*

**How to Apply:**

Complete all information on application and have application **notarized - DO NOT SIGN APPLICATION UNTIL YOU ARE IN THE PRESENCE OF THE NOTARY. The application can be notarized at most banks, schools, town or village administrative offices, UPS stores, and various other locations. The Comptroller's Office does have notaries on staff, but there is no guarantee that one will be available.**

**E-Mail** notarized application and proof of residency to [COR@erie.gov](mailto:COR@erie.gov) or submit online. If you need additional help, please call (716) 858-8400 for assistance.

**Certificate Issuance Schedule:**

Semester	Application Submission Period
Fall Semester	July 1 to October 31
Winter/Intersession	November 1 to February 28
Spring Semester	November 15 to March 15
Summer Semester	May 1 to August 31
Mini Courses	Within 5 days of course start date

**Certificate Issuance:**

**a) Incomplete applications will not be processed until all of the required paperwork is received.**

b) E-mailed applications will have a certificate issued within 3-5 business days after the required, completed paperwork and documentation is received by the Comptroller's Office. If the student cannot e-mail their application, certificates will be issued while you wait for in-person processing at the Comptroller's Office.

c) Completed Certificates are given (if a walk-in) or emailed (if sent to us at [COR@erie.gov](mailto:COR@erie.gov) ) to the student to bring to his/her respective school(s). **Beginning November 1, 2022, all certificates will be issued via e-mail.**

d) It is the responsibility of the student to get the Certificate of Residence to his/her respective Community College(s). *For all certificates that are e-mailed to the student, the student can typically forward that e-mail to their community college.*

**Guidelines:**

a) **State Education Law, Sections 6301 and 6305**, requires you to submit to the college of your choice a Certificate of Residence. This requirement is noted in each college admissions brochure. If you fail to submit the Certificate of Residence, you will be charged the nonresident tuition. ***It is the student's responsibility to ensure that the application for the Certificate of Residence is filed with the Erie County Comptrollers' Office on or before the deadline.***

b) Certificates are issued *no earlier than sixty days (60) prior to the start of the semester and no later than the deadline dates mentioned above.* However, if you are taking a course during a mini-session or a course that begins after the start of the semester, your application must be submitted within five days of the start of the course.

c) A certificate is valid for one year.

d) Certificates are issued for a specific school.

*If you attend classes at more than one school, a certificate is required for each school. Classes taken online at more than one school also require a certificate for each school.*

**Questions?**

Email [COR@erie.gov](mailto:COR@erie.gov) or call (716) 858-8400 during our regular business hours from 8 am - 4 pm, Monday through Friday.

**See website for online application process: <https://www4.erie.gov/comptroller/certificate-residence>**



**ERIE COUNTY COMPTROLLER'S OFFICE**

Edward A. Rath County Office Building  
95 Franklin Street, Room 1154  
Buffalo, New York 14202  
Email: COR@erie.gov  
Phone: (716) 858-8400

**AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE**

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

Community College Name: \_\_\_\_\_  
Semester: \_\_\_\_\_ Year: \_\_\_\_\_  
Student ID #: \_\_\_\_\_

**IMPORTANT: Student Must Complete All Shaded Areas**

**STATE OF NEW YORK,  
COUNTY OF ERIE**

Applicant's Phone Number: ( ) \_\_\_\_\_  
Applicant's Email: \_\_\_\_\_

**PERMANENT / LEGAL ADDRESS** **\*\*\*PRINT ALL INFORMATION\*\*\***  
I, \_\_\_\_\_ do hereby swear that I reside at \_\_\_\_\_  
(PRINT FULL NAME) (PRINT LEGAL ADDRESS)  
In the (City) (Village) (Town) of \_\_\_\_\_, Zip Code \_\_\_\_\_ County of Erie, State of New York; that I now am and have **for a period of one year** prior 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 \_\_\_\_\_ months** within the six months immediately prior to the date of this affidavit (or affirmation) a resident of the **County of Erie** and that I have lived at the following places during the year immediately prior to the date of this affidavit (or affirmation) and application:  
Time frame living at above address: \_\_\_\_\_ / \_\_\_\_\_ to **Present Time**.

If less than six months, list prior addresses below:

Address, City, State, Zip Code (Please indicate time frame)	Month/Year
_____	From: _____ / _____ To: _____ / _____
_____	From: _____ / _____ To: _____ / _____

Citizenship:  United States Citizen  Visa Type: \_\_\_\_\_  Resident Alien No.: \_\_\_\_\_

I further state, I plan to enroll in \_\_\_\_\_ **Community College** and that this affidavit (or affirmation) and application is made for the sole purpose of securing from the Comptroller of the County of Erie a Certificate of Residence pursuant to the requirements of Article 119 and 126 of the Education Law.

Sworn to before me this \_\_\_\_\_ day  
Of \_\_\_\_\_, 20\_\_\_\_\_  
(Notary Public or Commissioner of Deeds)  
  
\_\_\_\_\_  
Notary Signature

**STUDENT SIGNATURE MUST BE NOTARIZED**  
\_\_\_\_\_  
(Student Signature) (Date)

THIS SPACE FOR USE OF  
COMPTROLLER OF COUNTY OF ERIE  
\_\_\_\_\_  
(Comptroller Signature) (Date)

• **Education Law, Section 6305, provides:** "The chief fiscal officer of each county, as defined by Section 2.00 of the local finance law, shall upon application and submission to him a 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 his 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: "Resident"** A person who has resided in the state for a period of at least one year in the **county, city, town**, intermediate school district or school districts 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 purpose of section sixty-three hundred and five of this chapter, his 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 and five of the chapter, the charges to the counties of residence shall be allocated among several counties proportional to the number of months, or major fraction thereof, of residence in each county.