

## GREENE COUNTY CERTIFICATE OF RESIDENCY NOTES

In person Affidavits/Applications are **preferred**, but this office will accept a fully executed Affidavit/Application by mail with a copy of the applicant's license and required proof of residency. If applicant wishes to mail the Affidavit/Application, they must call 518-719-3527 to confirm all required documentation. After receiving confirmation of acceptable documents, the original documents may be mailed to Greene County Treasurer, 411 Main Street, P.O. Box 191, Catskill, NY 12414.

**All Affidavits/Applications must include applicant's License/Learner's Permit/Non-Driver ID/alternate photo ID approved by this office.**

If applicant's license/learner's permit/non-driver ID was issued by New York State one year or more prior to application **and** identifies applicant's physical Greene County address, then no further proof of residency is required.

If applicant's license/learner's permit/non-driver ID was issued by New York State one year or more prior to application **but** address listed is a P.O. Box, additional proof of residency in Greene County for the previous six (6) months is required.

**Examples of acceptable proof of Greene County residency are:**

- Mail postmarked at least six (6) months prior to Affidavit/Application and addressed to the applicant at his/her physical Greene County address.
- A copy of relevant portions of applicant's previous year tax return or copy of applicant's W-2, provided physical address is identified on such documents.
- If PO Box established at least six (6) months prior to Affidavit/Application, a copy of post office box application listing applicant as a mail recipient and identifying the physical address associated with the PO Box **WITH an original current year postal stamp.**
- If PO Box established at least six (6) months prior to Affidavit/Application, a signed letter from Postmaster identifying the physical address associated with the P.O. Box and stating applicant has received mail for the required period of time **WITH an original current year postal stamp.**
- Signed letter from Postmaster identifying the applicant's *physical* address and stating mail has been delivered to him/her for at least six (6) months prior to Affidavit/Application **WITH an original current year postal stamp.**
- Hunting or fishing license with applicant's physical address issued at least six (6) months prior to Affidavit/Application.
- Pistol permit with applicant's physical address issued at least six (6) months prior to Affidavit/Application.
- Magazine dated at least six (6) months prior to Affidavit/Application address to applicant's local physical address.
- Bank statement with applicant's physical address dated at least six (6) months prior to Affidavit/Application.
- Credit card bill, utility bill, cable bill, etc. with applicant's physical address dated at least six (6) months prior to Affidavit/Application.

- Auto registration or auto insurance policy issued at least six (6) months prior to Affidavit/Application

If applicant's New York State license/learner's permit/non-driver ID was issued less than one year prior to application and/or address listed is a PO Box, additional proof of New York State and Greene County residency is required.

**Examples of acceptable proof of residency are:**

- Mail postmarked one year or more prior to Affidavit/Application and addressed to the applicant at his/her physical Greene County address.
- A copy of relevant portions of applicant's previous year tax return or copy of applicant's W-2, provided physical address is identified on such documents.
- If PO Box established one year or more prior to Affidavit/Application, a copy of post office box application listing applicant as a mail recipient and identifying the physical address associated with the PO Box **WITH an original current year postal stamp.**
- If PO Box established one year or more prior to Affidavit/Application, a signed letter from Postmaster identifying the physical address associated with the P.O. Box and stating applicant has received mail for the required period of time **WITH an original current year postal stamp.**
- Signed letter from Postmaster identifying the applicant's *physical* address and stating mail has been delivered to him/her for one year or more prior to Affidavit/Application **WITH an original current year postal stamp.**
- Hunting or fishing license with applicant's physical address issued one year or more prior to Affidavit/Application.
- Pistol permit with applicant's physical address issued one year or more prior to Affidavit/Application.
- Magazine dated one year or more prior to Affidavit/Application address to applicant's local physical address.
- Bank statement with applicant's physical address dated one year or more prior to Affidavit/Application.
- Credit card bill, utility bill, cable bill, etc. with applicant's physical address dated one year or more prior to Affidavit/Application.
- Auto registration or auto insurance policy issued one year or more prior to Affidavit/Application

Mailing address to send Affidavits/documents for the Certificates

Greene County Treasurer, 411 Main Street, P.O. Box 191, Catskill, New York 12414

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

STATE OF NEW YORK )  
 COUNTY OF GREENE )

Phone Number: \_\_\_\_\_

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

County of Greene, 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 had 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 Greene; 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**

**Resided at above address** ..... **since:** \_\_\_\_\_

\_\_\_\_\_  
 (Other address) \_\_\_\_\_

\_\_\_\_\_  
 (Other address) \_\_\_\_\_

Applicant further states that he/she plans to enroll in \_\_\_\_\_ and that this  
 (COMMUNITY COLLEGE)  
 affidavit is made for the purposes of securing from the Chief Fiscal officer of the County of Greene a certificate of residence pursuant to the requirements of Article 126 of the Education law.

Sworn to before me this \_\_\_\_\_  
 day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
 (Signature of applicant)

\_\_\_\_\_  
 (Notary Public or Commissioner of Deeds)

This space for use of County Fiscal Officer of the County	
Certificate issued [    ]	Certificate NOT issued [    ]
Date _____	By _____

\***Education Law, section 6305**, provides: "the Chief Fiscal Office of each county, as defined in section 2.0 of the local finance law, shall, upon application and submission to him/her 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 his/her registration for each college year, file with the college such a **certificate of residence issued not more 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 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 6305 of this chapter, his/her application for a certificate of residence."

\*\*In the event that a person qualifies as above for state residence, but has been a resident of two or more counties in the state during the six month preceding his/her application for a certificate of residence, the charges to the counties of residence shall be allocated among the several counties proportional to the number of months, or fraction thereof, of residence in each county.