



**NIAGARA COUNTY
TREASURER'S OFFICE**
59 Park Avenue
Lockport, New York 14094

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County Treasurer
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JENNIFER V. KOBRIN
Deputy County Treasurer
(716) 439-7019

TAX DEPARTMENT
Deputy County Treasurer
(716) 439-7007

INSTRUCTIONS FOR OBTAINING A CERTIFICATE OF RESIDENCY

The Applicant **MUST** be a resident of New York State for at least one year **AND** a resident of Niagara County for at least six (6) months prior to the date of this application. You must complete and return the Certificate of Residency application with your notarized signature to the Chief Fiscal Officer in Niagara County, at the above address.

By obtaining a Certificate of Residency, this enables the College to bill your home county for your residency charges and allows you to pay the single tuition rate. It is the **student's** responsibility to complete the attached application, have it notarized and submit it to **your county** for processing of your residency certificate.

The application will not be processed if one of the documents listed below (or copy of documents) are not provided to validate your residency within Niagara County. Documents must indicate a date, or have been issued, six (6) months prior to your application date. We cannot process your application without one of the following documents which **must indicate your Niagara County address, for at least the past six (6) months:**

- Valid driver's license or other
- New York State issued photo identification
- Bank Statement
- Voter Registration
- W-2
- Income Tax Return
- Current Lease Agreement
- Vehicle registration or Insurance Card
- Utility Bill

Additionally, please provide your **Full Social Security number** on your application. Again, your application will not be processed without your full Social Security number.

Once Niagara County approves and issues your certificate of residency, our office will forward the certificate to the student, and it is the student's responsibility to forward it to the Bursar's office at the college documented on the application.

If you have been a Permanent Resident of another County other than Niagara County for at least six months prior to the start of the semester, please contact your campus Registrar at once for instructions on establishing County Residency.

Please note that the Education Law states that a certificate cannot be obtained more than two (2) months prior to the beginning of the semester.

Should you have any further questions regarding obtaining a Certificate of Residency, please contact our office at (716) 439-7007 or the Bursar's Office at your College.

AFFIDAVIT AND APPLICATION FOR CERTIFICATE OF RESIDENCY
Pursuant to Section 6301* & 6305** of the Education Law

Office Use Only:
Municipality: _____

****PRINT ALL INFORMATION IN INK****

Important: Student Must Complete All Shaded Areas

FAXED COPIES NOT ACCEPTABLE

Social Security No. _____
Semester _____ Year _____
Daytime Phone No. _____

STATE OF NEW YORK, COUNTY OF
Niagara
(Legal County of Residence)

I, _____ do hereby swear (or affirm) that I reside at _____
(Print Full Name) (Print Legal Address)
in the (City) (Village) (Town) of _____, County of Niagara, 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 six months
prior to the date of this affidavit (or affirmation) a resident of the County of Niagara.
(Home County)
Time frame living at the above address: _____ / _____ to _____ / _____.

If less than one year at the above address, list prior addresses below:

Addresses, City, State, Zip Code
(please indicate time frame)

From: Month and Year

To: Month and Year

From: Month and Year

To: Month and Year

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

Sworn to or affirmed 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 CHIEF FISCAL OFFICER OF COUNTY
 Certificate Issued Not Issued

(Chief Fiscal Office Signature) (Date)

****Education Law, Section 6305, provides:** "The chief fiscal office of each county, as defined 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 district** as the case may be for a period of at least six months, both immediately preceding the date of such a 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.