



## SCHUYLER COUNTY TREASURER'S OFFICE

County OFFICE BUILDING – UNIT 17  
105 NINTH STREET  
WATKINS GLEN, NY 14891  
PHONE (607)535-8181

Holley Sokolowski  
TREASURER  
Danielle Burns  
DEPUTY TREASURER

**The attached 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 Residence.**

Requirements:

- Application
- Two Forms of proof (one year in NY State; 6 months in Schuyler County)

Acceptable Proof:

- NY State Driver's License with current address at least 1 year old, but not expired
- 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)

**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.**

To obtain your certificate you must:

1. Fill out application, in ink (print clearly)
2. Have the form notarized by a certified New York State Notary Public.
3. Take the application to the Schuyler County Treasurer's Office with requirements, application and acceptable proof, listed above. Student must be present.
4. The County Treasurer will issue the Certificate of Residence to you
5. Bring the certificate back to your college for resident billing processing.

# AFFIDAVIT AND APPLICATION FOR CERTIFICATE OF RESIDENCY

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

STATE OF NEW YORK, COUNTY OF _____ _____ (Home County)	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 **Schuyler**, 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 **Schuyler**.

Resided at above address since: \_\_\_/\_\_\_/\_\_\_      Name of Property Owner \_\_\_\_\_

**Other Addresses during the past 12 months:**

Address \_\_\_\_\_ Date (From – To) \_\_\_\_\_


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

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 **Schuyler** a certificate of  
 Residence pursuant to the requirements of Article 126 of the Education Law.

Sworn before me this _____ day of _____ _____ 20_____. _____ (Notary Public, State of New York)	_____ (Your Signature) (Date)
<b>THIS SPACE FOR USE OF CHIEF FISCAL OFFICE OF COUNTY</b>	
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."