

# SULLIVAN COUNTY

## CERTIFICATE OF RESIDENCE INFORMATION SHEET

Pursuant to Sections 6301 and 6305 of the Education Law and Resolution No. 240-3 of the Sullivan County Legislature In Connection With Attendance at Community Colleges

- Pursuant to Resolution No. 240-03 of the Sullivan County Legislature, Certificates of Residence will only be issued within 60 days prior to each college term and no later than the following dates:

FALL SEMESTER: December 31 of applicable semester;

SPRING SEMESTER: May 31 of the applicable semester;

SUMMER SESSION: August 31 of the applicable session; and

WINTER SESSION: January 31 of the applicable session.

Certificates are valid for a period of one year.

- When applying for a Certificate of Residence, you must complete an Application for Certificate of Residence and sign the same before a Notary Public. The form can be filed by mail or in person at: Sullivan County Treasurer, 100 North Street, PO Box 5012, Monticello, NY 12701. A Notary Public is available at the County Treasurer's Office for your convenience (photo identification is required).
- Whether applying for a certificate of residence in person or by mail - three separate forms of PROOF OF RESIDENCY must be submitted:
  - 1) PROOF OF NYS RESIDENCY - 1 YEAR PRIOR
  - 2) PROOF OF SULLIVAN COUNTY - 6 MONTHS PRIOR
  - 3) PROOF OF CURRENT SULLIVAN COUNTY ADDRESS
- Proof must show a street address. Documents which have only your Post Office box listed as your address are not acceptable proof for the purpose of determining residency. Some proper forms of proof may be one or more of the following:

ALL STUDENTS: New York State driver's license, permit or non-driver I.D.; property tax bill; voter registration card, utility bill, paystub, bank statement, rent receipt, apartment lease, vehicle registration or insurance card, income tax return. If your mail is forwarded to a PO Box, a letter from your Post Office confirming your physical address is also acceptable.

FOR STUDENTS UNDER 21, in addition to the documents listed above, the following proofs are also acceptable: school records, parent/guardian income tax return reflecting student as a dependent; telephone bills; current magazine subscription with student's name/address.

MILITARY PERSONNEL: Discharge papers (DD214) reflecting Sullivan County as your legal address upon entering the military.

We request that some form of photo identification be presented with every application.

AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCY PURSUANT TO SECTION 6201 & 6305 OF THE EDUCATION LAW IN CONNECTION WITH ATTENDANCE AT A COMMUNITY COLLEGE

STATE OF NEW YORK )
) ss:
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, does hereby swear (of affirm) that he/she resides at:
APPLICANT NAME

in the County of Sullivan, 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 (affirmation) and application, been a resident of the State of New York, and that he/she has been for a period of \_\_\_\_\_ months within the six months immediately prior to the date of this affidavit (affirmation) and application, a resident of the County of Sullivan and the he/she has lived at the following place(s) during the year immediately prior to the date of this affidavit (affirmation) and application:

Table with 2 columns: ADDRESSES, DATES. Three rows of blank lines for entry.

Applicant further states that he/she plans to enroll in \_\_\_\_\_ (college or institute) and that this affidavit (affirmation) and application is made for the purpose of securing from the Chief Fiscal Officer of the County of Sullivan, a Certificate of Residency, pursuant to the requirements of Article 126 of the Education Law.

Sworn to (affirmed) before me this
\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

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

Approved by \_\_\_\_\_ Date \_\_\_\_\_

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/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 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 and in the County...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, for the purposes of Section 6305 of this chapter.

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 application for a Certificate of Residence, the charges shall be allocated among the counties proportional to the number of months or fraction thereof, of residence in each county.