

**RESIDENCY FORMS FOR CHENANGO COUNTY**  
**I-M-P-O-R-T-A-N-T**

**CERTIFICATE OF RESIDENCE ISSUED BY THE CHIEF FISCAL OFFICER OF YOUR HOME COUNTY WILL ELIMINATE THE NON-RESIDENT TUITION CHARGE. FAILURE TO COMPLY WILL RESULT IN YOUR BEING CHARGED THE NON-RESIDENT TUITION RATE WHICH IS NOT REFUNDABLE.**

A. Qualifications

1. Resident of New York State for at least one year prior to date of application.
2. Resident of Chenango County for at least six months prior to date of application.

B. To Apply in Person

1. Secure application from the Community College, complete it and have it notarized.
2. Present application, plus \* satisfactory proof of residence to:

Chenango County Treasurers Office  
5 Court St, 2<sup>nd</sup> Floor  
Norwich, NY 13815

\*Satisfactory proof of residence consists of the original or a copy of the following:

- NYS driver's license or automobile registration, (which should reflect permanent mailing address, if not please make the change at the Department of Motor Vehicles before requesting a certificate of residency)
- Voter's registration dated at least one year prior to application.
- In the case of a minor without the above, a copy of their guardian's addressed income tax returns, listing student as a dependent.

C. To Apply by Mail

Same as above, notarized application, a copy of satisfactory proof of residence, together with a self-addressed, stamped envelope should be mailed to:

Chenango County Treasurer  
County Office Building  
5 Court Street  
Norwich, NY 13815

Please include your phone number, for any additional questions we may have.



Herkimer College Bursar's Office  
 100 Reservoir Road  
 Herkimer, NY 13350  
 Tel: (315) 866-0300, ext. 8309  
 Fax: (315) 866-5497  
 Email: bursar@herkimer.edu  
<http://www.herkimer.edu/apply/billing/certificate-of-residence/>

**Instructions:**

This is an **ANNUAL** requirement  
 (Certificates are valid for one year)

**Step 1:** Fill out boxes A-F (Please print!)

**Step 2:** Have your signature notarized

**Step 3:** **Take completed & notarized form to your County Chief Fiscal Officer** (Unless you live in HERKIMER county)

**Step 4:** Submit your Certificate of Residence to the Herkimer College Bursar's Office via mail, email, or fax

***See Reverse Side for Additional Information***

## AFFIDAVIT (OR AFFIRMATION) & APPLICATION FOR CERTIFICATE OF RESIDENCE

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

<b>A</b> Social Security Number: _____ - _____ - _____  Semester: _____ Year: _____	<b>B</b> State of New York, County of _____  _____ (Home County)
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**C** I, \_\_\_\_\_ do hereby swear (or affirm) that I reside at (street address) \_\_\_\_\_, in the (City) (Village) (Town) of \_\_\_\_\_, County of \_\_\_\_\_, 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 six months prior to the date of this affidavit (or affirmation) a resident of the County of \_\_\_\_\_

**D** Permanent Address: \_\_\_\_\_ From: \_\_\_\_\_ To: PRESENT  
 (Month / Year)

If less than one year at the above address, list your addresses for the PAST YEAR:

Address	Dates (From – To)
_____	_____
_____	_____
_____	_____

**E** Citizenship:  United States Citizen  Other VISA Type: \_\_\_\_\_  
 Resident Alien Number: \_\_\_\_\_

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

**YOUR SIGNATURE MUST BE NOTARIZED**  
 Sworn to before me this \_\_\_\_\_  
 day of \_\_\_\_\_, 20\_\_\_\_\_.

<b>F</b> _____ (Your Signature)	_____ (Date)
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\_\_\_\_\_  
 (Notary Public or Commissioner of Deeds)

\_\_\_\_\_  
 (Chief Fiscal Officer's Signature)

This space for County use

**\*\*TAKE THIS FORM TO YOUR COUNTY\*\***

*(Unless you live in HERKIMER County)*