

# ESSEX COUNTY

## CERTIFICATE OF RESIDENCE INFORMATION SHEET

**Pursuant to Sections 6301 and 6305 of the Education Law  
In Connection With Attendance at Community Colleges**

- Certificates may only be issued up to 60 days prior to each college term and up to 30 days after the commencement of each term. Certificates are valid for a period of one year.
- When applying for a certificate of residence you must complete the application and have it notarized. The form can be filed by mail or in person at: Essex County Treasurer, P O Box 217, Elizabethtown, NY 12932. If needed, you can print a form off of the Essex County website - [www.co.essex.ny.us](http://www.co.essex.ny.us). On left side under county/town links select forms.
- Whether applying for a certificate of residence in person or by mail - PROPER PROOF of residence must be submitted. The proof must verify that the student has been a New York State resident for at least one full year and an Essex County resident for at least the past six months.
- Proof must show a street address. Post Office boxes are not acceptable proof for the purpose of determining residency. Some proper forms of proof may be one or more of the following:

A New York State driver's license, permit or non-driver I.D. that was issued over one year ago - photocopy is acceptable. Post office box not acceptable unless it is accompanied by a street address.

Voter registration card, utility bill, bank statement, rent receipt, apartment lease, vehicle registration or insurance card, income tax return.

# APPLICATION FOR CERTIFICATE OF RESIDENCE

PURSUANT TO SECTIONS 6301 AND 6305 OF THE EDUCATION LAW

SEMESTER FALL \_\_\_\_ WINTER \_\_\_\_ SPRING \_\_\_\_ SUMMER \_\_\_\_

Social Security No. \_\_\_\_\_

I, \_\_\_\_\_ do hereby swear (or affirm) that I reside

at \_\_\_\_\_, in the Town of \_\_\_\_\_,

Zip Code \_\_\_\_\_ County of \_\_\_\_\_, State of New York.

Have you been a legal resident of New York State for **AT LEAST ONE YEAR** immediately prior to the date of this affidavit? Yes \_\_\_\_ No \_\_\_\_

Have you been a resident of Essex County for **AT LEAST SIX MONTHS** immediately prior to The date of this affidavit? Yes \_\_\_\_ No \_\_\_\_

If you have lived **less than one year in New York State or less than six months in Essex County**, list your addresses for the past year below - do not include previous school address.

<u>Address</u>	<u>From (m/d/y)</u>	<u>To (m/d/y)</u>
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_____	_____	_____
_____	_____	_____

## I FURTHER STATE THAT I PLAN TO ENROLL IN:

\_\_\_\_\_  
(Name of College)

and that this affidavit and application is made for the sole purpose of securing from the Chief Fiscal Officer of the County of Essex, a certificate of residence pursuant to the requirements of Article 126 of the Education Law.

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

\_\_\_\_\_  
Date

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

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

Certificate issued \_\_\_\_ Certificate not issued \_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_