Certificate of Residence Information

Pursuant to SUNY Education Law, Sections 6301 & 6305

https://www.suny.edu/CommunityColleges/files/Article126-EducationLaw.pdf

Why Do You Need It?

The New York State Education Law requires that all students file proof of residence upon enrollment with a community college. A Certificate of Residence allows Herkimer County Community College to bill your home county for part of your tuition costs. Failure to file this form will result in a higher rate of tuition being charged (Non-Resident Tuition). It is the responsibility of the student, not the college, to prove residency.

When Do You Get It?

No sooner than 60 days prior to the start of classes, and no later than 30 days after the start of classes. NY State Counties are only required to issue and honor Certificates of Residence dated within this time frame. After the first 30 days of classes, most counties will no longer issue Certificates of Residence and payment for the Non-Resident Tuition charge then becomes the student’s responsibility. Late certificates will be processed by our office, but your account will only be reduced if your county accepts our billing.

How Long Is It Valid?

Certificates of Residence are valid for 12 months from the date of issuance and are applicable for all terms or programs commenced and completed within that 12-month period. A new Certificate of Residence must be submitted each year.

Where Do You Get It?

You obtain a Certificate of Residence from the county in which you live (your permanent home residence). You must apply to your county’s Chief Fiscal Officer (in most cases, it is the County Treasurer’s Office). If you have lived in more than one county during the last six months, a certificate will be required from each of those counties. Please refer to http://www.herkimer.edu/apply/billing/certificate-of-residence/ for additional county information.

Where Do You Submit the Official Certificate of Residence?

Once you have received the official Certificate of Residence from your county’s Chief Fiscal Officer, you can submit it to the Bursar’s Office at the college. You can drop it off in person, fax it to (315) 866-5497, email it to bursar@herkimer.edu, or mail it to the attention of the Bursar’s Office, 100 Reservoir Road, Herkimer, NY 13350.

What If You Are a Permanent Herkimer County Resident?

Students who are residents of Herkimer County only need to fill out the Application for Certificate of Residence, have their signature notarized, and return it to the Bursar’s Office at the college (they do not need to go to the Herkimer County Treasurer’s Office).

Do I Qualify for the Resident Rate?

To qualify for a Certificate of Residence, students must have lived in New York State for the past 12 months. Residency is verified by the county(ies) in which they have lived for the six months prior to attending college. If they have lived in more than one NY State county during those six months, a Certificate of Residence will be required from each of those counties.

The legal residence of a college student is presumed to be the residence of the parent, guardian, or any other permanent residence prior to the student's enrollment at the College. Residence is not gained or lost by attending college and such attendance does not change a student's legal residence. However, a married student, or one who is working full-time in Herkimer County or New York State for over one year may establish his or her own residence.

Providing the College with proof of residency is an important step in your registration process. Please call the Bursar’s Office at (315) 866-0300, ext. 8309 if you have any questions about the proper way to complete this requirement.
AFFIDAVIT (OR AFFIRMATION) & APPLICATION FOR CERTIFICATE OF RESIDENCE

Pursuant to Sections 6301 & 6305 of the Education Law

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

A
Social Security Number: __ __ __ __ __ __ __ __ __ __

State of New York, County of ____________________________

B
State of New York, County of ____________________________

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__________.

(Notary Public or Commissioner of Deeds)

F

(Your Signature) ________________________ (Date) ________________

(Chief Fiscal Officer’s Signature)

This space for County use

**TAKE THIS FORM TO YOUR COUNTY**

(Unless you live in HERKIMER County)

Certificates must be submitted to the college within the first 30 days of the semester. Certificates cannot be dated more than 60
days prior to the start of the semester. Failure to meet these deadlines will result in additional tuition charges.
tuition charge on your bill. Certificates of Residence are valid for one year from the date of issuance. If you fail to obtain a Certificate of Residence, you will be responsible for paying the non-resident tuition charge on your bill. Certificates of Residence are valid for one year from the date of issuance.

<table>
<thead>
<tr>
<th>County</th>
<th>Treasurer</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Albany County</strong></td>
<td>Director of Finance</td>
<td>112 State Street, RM 800</td>
<td>(518) 447-7070</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Albany, NY 12207</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Must appear in person</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Allegany County</strong></td>
<td>Treasurer</td>
<td>7 Court St.</td>
<td>(585) 268-9289</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Belmont, NY 14813</td>
<td></td>
</tr>
<tr>
<td><strong>Broome County</strong></td>
<td>Commissioner of Finance</td>
<td>44 Hawley St., 2nd Fl., PO Box 1766</td>
<td>(607) 778-2162</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Binghamton, NY 13902</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>First time applicants must include a letter from an unrelated person (minister, lawyer, or employer) verifying residency in NY for 1 year and Broome County for 6 months.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Cattaraugus County</strong></td>
<td>Treasurer</td>
<td>1 Leo Moss Drive – Suite 1325</td>
<td>(716) 373-8010</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Olean, NY 14760</td>
<td></td>
</tr>
<tr>
<td><strong>Cayuga County</strong></td>
<td>Treasurer</td>
<td>160 Genesee St., 5th Floor</td>
<td>(315) 253-1211</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Auburn, NY 13021</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Please make sure you have county’s specific application form &amp; instructions.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Chautauqua County</strong></td>
<td>Director of Finance</td>
<td>Gerace Office Bldg., 3 North Erie Street</td>
<td>(716) 753-4223</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mayville, NY 14757</td>
<td></td>
</tr>
<tr>
<td><strong>Chemung County</strong></td>
<td>Treasurer</td>
<td>320 East Market St., PO Box 588</td>
<td>(607) 737-2927</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elmira, NY 14902</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Application must be certified by town clerk, then taken to county Treasurer</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Chenango County</strong></td>
<td>Treasurer</td>
<td>5 Court St.</td>
<td>(607) 337-1414</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Norwich, NY 13815</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>County has specific instructions. Please make sure you have a copy of these.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Clinton County</strong></td>
<td>Treasurer</td>
<td>137 Margaret St. Suite 205</td>
<td>(518) 565-4730</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Plattsburgh, NY 12901</td>
<td></td>
</tr>
<tr>
<td><strong>Columbia County</strong></td>
<td>Treasurer</td>
<td>15 N. 6th Street</td>
<td>(518) 828-0513</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hudson, NY 12534</td>
<td></td>
</tr>
<tr>
<td><strong>Cortland County</strong></td>
<td>Treasurer</td>
<td>60 Central Ave., RM 113</td>
<td>(607) 753-5070</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cortland, NY 13045</td>
<td></td>
</tr>
<tr>
<td><strong>Delaware County</strong></td>
<td>Treasurer</td>
<td>111 Main Street, PO Box 431</td>
<td>(607) 746-2121</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Delhi, NY 13753</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>County has specific instructions. Please make sure you have a copy of these.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Dutchess County</strong></td>
<td>Commissioner of Finance</td>
<td>22 Market Street, 3rd Floor Poughkeepsie, NY 12601-3294</td>
<td>(845) 486-2032</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Please make sure you have county’s specific application form &amp; instructions.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Erie County</strong></td>
<td>Comptroller</td>
<td>95 Franklin St., RM 1154</td>
<td>(716) 858-8400</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Buffalo, NY 14202-3971</td>
<td></td>
</tr>
<tr>
<td><strong>Essex County</strong></td>
<td>Treasurer</td>
<td>7551 Court St., PO Box 217</td>
<td>(518) 873-3310</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elizabethtown, NY 12932</td>
<td></td>
</tr>
<tr>
<td><strong>Franklin County</strong></td>
<td>Treasurer</td>
<td>355 Main Street, Suite 140</td>
<td>(518) 481-1511</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Malone, NY 12953</td>
<td></td>
</tr>
<tr>
<td><strong>Fulton County</strong></td>
<td>Treasurer</td>
<td>223 W. Main St., PO Box 128</td>
<td>(518) 736-5580</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Johnstown, NY 12095</td>
<td></td>
</tr>
<tr>
<td><strong>Genesee County</strong></td>
<td>Treasurer</td>
<td>County Building #1 - 15 Main Street</td>
<td>(518) 344-2550</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Batavia, NY 14020</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>ext. 2210</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Greene County</strong></td>
<td>Treasurer</td>
<td>411 Main Street, PO Box 191</td>
<td>(518) 719-3530</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Catskill, NY 12414</td>
<td></td>
</tr>
<tr>
<td><strong>Hamilton County</strong></td>
<td>Treasurer</td>
<td>County Office Building, Box 206</td>
<td>(518) 548-7911</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lake Pleasant, NY 12108</td>
<td></td>
</tr>
<tr>
<td><strong>Jefferson County</strong></td>
<td>Treasurer</td>
<td>175 Arsenal Street</td>
<td>(315) 785-3055</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Watertown, NY 13601</td>
<td></td>
</tr>
<tr>
<td><strong>Lewis County</strong></td>
<td>Treasurer</td>
<td>Courthouse, 7660 State Street</td>
<td>(315) 376-5325</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lowville, NY 13367</td>
<td></td>
</tr>
<tr>
<td><strong>Livingston County</strong></td>
<td>Treasurer</td>
<td>6 Court Street, RM 203</td>
<td>(585) 243-7050</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Geneseo, NY 14454-1043</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Must appear at Treasurer's office in person</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Madison County</strong></td>
<td>Treasurer</td>
<td>138 N Court St., PO Box 665</td>
<td>(315) 366-2371</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wampsville, NY 13163</td>
<td></td>
</tr>
<tr>
<td><strong>Monroe County</strong></td>
<td>Real Property Tax Service Agency</td>
<td>39 W. Main St., RM 304</td>
<td>(518) 753-1125</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rochester, NY 14614</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Please make sure you have county’s specific application form &amp; instructions.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Montgomery County</strong></td>
<td>Treasurer</td>
<td>20 Park St., PO Box 1500</td>
<td>(518) 853-8175</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fonda, NY 12068-1500</td>
<td></td>
</tr>
</tbody>
</table>
Please make sure you have county’s specific application form & instructions.

New York City
Bronx, Kings (Brooklyn), N.Y. (Manhattan), Queens, & Richmond
Comptroller
Municipal Building RM 1329
1 Centre St.
New York, NY 10007
(212) 669-2784
Please make sure you have county’s specific application form & instructions.

Niagara County
Treasurer
59 Park Avenue
Lockport, NY 14094-2740
(716) 439-7007

Oneida County
Comptroller
800 Park Ave., 5th Floor
Utica, NY 13501
(315) 798-5780

Onondaga County
Department of Finance
Civic Center 15th Floor
421 Montgomery St.
Syracuse, NY 13202-2998
(315) 435-2426

Ontario County
Treasurer
20 Ontario St. – 2nd Floor
Canandaigua, NY 14424
(585) 396-4432

Orange County
Finance Commissioner
265 Main St. OR
30 Mathews St. Suite 102
Goshen, NY 10924
(845) 291-2485
Please make sure you have county’s specific application form & instructions.

Orleans County
Treasurer – Central Hall
34 E. Park St.
Albion, NY 14411
(585) 589-5355

Oswego County
Treasurer
46 East Bridge Street
Oswego, NY 13126
(315) 349-8393
Toll Free #1-888-349-8392

Putnam County
Finance Commissioner
40 Gleneida Ave., RM 105
Carmel, NY 10512
(845) 808-1080 OR
(845) 808-1075 x-49330

Rensselaer County
CFO
1600 7th Ave., 4th Floor
Troy, NY 12180
(518) 270-2750

Rockland County
Finance Commissioner
18 New Hempstead Rd., 3rd Floor
New City, NY 10956
(845) 638-5129

St. Lawrence Co.
Treasurer
Courthouse – 48 Court Street
Canton, NY 13617-1194
(315) 379-2234

Saratoga County
Treasurer
40 McMaster Street
Ballston Spa, NY 12020
(518) 884-4724, ext. 4325
Please make sure you have county’s specific application form & instructions.

Schenectady County
Finance Commissioner
620 State Street, 3rd Floor
Schenectady, NY 12305
(518) 388-4260

Schoharie County
Treasurer
284 Main St., 1st Floor, PO Box 9
Schoharie, NY 12157
(518) 295-8386

Schuyler County
Treasurer
105 9th St, Unit 17
Watkins Glen, NY 14891
(607) 535-8181

Seneca County
Treasurer
1 DiPronio Drive
Waterloo, NY 13165
(315) 539-1735

Steuben County
Treasurer
3 East Pulteney Square
Bath, NY 14810
(607) 664-2488
Please make sure you have county’s specific application form & instructions.

Suffolk County
Comptroller
100 Veterans Mem. Hgwy - Box 6100
Hauppauge, NY 11787-0099
(631) 853-5052
Please make sure you have county’s specific application form & instructions.

Tompkins County
Finance Director
125 East Court Street, 2nd Floor
Ithaca, NY 14850
(607) 274-5545
Please make sure you have county’s specific application form & instructions.

Ulster County
Treasurer
383 Broadway, Building B
Fort Edward, NY 12828
(518) 746-2220

Wayne County
Treasurer
16 William Street, PO Box 8
Lyons, NY 14489
(315) 946-7441

Westchester County
Finance Commissioner
148 Martine Avenue, RM 724
White Plains, NY 10601
(914) 995-5006
Please make sure you have county’s specific application form & instructions.

Wyoming County
Treasurer
143 North Main Street
Warsaw, NY 14569
(585) 786-8812

Yates County
Treasurer
417 Liberty Street, Suite 1081
Penn Yan, NY 14527
(315) 536-5192

Updated 01/24/14