

Samuel J. Pitcherale, Saratoga County Treasurer  
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### Certificate of Residency

**\*Refer to Education Law, Section 6301 paragraph 4, and Section 6305.**

#### Requirements:

In order to have Saratoga County participate in the cost of his or her community college education, a student must obtain a Certificate of Residency and submit it to the college. Military personnel on active duty are entitled to the lower "Resident" rate directly from the college; they do not need a Certificate of Residency.

You must apply for your certificate no later than 30 days after registration and no sooner than 60 days prior to the start of classes. Certificates are valid for semesters that begin within one year from the date of issue. You must present a certificate for each community college you plan on attending.

You may obtain a Certificate in person at the County Treasurer's office or, in many cases, from the town or city clerk where you live. Only those who have resided at their current address for at least twelve consecutive months, without moving, could apply at the town clerk level. However, they do have a cut off date in which they are not authorized to issue any more, and in that case, you would have to appear at the County Treasurer's office.

To be eligible for a Certificate of Residence you must be

- a) a continuous resident of New York State for one year immediately preceding your date of application, AND
- b) a resident of Saratoga County for at least one month within the six months immediately preceding the date of your application. If you have not been a resident of Saratoga County for that entire six-month period, you will have to obtain a Certificate from each county in which you have resided in the past six months.

#### Elements of Acceptable Proof:

1. Each document must be dated and include your name and physical street address.
2. Documents with a post office box will not suffice.
3. At a minimum, two proofs are required: **one more than a year old and one less than a month old.**
4. Each residence on your application must be documented. We require proof within 30 days of the date of any move in the past year.
5. Non-citizens are required to document their resident status.
6. No claim of residency will be accepted solely on your testimony or that of your parents, relatives, friends or other individuals.
7. The standard of proof will not be compromised because you have left yourself insufficient time to obtain acceptable proof, examples of which include, but are not limited to the following:
  - Driver's license, car registration, insurance card (look at issue dates, not expiration dates on these items)
  - Transcripts or report cards
  - Bank statements
  - Utility bills
  - Medical records, prescriptions
  - Formal lease or letter (on letterhead) from your landlord indicating dates of tenancy
  - Dated mail or postmarked envelopes
  - Income tax return with preprinted label or W2's

If you were born outside the United States:

- Naturalization papers
- Birth certificate indicating U.S. citizenship of parents
- Immigration papers indicating permanent resident status

STATE of NEW YORK, COUNTY OF SARATOGA

AFFIDAVIT AND APPLICATION FOR CERTIFICATE OF RESIDENCE
IN CONNECTION WITH ATTENDANCE AT A COMMUNITY COLLEGE

I, \_\_\_\_\_, hereby swear (or affirm) that I reside\* at:

PLEASE PRINT CLEARLY

PHYSICAL ADDRESS, CITY, STATE, ZIP

In the Town of \_\_\_\_\_, in the County of \_\_\_\_\_, State of New York. I have been a resident\* of the State of New York for a period of at least one year immediately prior to the date of this affidavit and application, that I have been a resident\* of the County of Saratoga for \_\_\_\_\_ (1-6) months within the six months immediately prior to the date of this affidavit and application, and that I have resided at the following places during the year immediately prior to the date of this application:

Current and Former Addresses

Dates at Address

The address shown above ..... to present
..... to
..... to

I further swear (or affirm) the following information:

Social Security No. \_\_\_\_\_ [ ] Active Duty Military

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth: USA [ ] Other: (specify) \_\_\_\_\_

Date of high school graduation or GED (or expected date) \_\_\_\_/\_\_\_\_/\_\_\_\_
(Month & Year)

Phone # (Day) \_\_\_\_\_ Mailing Address if different \_\_\_\_\_

I further state that I plan to enroll in the college or institute listed below and that this affidavit and application is made for the purpose of securing from the Saratoga County Treasurer a Certificate of Residence pursuant to the requirements of Article 126 of the Education Law to attend

\_\_\_\_\_ Community College for the \_\_\_\_\_ semester
(Name of college) (term and year)

[ ] University in the High School Program for state aid only: \_\_\_\_\_

[ ] as a matriculated student enrolled in the following degree/certificate program: \_\_\_\_\_

[ ] as a non-matriculated student enrolled in the following course(s): \_\_\_\_\_
which meet on campus or (specify) \_\_\_\_\_

FOR NOTARY PUBLIC / CLERK USE ONLY:
Sworn before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_
Notary Public
My term expires \_\_\_\_/\_\_\_\_/\_\_\_\_

SIGNATURE OF APPLICANT
PROOF SHOWN:
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Certificate [ ] issued [ ] rejected by: \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_

\*\*Resident\* is defined by New York Education Law, Section 6301, paragraph 4, and Saratoga County Policy on Reimbursement of Community College Costs, Section III. Rev. 11/02 LMB