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*

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Fill out boxes A-F (Please print!)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Have your signature notarized</td>
</tr>
<tr>
<td><strong>Step 3:</strong></td>
<td><strong>Take completed &amp; notarized form to your County Chief Fiscal Officer</strong>  <em>(Unless you live in HERKIMER county)</em></td>
</tr>
<tr>
<td>Step 4</td>
<td>Submit your Certificate of Residence to the Herkimer College Bursar’s Office via mail, email, or fax</td>
</tr>
</tbody>
</table>

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**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*

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**A**  
Social Security Number: __________-________-________

<table>
<thead>
<tr>
<th>Semester:</th>
<th>Year:</th>
</tr>
</thead>
</table>

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**B**  
State of New York, County of

<table>
<thead>
<tr>
<th>(Home County)</th>
</tr>
</thead>
</table>

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**C**  
I, ____________________________________________, do hereby swear (or affirm) that I reside at

| (street address) |

| (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 ________________

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**D**  
Permanent Address: ____________________________  

<table>
<thead>
<tr>
<th>From:</th>
<th>To: PRESENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Month / Year)</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates (From – To)</td>
</tr>
</tbody>
</table>

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**E**  
Citizenship: ☐ United States Citizen ☐ Other  

<table>
<thead>
<tr>
<th>VISA Type:</th>
<th>Resident Alien Number:</th>
</tr>
</thead>
</table>

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.

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YOUR SIGNATURE MUST BE NOTARIZED

Sworn to before me this ________________________  

<table>
<thead>
<tr>
<th>day of</th>
<th>20__________</th>
</tr>
</thead>
</table>

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(Notary Public or Commissioner of Deeds)

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(Chief Fiscal Officer’s Signature)

This space for County use

**TAKE THIS FORM TO YOUR COUNTY**  *(Unless you live in HERKIMER County)*

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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.
New York State
County Chief Fiscal Officers

Please use this information sheet to determine where you need to submit your completed Application for Certificate of Residence. The NYS Education Law states that the timeline to apply for your Certificate of Residence is no sooner than 60 days before the first day of classes and no later than 30 days after the first day of classes. 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.

Albany County
Director of Finance
112 State Street, RM 800
Albany, NY 12207
(518) 447-7070
Must appear in person

Allegany County
Treasurer
7 Court St.
Belmont, NY 14813
(585) 268-9289

Broome County
Commissioner of Finance
44 Hawley St., 2nd Fl., PO Box 1766
Binghamton, NY 13902
(607) 778-2162
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.

Cattaraugus County
Treasurer
1 Leo Moss Drive – Suite 1325
Olean, NY 14760
(716) 373-8010

Cayuga County
Treasurer
160 Genesee St., 5th Floor
Auburn, NY 13021
(315) 253-1211
Please make sure you have county’s specific application form & instructions.

Chautauqua County
Director of Finance
Gerace Office Bldg, 3 North Erie Street
Mayville, NY 14757-1007
(716) 753-4223

Chemung County
Treasurer
320 East Market St. PO Box 588
Elmira, NY 14902
(607) 737-2927
Application must be certified by town clerk, then taken to county Treasurer

Chenango County
Treasurer
5 Court St.
Norwich, NY 13815
(607) 337-1414
County has specific instructions. Please make sure you have a copy of these.

Clinton County
Treasurer
137 Margaret St. Suite 205
Plattsburgh, NY 12901
(518) 565-4730

Columbia County
Treasurer
15 N. 6th Street
Hudson, NY 12534
(518) 828-0513

Cortland County
Treasurer
60 Central Ave. RM 113
Cortland, NY 13045
(607) 753-5070

Delaware County
Treasurer
111 Main Street, PO Box 431
Delhi, NY 13753
(607) 746-2121
County has specific instructions. Please make sure you have a copy of these.

Dutchess County
Commissioner of Finance
22 Market Street, 3rd Floor
Poughkeepsie, NY 12601-3294
(845) 486-2032
Please make sure you have county’s specific application form & instructions.

Erie County
Comptroller
95 Franklin St., RM 1154
Buffalo, NY 14202-3971
(716) 858-8400

Essex County
Treasurer
7551 Court St., PO Box 217
Elizabethtown, NY 12932
(518) 873-3310

Franklin County
Treasurer
355 Main Street, Suite 140
Malone, NY 12953
(518) 481-1511

Fulton County
Treasurer
223 W. Main St., PO Box 128
Johnstown, NY 12095
(518) 736-5580

Genesee County
Treasurer
County Building #1 - 15 Main Street
Batavia, NY 14020
(518) 344-2550, ext. 2210

Greene County
Treasurer
411 Main Street, PO Box 191
Catskill, NY 12414
(518) 719-3530

Hamilton County
Treasurer
County Office Building, Box 206
Lake Pleasant, NY 12108
(518) 548-7911

Jefferson County
Treasurer
175 Arsenal Street
Watertown, NY 13601
(315) 785-3055

Lewis County
Treasurer
Courthouse, 7660 State Street
Lowville, NY 13367
(315) 376-5325

Livingston County
Treasurer
6 Court Street, RM 203
Geneseo, NY 14454-1043
(585) 243-7050
Must appear at Treasurer's office in person

Madison County
Treasurer
138 N Court St., PO Box 665
Wampsville, NY 13163
(315) 366-2371

Montgomery County
Real Property Tax Service Agency
39 W. Main St., RM 304
Rochester, NY 14614
(585) 753-1125
Please make sure you have county’s specific application form & instructions.

Montgomery County
Treasurer
20 Park St., PO Box 1500
Fonda, NY 12068-1500
(518) 853-8175
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. You must appear at their office in person.

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

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) 589-5353

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

Otsego County
Treasurer
197 Main Street, Box 265
Cooperstown, NY 13326
(607) 547-4235

Please make sure you have county’s specific application form & instructions.

Putnam County
Finance Commissioner
40 Glenelida 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 DiProngio 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 11788-0099
(631) 853-5052
Please make sure you have county’s specific application form & instructions.

Sullivan County
Treasurer
100 North Street
Monticello, NY 12701
(845) 794-3000, Ext. 5014

Tioga County
Treasurer
56 Main Street, RM 210
Owego, NY 13827
(607) 687-8670

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
244 Fair St., 4th Floor, PO Box 1800
Kingston, NY 12402
(845) 340-3460
Please make sure you have county’s specific application form & instructions.

Warren County
Treasurer
1340 State Route 9
Lake George, NY 12845
(518) 761-6375

Washington 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
PennYan, NY 14527
(315) 536-5192

Please make sure you have county’s specific application form & instructions.

Updated 01/24/14