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 Student Accounts 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 Student Accounts 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 Student Accounts 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) 574-4018 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

A Social Security Number: _______ - _______ - _______
Semester: ____________ Year: _______

B State of New York, County of ____________________________
(Home County)

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)

**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.
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.

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**Albany County**
Director of Finance
112 State Street, Room 117
Albany, NY 12207
(518) 447-7070
Applicants may also obtain a Certificate of Residence from their local town or village clerk, has special application form and instructions.

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

**Broome County**
Commissioner of Finance
60 Hawley St., 2nd Fl., PO Box 1766
Binghamton, NY 13902
(607) 778-2162
Must verify 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
Please make sure you have county’s specific application form & instructions.

**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) 832-5070
Please make sure you have county’s specific application form & instructions.

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

**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
Court House, 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

**Monroe 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.
<table>
<thead>
<tr>
<th>County</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Montgomery County</td>
<td>Treasurer 20 Park St., PO Box 1500 Fonda, NY 12068-1500 (518) 853-8175</td>
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<td>Treasurer 46 East Bridge Street Oswego, NY 13126 (315) 349-8393 Toll Free #1-888-349-8392</td>
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<td>New York City</td>
<td>Bronx, Kings (Brooklyn), N.Y. (Manhattan), Queens, &amp; Richmond</td>
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<td>Comptroller Municipal Building RM 1329 1 Centre St. New York, NY 10007 (212) 669-2784</td>
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<td>Niagra County</td>
<td>Treasurer 59 Park Avenue Lockport, NY 14094-2740 (716) 439-7007</td>
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<td>Orea County Treasurer 20 Ontario St. – 2nd Floor Canandaigua, NY 14424 (585) 396-4432</td>
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<td>Orange County Finance Commissioner 255-275 Main St. – 3rd Fl Goshen, NY 10924 (845) 291-2485</td>
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<td>Schenectady County Finance Commissioner 620 State Street, 3rd Floor Schenectady, NY 12305 (518) 388-4260</td>
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<td>Saratoga County Treasurer 40 McMaster Street Ballston Spa, NY 12020 (518) 884-4724, ext. 4325</td>
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<td>Schuyler County Treasurer 105 9th St. Unit 17 Watkins Glen, NY 14891 (607) 535-8181</td>
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<td>Seneca County Treasurer 1 DiPronio Drive Waterloo,NY 13165 (315) 539-1735</td>
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<td>Steuben County Treasurer 3 East Pulteney Square Bath, NY 14810 (607) 664-2488</td>
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<td>Updated 7/10/19 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 &amp; instructions.</td>
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<td>Sullivan County Treasurer 100 North Street Monticello, NY 12701 (845) 794-3000, Ext. 5014</td>
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<td>Tioga County Treasurer 56 Main Street, RM 210 Owego, NY 13827 (607) 687-8670</td>
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<td>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 &amp; instructions.</td>
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<td>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 &amp; instructions.</td>
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<td>Warren County Treasurer 1340 State Route 9 Lake George, NY 12845 (518) 761-6375</td>
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<td>Washington County Treasurer 383 Broadway, Building B Fort Edward, NY 12828 (518) 746-2220</td>
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<td>Wayne County Treasurer 16 William Street, PO Box 8 Lyons, NY 14489 (315) 946-7441</td>
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<td>Yates County Treasurer 417 Liberty Street, Suite 1081 Penn Yan, NY 14527 (315) 536-5192</td>
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Updated 07/10/2019