



AFFIDAVIT (OR AFFIRMATION) & APPLICATION FOR CERTIFICATE OF RESIDENCE
Pursuant to Sections 6301 & 6305 of the Education Law

Instructions: 1. Complete boxes A-E (Signature must be notarized)
2. Present form to County Chief Fiscal Officer. See your home county's web page for details.
3. Submit the Certificate of Residence you obtain from your county to the Student Accounts Office

PLEASE NOTE: Herkimer County residents need only present this notarized affidavit to the Student Accounts Office. They do not need to present this form to the Herkimer County Chief Fiscal Officer.

IMPORTANT! PLEASE PRINT LEGIBLY IN INK

A Full Name _____ Student ID#: **H** _____
Phone Number: _____ NYS County of Residence _____
Semester: _____ Year: _____

B I, (Full Name) _____ 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 _____.

C Resided at above address since _____ (Month / Year)
If less than one year at the above address, list your addresses for the PAST YEAR:

Address	Dates (From – To)
_____	_____
_____	_____

D 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.

E _____
(Your Signature) (Date)

YOUR SIGNATURE MUST BE NOTARIZED
Sworn to before me this _____ day of _____, 20____.

(Notary Public or Commissioner of Deeds)

*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.*

Certificate of Residence Information

Pursuant to SUNY Education Law, Sections 6301 & 6305

Why Do You Need It?

To qualify for the reduced rate of tuition for NYS residents at community colleges, you must obtain and submit a certificate of residence from your home county. This process is necessary as it enables the College to bill your county for a portion of your tuition costs. Without the Certificate of Residence, you will be required to pay an additional tuition charge which appears as "Certif of Residence Required" on your bill.

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. After the first 30 days of classes, most counties will no longer issue Certificates of Residence and payment for the Certificate of Residence charge becomes the student's responsibility.

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 of 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 www.herkimer.edu/certificate-of-residence for additional county information.

Where Do You Submit the Official Certificate of Residence?

When you receive the official Certificate of Residence from your county's Chief Fiscal Officer, submit it to the College's Student Accounts Office. You can drop it off in person, fax it to (315) 866-5497, email it to bursar@herkimer.edu, or mail it Herkimer College, Student Accounts Office, 100 Reservoir Road, Herkimer, NY 13350.

What If You Are a Permanent Herkimer County Resident?

Permanent residents of Herkimer County only need to complete the Affidavit of Residence, have their signature notarized, and return it to the College's Student Accounts Office. They do not need to go to the Herkimer County office building.

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.

Please call the Student Accounts Office at (315) 574-4018 if you have any questions regarding this process.



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, 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
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

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.

Montgomery County

Treasurer
20 Park St., PO Box 1500
Fonda, NY 12068-1500
(518) 853-8175

Nassau County

Treasurer
1 West Street
Mineola, NY 11501-4248
(516) 571-2090
Online applications are preferred! 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

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
255-275 Main St. – 3rd Fl
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
Please make sure you have county's specific

application form & instructions.

Otsego County

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

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

Dept of Finance
50 Sanatorium Rd, Bld A, Rm 184
Pomona, NY 10970
(845) 364-3829

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.

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 & 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
Penn Yan, NY 14527
(315) 536-5192