

DELAWARE COUNTY TREASURER  
P.O. BOX 431, 111 MAIN STREET  
DELHI, NEW YORK 13753  
(607) 832-5070

BEVERLY J. SHIELDS, COUNTY TREASURER

**DELAWARE COUNTY CERTIFICATE OF RESIDENCY**

A certificate of residence issued by the Delaware County Treasurer will eliminate the non-residency tuition charge. FAILURE to comply with the following will result in you being charged the non-refundable, non-resident tuition charge.

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**INSTRUCTIONS**

You may send the following to our office by mail or bring in person:

1. A completed **notarized** application. Blank forms are available at the community college and at this office.
2. Proof of residency. See below for examples.
3. A note stating when the course begins.
4. A daytime telephone number where you may be reached.

\*\*\*\*\*  
**SUBMISSION**

Submission must be between **TWO MONTHS BEFORE AND ONE MONTH AFTER**. (I.E. If course starts September 1, submission period is July through September 30.)

\*\*\*\*\*  
**QUALIFICATIONS**

You must be a resident of New York State for at least one year prior to the date of the affidavit and you must be a resident of Delaware County for 6 months prior to the date of the affidavit.

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**PROOF OF RESIDENCY**

Satisfactory proof of residence consists of the original or copy of one of the following:

1. Valid New York State driver's license.
2. New York State Motor Vehicle ID.
3. Diploma from a Delaware County School District received within the last year.

\*\*\*\*\*  
**ATTENTION**

**BE SURE TO APPLY WITHIN THE PROPER TIME SPAN**

**APPLICATIONS NOT FILED WITH THE COLLEGE WITHIN 30 DAYS AFTER THE COURSE BEGINS WILL NOT BE HONORED (NO TUITION PAID)**



Herkimer College Bursar's Office  
 100 Reservoir Road  
 Herkimer, NY 13350  
 Tel: (315) 574-4018  
 Fax: (315) 866-5497  
 Email: bursar@herkimer.edu  
<http://www.herkimer.edu/apply/billing/certificate-of-residence/>

**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***

## AFFIDAVIT (OR AFFIRMATION) & APPLICATION FOR CERTIFICATE OF RESIDENCE

*Pursuant to Sections 6301 & 6305 of the Education Law*

<b>A</b> Social Security Number: _____ Semester: _____ Year: _____	<b>B</b> State of New York, County of _____ _____ (Home County)
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**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\_\_\_\_\_.

**F**

(Your Signature)	(Date)
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\_\_\_\_\_  
 (Notary Public or Commissioner of Deeds)

\_\_\_\_\_  
**(Chief Fiscal Officer's Signature)**  
 This space for County use  
**\*\*TAKE THIS FORM TO YOUR COUNTY\*\***  
 (Unless you live in HERKIMER County)