

# 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](mailto: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) 866-0300, ext. 8309 if you have any questions about the proper way to complete this requirement.



Herkimer College Student Accounts Office  
 100 Reservoir Road  
 Herkimer, NY 13350  
 Tel: (315) 574-4018  
 Fax: (315) 866-5497  
 Email: [bursar@herkimer.edu](mailto: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 HCCC Student Accounts 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\_\_\_\_.

\_\_\_\_\_  
 (Notary Public or Commissioner of Deeds)

**F**

_____ (Your Signature)	_____ (Date)
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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)

*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., 2<sup>nd</sup> 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, 3<sup>rd</sup> 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  
Genesee, 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

*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., 5<sup>th</sup> Floor  
Utica, NY 13501  
(315) 798-5780

**Onondaga County**

Department of Finance  
Civic Center 15<sup>th</sup> Floor  
421 Montgomery St.  
Syracuse, NY 13202-2998  
(315) 435-2426

**Ontario County**

Treasurer  
20 Ontario St. – 2<sup>nd</sup> 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

**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 7<sup>th</sup> Ave., 4<sup>th</sup> Floor  
Troy, NY 12180  
(518) 270-2750

**Rockland County**

Finance Commissioner  
18 New Hempstead Rd., 3<sup>rd</sup> 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, 3<sup>rd</sup> Floor  
Schenectady, NY 12305  
(518) 388-4260

**Schoharie County**

Treasurer  
284 Main St., 1<sup>st</sup> 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.*

**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., 4<sup>th</sup> 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

*Updated 01/24/14*