

STATE OF NEW YORK (CERTIFICATION) AND APPLICATION FOR CERTIFICATE
OF RESIDENCE, PURSUANT TO SECTIONS 6301 AND 6305
OF THE EDUCATION LAW, IN CONNECTION WITH
ATTENDANCE AT A COMMUNITY COLLEGE*

CITIZENSHIP: United States Citizen _____ Permanent Resident Alien # _____
Date of Issuance _____

ATTACH A COPY OF YOUR PERMANENT RESIDENT ALIEN CARD

PREVIOUS CERTIFICATE OF RESIDENCE ON FILE? YES NO IF YES, WHAT YEAR? _____

STATE OF NEW YORK)
) ss.: SOC. SEC. # _____
COUNTY OF ORANGE)

_____, does hereby swear (or affirm) that he/she resides
at _____, in the (City) (Village) (Town) of _____
County of ORANGE, State of New York; that he/she now is, and has for a period of at least one
year immediately prior to the date of this affidavit (or affirmation) and application been, a resident of the
State of New York; that he/she now is, or has been for a period of _____ months within the six months
immediately prior to the date of this affidavit (or affirmation) and application** a resident of the County of
ORANGE; and that he/she has lived at the following places during the year immediately prior to the date of
this affidavit (or affirmation) and application:

Addresses

Dates

Applicant further states that he/she plans to enroll in _____
(College or Institute) and that this affidavit (or affirmation) and application is made for the purpose of
securing from the Chief Fiscal Officer of the County of ORANGE a certificate of residence pursuant
to the requirements of Article 126 of the Education Law.

Signature of Applicant

Sworn to (or affirmed) before me this
_____ day of _____ 20____.

Notary Public

*Education Law, Section 6305, provides: "The chief fiscal officer of each county, as defined in Section 2.00 of the local finance law, shall, upon application and submission to him of satisfactory evidence, issued to any person desiring to enroll in a community college as a non-resident student, a certificate of residence showing that said person is a resident of said county Such person shall, upon his registration for each college year, file with the college such a certificate of residence issued not earlier than two months prior thereto, and such certificate of residence shall be valid for a period of one year from the date of issuance." Education Law, section 6301, paragraph 4, defines: "Resident." A person who has resided in the state for a period of at least one year and in the county, city, town, intermediate school district or school district, as the case may be, for a period of at least six months, both immediately preceding the date of such person's registration in a community college or, for the purposes of section sixty-three hundred five of this chapter, his application for a certificate of residence.

**In the event that a person qualified as above for state residence, but has been a resident of two or more counties in the state during the six months immediately preceding his application for a certificate of residence pursuant to section sixty-three hundred five of this chapter, the charges to the counties of residence shall be allocated among the several counties proportional to the number of months, or major fraction thereof, of residence in each county.

TELEPHONE NUMBER FOR THE ORANGE COUNTY DEPARTMENT OF FINANCE

APPLYING FOR A CERTIFICATE OF RESIDENCE

1. This office will issue certificates of residence to students from the hours of 9:00 a.m. to 4:45 p.m. – Monday through Friday. Please be here by 4:45 p.m. in case there is a problem in verifying YOUR RESIDENCE.
2. If applying for a certificate of residence by mail, follow these instructions:
 - A) Complete the application for a Certificate of Residence.
 - B) Sign the application in front of a **NOTARY PUBLIC**. This statement must be notarized.
 - C) Mail the application and proper proof to: Orange County Government Department of Finance - 265 Main Street – Goshen, NY 10924.
3. Whether in person or by mail – **PROPER PROOF** of residence **MUST BE SUBMITTED** to prove your residence.

WE MUST VERIFY THAT YOU HAVE BEEN A RESIDENT OF NEW YORK STATE FOR ONE (1) YEAR & A RESIDENT OF ORANGE COUNTY FOR THE PAST SIX (6) MONTHS. POST OFFICE BOXES ARE NOT ACCEPTABLE PROOF FOR THE PURPOSE OF DETERMINING RESIDENCY.

In addition you must declare citizenship on the front of this application. If you ARE NOT a United States Citizen, you MUST provide a copy of your Permanent Resident Alien Card with a valid Alien number and date of issuance must be dated one year or older.

4. **Proper proof** can be one or more of the following examples:

A previous certificate within the past year that is on file in this office;

A New York State Driver's License or permit that was issued over one year ago; (photo-copy acceptable) – **no post office boxes unless it is accompanied by a street address;**

A year old Voter Registration of the student or parent (if student is under 21 years of age) at the same address;

Utility bills, bank statements, rent receipts, apartment lease, car registration, car insurance id card; mortgage statements; addressed envelope with a post-mark date of one year ago, tax bills, or receipts – anything that is dated over one year old and has your name and street address on it.

REMINDER: THE BURDEN OF PROOF LIES WITH THE STUDENT, NOT THIS FINANCE OFFICE AND NOT THE COMMUNITY COLLEGE. IT IS THE STUDENT'S RESPONSIBILITY TO SEE THAT HE/SHE HAS THE PROPER PROOF.

NOTE: WE WILL ISSUE CERTIFICATES UP TO 30 DAYS AFTER THE COMMENCEMENT OF THE COLLEGE TERM AND WE WILL ISSUE CERTIFICATES 60 BEFORE THE START OF THE COLLEGE TERM.