

## **INSTRUCTIONS FOR COMPLETING CERTIFICATE OF RESIDENCE**

If you have been a resident of New York State for at least one year immediately preceding the date this form is filed you qualify for the resident tuition rate. If you qualify for residence and have been a resident of two or more counties during the last six months, you will be required to obtain a Certificate of Residence from each county.

**Note:** You are required to obtain a Certificate of Residence once a year. Be prepared to produce identification to prove residency (e.g., a valid driver's license).

### **For students attending Corning Community College:**

Either:

a) Complete this form and sign it before a Notary Public, then submit it to Student Accounts (by mail or in person)

**or**

b) Bring this form to Student Accounts and we will assist you in completing it and will notarize it for you as well.

Student Accounts will then have your Certificate of Residence completed by mail.

### **For students attending any other New York State Community College:**

a) Complete this form and sign it before a Notary Public

The Local Town Clerk must sign certifying residency

Completed forms should be mailed or delivered in person to Steuben County Treasurer's Office

b) Steuben County will then return the actual Certificate of Residence to you or send it on to the college; whichever we are instructed to do.

**Questions should be directed to Steuben County Treasurer's office.**

Steuben County Treasurer  
3 E. Pulteney Square  
Bath NY 14810  
Telephone: 607-664-2488

## Certificate of Residence

Affidavit (of Affirmation) for Certificate of Residence pursuant to Section 6305 of Education Law in connection with attendance at a community college.

**Please print in ink**

**Social Security Number:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_  
home work

<i>Academic Year</i>	
_____	
<input type="checkbox"/> Fall	<input type="checkbox"/> Spring
<input type="checkbox"/> Winter	<input type="checkbox"/> Summer

**Student Name:** I, \_\_\_\_\_ hereby affirm that I am now, and have been for a period of at least one year immediately prior to the date of this affidavit, a resident of the State of New York and that I have resided at the following address for \_\_\_\_\_ year(s), \_\_\_\_\_ month(s);

Street or Road	City	Zip	County
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Town of Residence	Name of Property Owner
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**Previous addresses:** (if you have not lived at the above address for at least one year)

Street or Road	Town or City	Zip	County	Years	Months
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Street or Road	Town or City	Zip	County	Years	Months
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I further affirm that I plan to enroll at \_\_\_\_\_ Community College and that this affidavit is made for the purposes of securing a certificate that I have met the residence requirements of Article 126 of Education Law.

**Student Signature:** \_\_\_\_\_

<p><b>Notary Public:</b>                  Sworn to (or affirmed) before me                  this _____ day of _____, _____</p> <p>_____                  Signature</p>	<p><b>Town Clerk: (if applicable)</b></p> <p>_____                  Signature</p>
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Chief Fiscal Officer of County: _____	<input type="checkbox"/> Certificate issued	<input type="checkbox"/> Certificate not issued
Dated _____	By _____	

TOWN CLERKS

TOWN OF ADDISON  
MARGARET F JONES  
21 MAIN ST  
ADDISON NY 14801  
#359-3170-OFFICE

TOWN OF AVOCA  
KIM F JACKSON  
PO BOX 29  
AVOCA NY 14809  
#566-2152-OFFICE

MARCIA BURNS  
TOWN OF BATH  
110 LIBERTY ST RM 103  
BATH NY 14810  
#776-7013-OFFICE

GILLIAN K CAMPBELL  
TOWN OF BRADFORD  
7304 STATE RT 226  
SAVONA NY 14879  
#583-4270-OFFICE

KATHLEEN LYON  
TOWN OF CAMERON  
PO BOX 1932  
CAMERON NY 14819  
# 695-9722

SANDRA M AUSTIN  
TOWN OF CAMPBELL  
8529 MAIN ST  
CAMPBELL NY 14821  
#527-8280-OFFICE

NANCY MC MINDES  
TOWN OF CANISTEO  
6 S MAIN ST  
CANISTEO NY 14823  
#698-4843

AVONNE M DICKERSON  
TOWN OF CATON  
11161 HENDY HOLLOW RD  
CORNING NY 14830  
#524-6303

SANDRA RILEY  
TOWN OF COHOCTON  
15 S MAIN ST POB 327  
COHOCTON NY 14826  
#585-384-5330 X1

CLARICE ROSS  
TOWN OF CORNING  
20 S MAPLE ST  
CORNING NY 14830  
#936-6114

ROSE BLACKWELL  
CITY OF CORNING  
1 NASSER CIVIC CE NT PLZ  
CORNING NY 14830  
#962-0340

NANCY MOIR  
TOWN OF DANSVILLE  
1487 DAY RD  
ARKPORT NY 14807  
#295-7223

RUTH CREELEY  
ERWIN TOWN HALL  
117 W WATER ST  
PAINTED POST NY 14870  
#936-3652

NORMA KILBURY  
TOWN OF FREMONT  
8223 CREAM HILL RD  
ARKPORT NY 14807  
#324-7786

BARBARA O'BRIEN  
TOWN OF GREENWOOD  
1975 O'BRIEN LANE  
GREENWOOD NY 14839  
#225-4404

KAY MILES  
TOWN OF HARTSVILLE  
4555 PURDY CREEK RD  
HORNELL NY 14843  
#698-4861

PAMELA SMITH  
TOWN OF HORNBY  
5003 HORNBY RD  
BEAVER DAMS NY 14812  
#962-0683

SHERYL ISAMAN  
TOWN OF HORNELLSVILLE  
PO BOX 1  
ARKPORT NY 14807  
#295-9660

ROBERT J ROBERTS  
CITY OF HORNELL  
82 MAIN ST POB 627  
HORNELL NY 14843  
#324-7421 X105

LOREEN KARR  
TOWN OF HOWARD  
3725 MILL RD  
AVOCA NY 14809  
#566-2554

EILEEN HECKMAN  
TOWN OF JASPER  
DRAWER 10  
JASPER NY 14855  
#792-3576

DIANA HILL  
TOWN OF LINDLEY  
P O BOX 62  
LINDLEY NY 14858  
#523-8816

PAMELA KULA  
TOWN OF PRATTSBURGH  
PO BOX 427  
PRATTSBURGH NY 14873  
#522-3761

DONNA CONLEY  
TOWN OF PULTENEY  
BOX 214  
PULTENEY NY 14874  
#868-3132

MARY E JACOBSON  
TOWN OF RATHBONE  
8088 COUNTY RTE 21  
ADDISON NY 14801  
#359-2583

JEAN DERICK  
TOWN OF WHEELER  
6429 GARDNER RD  
BATH NY 14810  
#776-0284

ELLA MAY HENSHAW  
TOWN OF THURSTON  
4729 COUNTY RTE 12  
CAMPBELL NY 14821  
#527-3315

SHARON BREWER  
TOWN OF WOODHULL  
1585 ACADEMY ST PO BOX 12  
WOODHULL NY 14898  
#458-5178

PAULA LE BARRON  
TOWN OF TROUPSBURG  
678 STATE RTE 36  
TROUPSBURG NY 14885  
#525-6403

RUTH STAFFORD  
TOWN OF TUSCARORA  
1094 GILL RD  
ADDISON NY 14801  
#359-2360

DEBORAH PIERCE  
TOWN OF URBANA  
BOX 186  
HAMMONDSPORT NY 14840  
#569-3743

BEVERLY L ROBINSON  
TOWN OF WAYLAND  
TOWN HALL 17 MAIN ST  
WAYLAND NY 14572  
#585-728-5660

LOIS WOOD  
TOWN OF WAYNE  
PO BOX 1812  
WAYNE NY 14893  
#292-3450

VIRGINIA MEEHAN  
TOWN OF WEST UNION  
1075 SHAMROCK RD  
REXVILLE NY 14877  
#225-4266