

CERTIFICATE OF RESIDENCE APPLICATION INSTRUCTIONS

In order to obtain a certificate of residence for Community Colleges in New York State, you must **submit an application with proof of residency**. You may get the application directly from the college, or you may use the one we have provided below.

You may obtain the certificate by submitting the application one of several ways:

1. In person at our office
2. Email
3. Mail
4. Fax

If the student is **coming in person** to receive the certificate, they **must bring ID** and **we can notarize it in office**.

If the student is sending the application in **via mail, email or fax**, it needs to be **NOTARIZED BEFORE** being submitted. You must also **submit a copy of ID** with the application.

At least one item is needed to show proof of residency, such as a license or driver's permit with your current address. We do not accept PO Box addresses. Other proofs of identification that we accept are bank statements (please black out account number or any other personal information) dated at least 6 months prior, pay stubs, lease or property tax bill, automobile registration, utility bills, or official mail addressed to the applicant.

IN PERSON ADDRESS:

800 PARK AVE, UTICA N.Y. 13501 - COMPTROLLER'S OFFICE 5th FL

MAILING ADDRESS:

800 PARK AVE, UTICA N.Y. 13501 – ATTN: COMPTROLLER'S OFFICE 5th FL

EMAIL ADDRESS:

corapp@ocgov.net

FAX:

315-798-6415

**If sending via mail, email or fax please provide contact information, such as a phone number or email in case our office has any questions regarding the application, and allow 1-2 days for our office to process the certificate of residence.

If you have any questions regarding the application process, you may call the office Monday - Friday between 8:30am and 4:30pm at **315-798-5780**.

Affidavit (or Affirmation) and Application for Form B-80 CERTIFICATE OF RESIDENCE
Pursuant to Sections 6301 and 6305 of the Education Law,
In Connection with Attendance at a Community College*

Semester/ Year: _____

STATE OF NEW YORK
COUNTY OF _____
Last 4 of Social Security Number: XXX – XX - _____

Phone # _____

(NAME) _____, does hereby swear (or affirm) that he/she resides at _____ in the (City, Village, Town) of _____, 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 (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 _____ 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

Resided at above address

Since: _____

Applicant further states that he/she plans to enroll in _____ and that this affidavit (or affirmation) and application is made for the 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.

Signature of Applicant

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

Signature of Notary Public or Commissioner of Deeds

This Space for Use of Chief Fiscal Office of County

Certificate Issued ____ Not Issued ____ Date _____ By _____

*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/her of satisfactory evidence, issue to any person desiring to enroll in a community college as a non-resident student, a certificate of residence showing the said person is a resident of said county. Such person shall, upon his/her 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/her 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/her application for a certificate of residence shall be allocated among the several counties proportional to the number of months, or major fraction thereof, of residence in each county.