

# APPLICATION FOR CERTIFICATE OF RESIDENCE

PURSUANT TO SECTIONS 6301 AND 6305 OF THE EDUCATION LAW

(SEE INSTRUCTIONS ON FOLLOWING PAGE)

SEMESTER:    FALL \_\_\_\_\_    WINTER \_\_\_\_\_    SPRING \_\_\_\_\_    SUMMER \_\_\_\_\_

## PLEASE PRINT CLEARLY

I, \_\_\_\_\_ do hereby swear that I reside at:  
\_\_\_\_\_ in the Town of \_\_\_\_\_  
Zip Code \_\_\_\_\_ County of \_\_\_\_\_ State of New York.

Have you been a legal resident of New York State for AT LEAST ONE YEAR immediately prior to the date of this affidavit?

Yes \_\_\_\_\_ No \_\_\_\_\_

**If you have lived less than one year in New York State, you do not qualify for a Certificate of Residence.**

Have you been a resident of Essex County for AT LEAST SIX MONTHS immediately prior to the date of this affidavit?

Yes \_\_\_\_\_ No \_\_\_\_\_

**If you have lived less than six months in Essex County, list your previous New York State address(es) below within the past year. Use your permanent address - not your school address.**

Address	From (m/d/y) - To (m/d/y)
_____	_____
_____	_____

## I FURTHER STATE THAT I PLAN TO ENROLL IN:

\_\_\_\_\_  
(Name of College)

and that this application is made for the sole purpose of securing from the Chief Fiscal Officer of the County of Essex, a certificate of residence pursuant to the requirements of Article 126 of the Education Law.

Certificate issued \_\_\_\_\_ Certificate not issued \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_

## ESSEX COUNTY CERTIFICATE OF RESIDENCE INFORMATION SHEET

### Pursuant to Sections 6301 and 6305 of the Education Law

#### In Connection With Attendance at Community Colleges

- Certificates may only be issued no sooner than 60 days prior to each college term and no later than 30 days after the commencement of each term. Certificates are valid for a period of one year from the date issued.
- When applying for a certificate of residence you must complete the application. The form can be filed by mail or in person at: Essex County Treasurer, P O Box 217, Elizabethtown, NY 12932. If needed, you can print a form from the Essex County website – [www.essexcountyny.gov](http://www.essexcountyny.gov). On left side click on *County*, then scroll down to *Forms*.
- Whether applying for a certificate of residence in person or by mail - **PROPER PROOF OF RESIDENCE MUST BE SUBMITTED. The proof must verify that the student has been a New York State resident for at least one full year and an Essex County resident for at least the past six months.**
- Proof must show a street address. **Post Office boxes are not acceptable proof for the purpose of determining residency.**

Some proper forms of proof may be one or more of the following:

A New York State driver's license, permit or non-driver I.D. that was issued over one year ago – photocopy is acceptable. **Post office box not acceptable unless it is accompanied by a street address.**

Voter registration card, utility bill, bank statement, rent receipt, apartment lease, vehicle registration, or insurance card, income tax return with a street address. **Post office box not acceptable unless it is accompanied by a street address.**