



**ORANGE COUNTY DEPARTMENT OF FINANCE
 CERTIFICATE OF RESIDENCE
 255 Main Street
 Goshen, NY 10924
 Phone: 845-291-4822
 Email: corapp@orangecountygov.com**

For Office Use Only
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AFFIDAVIT (or affirmation) and APPLICATION for CERTIFICATE OF RESIDENCE
 (Pursuant to Sections 6301 and 6305 of the New York State Education Law)

PLEASE PRINT OR TYPE

20 _____ Fall Spring Winter Summer _____
 Year Semester pick one (1) Name of College or Institute

 Student Last Name First Name Date of Birth

 Phone / Cell Number Email Address
Citizenship: Pick one (1) U.S. Citizen Permanent Resident Visa Other
 (provide copy of "Green Card") (provide copy of Visa)

ADDRESS INFORMATION

ONE (1) YEAR _____
 Street Address (No PO Box) City State Zip Code County

SIX (6) MONTHS
 SAME AS PREVIOUS _____
 Street Address (No PO Box) City State Zip Code County

ONE (1) MONTH
 SAME AS PREVIOUS _____
 Street Address (No PO Box) City State Zip Code County

*****Do not sign this document until you are in front of a Notary Public*****

I do hereby declare that I have resided at the following addresses in the **County of Orange, State of New York**; that I am now, and have for a period of at least one (1) year immediately prior to the date of this affidavit (or affirmation) and application, been a resident of New York State; that I am now a resident of the **County of Orange**, for at least six (6) months. If not, I declare that I have lived in **New York State** at the following addresses during the year immediately prior to the date of this affidavit (or affirmation) and application. *(A partial certificate can be issued if the student has lived in New York state for at least one (1) year.)* Applicant further states that I plan to enroll in the above College or Institute, a Community College, 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 STUDENT

Sworn to before me on this _____ day of _____, 20_____

 NOTARY PUBLIC'S SIGNATURE

NY Educ L § 6301 (2015) (5) defines "Resident": "A person who has resided in the state for a period of at least one year and in the county...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 article, his or her application for a certificate of residence...."
NY Educ L § 6301 (2015) (5) (iii) In the event that a person... 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... the charges to the counties of residence shall be allocated among the several counties proportional to the number of months... of residence in each county."
NY Educ L § 6305 (2015) (3) states "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, issue to any person desiring to enroll in a community college as a non-resident student, a certificate of residence form 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 form issued not earlier than two months prior thereto, and such certificate of residence form shall be valid for a period of one year from the date of issuance."



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CERTIFICATE OF RESIDENCE APPLICATION REQUIREMENTS

Applications for Certificates of Residence are accepted Monday through Friday between the hours of 9:00AM to 4:45PM.

The burden of proof lies with the student.

It is the responsibility of the student to provide proper documentation.

APPLICATION SUBMISSION REQUIREMENTS

- Notarized Application
- Copy of the Student and Parent/Legal Guardian (if applicable) NYS ID (Driver's License, Permit or Non- Driver's ID)
- Copy of one (1) document from List A, one (1) document from List B, one (1) document from List C (see below).

PO Box is NOT an acceptable address.

List A		List B		List C	
Documents to establish NYS residence 12 months prior to application date		Documents that establish Orange County residence 6 months prior to application date		Documents that establish Orange County residence 1 month prior to application date	
1	Utility or Cable bill dated 12 months prior to the application date	1	Utility or Cable bill dated 6 months prior to the application date	1	Utility or Cable bill dated 1 month prior to the application date
2	New York State Tax Returns for previous year (Form # IT-201 or IT-150)	2	Mortgage Statement dated 6 months prior to the application date	2	Mortgage Statement dated 1 month prior to the application date
3	Residential property tax paid for the previous year	3	Auto or Home insurance bill dated 6 months prior to the application date	3	Auto or Home insurance bill dated 1 month prior to the application date
4	New York State Vehicle Registration dated 12 months prior to application date	4	Bank or Credit Card Statement dated 6 months prior to the application date	4	Bank or Credit Card Statement dated 1 month prior to the application date

Financially dependent students under 24 years of age, must submit documents under the name of the parent or legal guardian. The student must reside with the parent or legal guardian submitting the documentation. If the parent or legal guardian has a different last name than the student, contact the Certificate of Residence Program for further instruction. If a student under the age of 24 is claiming they're financially independent, the student must show proof of financial independence per SUNY Education Law.

If you are unable to provide the required documentation, please call the Certificate of Residence Program.

CERTIFICATE ISSUANCE GUIDELINES:

- Incomplete applications will not be processed until all the required paperwork is received.
- Certificates are issued and emailed to students within 7-10 business days after the required documentation is received by the Finance Department.
- **It is the student's responsibility to provide a copy to their respective school(s) within twenty (20) days of issuance.**

State Education Law Sections 6301 and 6305 requires you to submit to the college of your choice a Certificate of Residence. This requirement is noted in each college admissions brochure. If you fail to submit the Certificate of Residence you will be charged non-resident tuition. **It is the student's responsibility to ensure that the application for the Certificate of Residence is filed with the Orange County Finance Department on or before the deadline.**