



## SCHUYLER COUNTY TREASURER'S OFFICE

County OFFICE BUILDING – UNIT 17  
105 NINTH STREET WATKINS GLEN, NY 14891  
PHONE (607)535-8181  
treasurer@co.schuyler.ny.us

Holley Sokolowski  
TREASURER  
Josh Brittingham  
DEPUTY TREASURER

### Instructions for Obtaining a Certificate of Residency

The attached application/affidavit must be completed and presented to the above address with the appropriate proof. The County must have this form on file in order to determine your eligibility for a Certificate of Residence.

#### Requirements:

- Signed completed application
- Two forms of residency proof (6 months in Schuyler County)

#### Acceptable Proof:

- NY State Driver's License with current address at least 6 months old, but not expired
- Utility Bill, Lease agreement, prior years income tax return
- High School Transcript (if you were enrolled in a high school in the county's school district within the past year)
- Mail post marked 6 months prior to class starting (must be street address, not a PO Box)

Certificate must be obtained within the time period of 60 days before the first day of classes but no later than 60 days after the first day of classes.

#### To obtain your Certificate of Residence in person you must:

1. Fill out application completely, in ink (print clearly).
2. Take the application to the Schuyler County Treasurer's Office with requirements, application and acceptable proof, listed above.
3. The County Treasurer will issue the Certificate of Residence to you.
4. Bring the Certificate back to your college for resident billing processing.

#### To obtain your Certificate of Residence by mail or email you must:

1. Fill out application completely, in ink (print clearly).
2. Mail or email the application to the Schuyler County Treasurer's Office, with requirements, application and acceptable proof, listed above. If mailing, include a self addressed stamped envelope in order to deliver your certificate back to you.
3. The County Treasurer will issue the Certificate of Residence to you.
4. Bring the Certificate back to your college for resident billing processing.

# AFFIDAVIT AND APPLICATION FOR CERTIFICATE OF RESIDENCY

Pursuant to Sections \*6301 & \*\*6305 of the Education Law

STATE OF NEW YORK, COUNTY OF _____ _____ (Home County)	Social Security No. _____ Semester _____ Year _____
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I, \_\_\_\_\_ do hereby swear (or affirm)  
 (Full Name)  
 that I reside at \_\_\_\_\_, in the (City)  
 (Local Address)  
 (Village) Town of \_\_\_\_\_, County of **Schuyler**, State of New York; that I now am, or have  
 been for a period of one year to the date of this affidavit (or affirmation) been a resident of the State of New York;  
 that I now am, or have been for a period of six months prior to the date of this affidavit (or affirmation) a resident of  
 the County of **Schuyler**.

Resided at above address since: \_\_\_/\_\_\_/\_\_\_      Name of Property Owner \_\_\_\_\_

**Other Addresses during the past 12 months:**

Address \_\_\_\_\_ Date (From – To) \_\_\_\_\_


Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Citizenship: United States Citizen  
 Other      Visa Type \_\_\_\_\_ Resident Alien# \_\_\_\_\_

I further state I plan to enroll in _____ and that this affidavit (or affirmation) and application is made for the sole purpose of securing from the Chief Fiscal Office of the County of <b>Schuyler</b> a certificate of Residence pursuant to the requirements of Article 126 of the Education Law.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;"> </td> <td style="width: 50%; border-bottom: 1px solid black;"> </td> </tr> <tr> <td style="text-align: center;">(Your Signature)</td> <td style="text-align: center;">(Date)</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>THIS SPACE FOR USE OF CHIEF FISCAL OFFICE OF COUNTY</b></td> </tr> <tr> <td colspan="2">Certificate issued _____ Date _____</td> </tr> <tr> <td colspan="2">Certificate not issued _____</td> </tr> </table>			(Your Signature)	(Date)	<b>THIS SPACE FOR USE OF CHIEF FISCAL OFFICE OF COUNTY</b>		Certificate issued _____ Date _____		Certificate not issued _____	
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<b>THIS SPACE FOR USE OF CHIEF FISCAL OFFICE OF COUNTY</b>											
Certificate issued _____ Date _____											
Certificate not issued _____											

\*Education Law, Section 6301 paragraph 4, defines: "Resident" as 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 or such person's registration in a community college, or for the purpose of section sixty-three hundred five of this chapter, his application for a certificate of residence.

\*\*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, issue to any person desiring to enroll in a community college as a 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 no 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."