



Affidavit & Application for Certificate of Residence

In Connection with Attendance at a Community College - County of Onondaga

Mail to: Onondaga County Finance Department, 421 Montgomery Street - 15th Floor, Syracuse, New York 13202

Student's Full Name: _____

Social Security #: _____

Community College(s): _____

Semester & Year: _____

Applications will be accepted NO EARLIER THAN 60 DAYS prior to the start of the semester and NO LATER THAN THE LAST DAY of the semester - without exception. Documentation with the STUDENT'S NAME and PHYSICAL ADDRESS in Onondaga County is required including but not limited to: 1) Dated between 1-2 years prior to the application and 2) Dated within 30 days of the notary-dated application. The application is dated when it is notarized. For complete instructions and a list of acceptable documentation, visit us online at www.ongov.net/finance.

Affidavit: I, the above-named student, hereby swear and affirm under penalty of perjury that I do (have) reside(d)* at:

_____, NY _____
STREET ADDRESS CITY ZIP

in _____, in **Onondaga County**. I affirm that I have been a resident of New York State for a period
TOWN NAME OR CITY OF SYRACUSE

of **ONE YEAR** immediately prior to the date of this affidavit, that I have been a permanent resident of Onondaga County

for _____ months **out of the last 6 months**, and that I have resided in the following places during the **PAST YEAR**:
Enter 1-6 Months

Address	Dates
	to
	to
	to

Citizenship:

United States Citizen _____ Other _____

Visa Type: _____

Resident Alien # _____

Contact Information: Phone (Day) _____ OR Email _____

Mailing Address (If Different) _____

* 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 non-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 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". / 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, school district or community college region, 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 article, his or her application for a certificate of residence.

SIGNATURE OF STUDENT _____ DATE _____

FOR NOTARY PUBLIC/CLERK USE ONLY:

Sworn to me this ____ day of _____, 20 ____.

Notary Public/Commissioner of Deeds

NOTARY or COMMISSIONER STAMP / SEAL

Reviewed by: _____	Date: _____
<input type="radio"/> Approved	<input type="radio"/> Denied :

Incarcerated Students	
By completing this section, the Correctional Facility representative verifies that this student is currently residing at the noted facility and the information above is true.	
Correctional Facility: _____ Facility Location: _____	Facility Rep Name: _____ Signature: _____

Certificate of Residence Instructions

- The student must be a resident of New York State for one year and a resident of Onondaga County for at least one of the last six months at the time of application.
- A Certificate of Residence cannot be issued any earlier than 60 days prior to the start of the semester or 30 days after, in accordance with SUNY and New York State regulations.
- A minimum of two forms of supporting documentation is required to accompany the original, notarized form. One (1) document must be dated between 1-2 years prior to the application date placing the student in New York State and a second (2) dated within the month prior to the application date placing the student in Onondaga County. If the student has moved in the last year, proof of each address is required.
- Bring in person (Mon –Fri, 8am–4pm) or mail to: Onondaga County Finance Department
John H Mulroy Civic Center 15th Floor
421 Montgomery Street, Syracuse, NY 13202

DOCUMENTATION REQUIREMENTS

Student's Full Name.

Physical Address within Onondaga County. *PO Boxes are not considered residences.*

Dated back one year or more for proof of New York State residency (1) and within the last month for proof of Onondaga County residency (2). *See above.*

Printed. *Hand-written forms, mail, and/or personal affidavits cannot be accepted.*

ACCEPTABLE DOCUMENTATION

Required: *Valid, government-issued identification*

Documents that may **be used for BOTH Notary Public/Commissioner of Deeds identification purposes AND possible proof of your current address:**

- New York State Driver's License, Learner's Permit, or ID Card
- Onondaga County Sheriff's ID

Documents that may **ONLY be used for Notary Public/Commissioner of Deeds identification purposes.** *These documents cannot be used for proof of your current address:*

- Passport
- Military ID
- Permanent Resident Card

Supplementary: *Choose two that fulfill the above requirements*

- Parents' Income Tax Return claiming Student *prepared by a tax accountant*
- Student's Income Tax return *prepared by a tax accountant*
- Payroll Stub or W-2
- Bank Statement
- Utility Bill (*ex. National Grid, Time Warner, AT&T, OCWA*)
- Medical Bill
- High School Transcript or Report Card (*if recently graduated*)
- Mortgage Information or Rental/Lease Agreement
- Town/County, School, and/or Village Property Tax Bill
- Car Registration or Insurance Card
- Voter's Registration Card or printout from Board of Elections