

AFFIDAVIT AND APPLICATION FOR CERTIFICATE OF RESIDENCY

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

	<h2 style="margin: 0;">BROOME COUNTY NEW YORK</h2>	In connection with attendance at:	
	Semester		
	Year		

I, _____ do hereby swear (or affirm) that I **reside** at
(Print your full name)

_____, in the City/Village/Town of _____, County
(Street Address, do not use a PO Box)

of Broome, State of New York; that I now am and have **for a period of one year** prior 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 Broome**

	Street Address (Do not use PO Box)	State	Zip Code
Permanent Address:			

If Different than above, List Addresses for the Past Four (4) Years

Address	Start Date	End Date

Home Phone Number _____

Citizenship: United States Citizen Other Visa Type Enter Visa Type Resident alien# _____

I further state I plan to enroll in (Name Of College _____) 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 Broome, a certificate of Residence pursuant to the requirements of Article 126 of the Education Law.

<p style="text-align: center;">Office Use Only</p> <p>Current License/Photo ID</p> <p><input type="checkbox"/> Drivers License/Permit</p> <p><input type="checkbox"/> Other _____</p> <p>Supporting documentation</p> <p>1. _____</p> <p>2. _____</p>	<hr/> <p style="text-align: center;">(Your Signature) (Date)</p> <hr/> <p>THIS SPACE FOR USE OF CHIEF FISCAL OFFICE OF COUNTY</p> <p>Certificate Issued <input type="checkbox"/> Date _____</p> <p>Certificate not issued <input type="checkbox"/></p>
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*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."



Website: <https://broomecountyny.gov/omb/cert-of-residency>

The completed application/affidavit and photocopies of proof of residency can be emailed to

omb@broomecountyny.gov

or presented to the above address with the appropriate proof.

The County needs this form in order to determine your eligibility for a Certificate of Residence.

Requirements:

- Two forms of proof (one year in NY state; 6 months in Broome County)

Acceptable proof (examples):

- Valid NYS Driver's License with a Broome County address issued in the past 12 months
- Learner's Permit or NYS Non-Driver Identification Card
- Utility Bill, Lease agreement, Prior year's income tax return
- For students just graduating from high school – a copy of your high school transcript that has your name, and residential address – or your junior year and senior year high school report cards that were mailed to your parents
- Mail post-marked 12 and/or 6 months prior to class starting (must be street address, not a PO BOX address)
- Auto registration, auto insurance policy for one year previous and current coverage

Certificate must be obtained within the time period of 60 days before registration but no later than 30 days after the first day of class. **No Exceptions**