

AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE
OF RESIDENCE, PURSUANT TO SECTIONS 6301 AND 6305
OF THE EDUCATION LAW, IN CONNECTION WITH
ATTENDANCE AT A COMMUNITY COLLEGE*

STATE OF NEW YORK)
) ss.: SOC. SEC. # _____

COUNTY OF ORANGE)

_____, does hereby swear (or affirm) that he/she resides

at _____, in the (City)(Village)(Town) of _____
County of ORANGE, State of New York; that he/she now is, and has for a period of at
least one year immediately prior to the date of this affidavit (or affirmation) and application
been, a resident of the State of New York; that he/she now is, or has been for a period of _____
months within the six months immediately prior to the date of this affidavit (or affirmation) and
application** a resident of the County of ORANGE; and that he/she has lived at the
following places during the year immediately prior to the date of this affidavit (or affirmation)
and application:

<u>Addresses</u>	<u>Dates</u>

Applicant further state that he/she plans to enroll in _____
(College or Institute) 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 Applicant

Sworn to (or affirmed) before me this
_____ day of _____

Notary Public

*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, issued 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." Education Law, 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 or school district, 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 chapter, his application for a certificate of residence.

**In the event that a person qualified as above for state residence, but 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 pursuant to section sixty-three hundred five of this chapter, the charges to the counties of residence shall be allocated among the several counties proportional to the number of months, or major fraction thereof, of residence in each county.

**APPLYING FOR A CERTIFICATE OF RESIDENCE
ORANGE COUNTY – DEPARTMENT OF FINANCE**

1. This office will issue certificates of residence to students from the hours of 9:00 a.m. to 4:45 p.m. – Monday through Friday. Please be here by 4:45 p.m. in case there is a problem in verifying ***YOUR RESIDENCE***.
2. If applying for a certificate of residence by mail; follow these instructions:
 - A. Complete the application for a Certificate of Residence.
 - B. Sign the application and have the application notarized.
 - C. Mail the application and the proper proof to: Orange County Dept. of Finance
265 Main Street, Goshen, New York 10924
3. Whether in person or by mail – **Proper proof of residence MUST be submitted to prove your residence.**

**WE MUST VERIFY THAT YOU HAVE BEEN A RESIDENT OF
NEW YORK STATE FOR THE PAST YEAR AND A RESIDENT OF
ORANGE COUNTY FOR THE PAST (6) SIX MONTHS.**

4. Proper **PROOF** can be one or more of the following:
 - a. A previous certificate within the past year that is one file in this office;
 - b. A NEW YORK STATE Driver's License or Driver's Permit that was issued over one year ago. (Photo-copy acceptable);
 - c. A year old Voter Registration of the student or parent at the same address;
 - d. Utility bills, bank statements, rent receipts, car registration, credit card statements, mortgage statements, cancelled checks, apartment leas, addressed envelope with a post-mark date, tax bills or receipts – anything that is dated over one year and has your address on it.
 - e. A letter from your landlord stating your name, your address and the dates your have resided at your current address, this statement must be notarized.

REMINDER: THE BURDEN OF PROOF LIES WITH THE STUDENT, NOT THIS FINANCE OFFICE AND NOT THE COMMUNITY COLLEGE. IT IS THE STUDENT'S RESPONSIBILITY TO SEE THAT HE/SHE HAS THE PROPER PROOF.

NOTE: WE WILL ISSUE CERTIFICATES UP TO 30 DAYS AFTER THE COMMENCEMENT OF THE COLLEGE TERM AND WE WILL ISSUE CERTIFICATES 60 DAYS BEFORE REGISTRATION FOR THE COLLEGE TERM.