



County of Cayuga

James H. Orman
Cayuga County Treasurer

Affidavit and Application for Certificate of Residence Procedures for Cayuga County (as of 7/9/13)

1. On www.co.cayuga.ny.us print the Affidavit and Application as follows:

Place arrow on County Government (top bar) and the departments will be brought up. Click on the Treasurer's Office (located in the lower right hand corner). Once on the Treasurer's Office site, scroll down to the bottom, click on Affidavit of Residency for Community College (it will print on 8 ½ by 11). (see enclosed copy)

2. To fill in: (as on the enclosed copy)

County is Cayuga when requested

- Name of Student attending
- Residence when Student is living
- Town or City where Student is living
- Number of months lived at residence (1-6+ months) If a student lives at a residence for two (2) months in the Town of Ira and five (5) months previously in the Town of Mentz then two (2) certificates are required to be completed to cover the 6 month period required to obtain assistance.
- List addresses lived in as required "during the year immediately prior to the date of this affidavit".
- College planning to enroll
- STOP! Do not sign until you are in front of a Notary Public or Commissioner of Deeds. Please make sure that you have proper Photo ID.
- Social Security is no longer necessary and this is optional

3. The Town or City is required to verify your residence on the bottom of this form. Prior to mailing or stopping in at the County Treasurer's Office this section must be completed. Take your completed form (minus your signature) to the Town Office or City Hall for residency verification. Remember to bring a Photo ID with your residence address on it or other proof of residency. In many cases, a Notary Public or Commissioner of Deeds (City of Auburn) is available and can also notarize your signature. Otherwise, the Treasurer's Office and County Office Building has Notary Publics available as does your local Bank.
4. If you have your form completed and notarized, for your convenience, you mail forward the form with a self addressed, postage paid envelope either mailed back to yourself or the Community College you are enrolling and we will provide the Certificate of Residency accordingly.
5. ~~If you prefer or need your form notarized, stop in at the Treasurer's Office and we will complete your request and provide your Certificate of Residency in person.~~

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)

COUNTY OF Cayuga) ss.:

Sue Smith, does hereby swear (or affirm) that (s)he resides
at 123 Wall St in the (City) (Village) (Town) of Ira

County of Cayuga, State of New York; that (s)he 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 (s)he now is, or has been for
a period of 6+ months within the six months immediately prior to the date of this
affidavit (or affirmation) and application** a resident of the County of Cayuga; and
that (s)he has lived at the following places during the year immediately prior to the date of
this affidavit (or affirmation) and application:

Addresses	Dates
<u>123 wall St</u>	<u>6/12 - 11/13</u>
<u>4 Able Ave</u>	<u>4/06 - 5/12</u>

Applicant further states that (s)he plans to enroll in Cayuga Community College
(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 _____
a certificate of residence pursuant to the requirements of Article 126 of the Education Law.

Sworn to (or affirmed) before me this _____ day of _____, 20____
Signature of Applicant _____
Soc. Sec. # _____

Notary Public or Commissioner of Deeds

This space for use of Chief Fiscal Officer of County	
Certificate Issued ()	Certificate Not Issued ()
Date _____	By _____

*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.
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 certifi-
cate 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 there-
of, of residence in each county.

I, Tony Tuna, Town Clerk of the Town of Ira
do hereby certify that Mr/Ms Sue Smith has resided in the Town
of Ira for 6 months and as a duly qualified resident is
eligible to receive college charge back credit from said Town.

Date 8/1/13 Signed Tony Tuna

* must sign in front of rotary with photo ID
Completed by town or city