



BCC Initial: _____

City Code: _____

**COMPLETE ALL SHADED AREAS
DIRECTIONS ON REVERSE
THIS FORM REQUIRES YOUR PHYSICAL ADDRESS
DO NOT USE A POST OFFICE BOX NUMBER**

AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCY

Pursuant to Sections 6301 and 6305 of the New York State Education Law

Social Security # _____

Semester _____ Year _____

STATE OF NEW YORK, COUNTY OF _____

(County where you physically reside)

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 _____, 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** _____

Students 25 years of age and older may omit parent information- enter the physical address do not use your Post Office Box

 Parent's Address: _____ From: ____/____/____ To: ____/____/____
 (Street-do not use a PO Box) (City) (Zip)

(enter your physical address do not use your Post Office Box)

 Student's Permanent Address: _____ From: ____/____/____ To: ____/____/____
 (Street- do not use a PO Box) (City) (Zip)

If less than one year at the above address, list your addresses (include dates of residence) for the PAST YEAR:

 Street- (do not use a PO Box) City Zip From: To:

 Did you graduate from a New York State High School or receive a GED from New York State? Yes No
 If yes, please provide High School Name, Location and Dates Attended

School Name: _____ City/Town _____

From: _____ To: _____ Graduation or GED Date: _____

Citizenship: United States Citizen Other Visa Type _____ Resident Alien# _____

I further state that I plan to enroll in Broome Community 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 _____ a certificate of residence pursuant to the requirements of Article 126 of the Education Law (County- where you physically reside)

IF YOU LIVE OUTSIDE OF BROOME COUNTY

YOUR COUNTY MAY REQUIRE A NOTARIZED SIGNATURE

Sworn to before me this _____ day

of _____, 20_____.

(NOTARY SIGNATURE)

(NOTARY STAMP)

YOUR SIGNATURE

(SIGNATURE)

(DATE)

FOR USE BY YOUR COUNTY'S CHIEF FISCAL OFFICER

(SIGNATURE)

(DATE)

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, 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.

INSTRUCTIONS FOR COMPLIANCE WITH THE CERTIFICATE OF RESIDENCY REQUIREMENT

Per New York State Education Law, all students enrolled at BCC who intend to benefit from tuition rates for New York State Residents **MUST SUBMIT** a Residency Affidavit **OR** a Certificate of Residency. Other documentation may demonstrate you are a resident but the Certificate of Residency is **the only document** that will permit you to benefit from in state tuition rates.

DEPENDENT STUDENTS:

A student who is a dependent of a person who lives outside of New York State is a resident of the other state for Community College Tuition purposes regardless of where the student resides. Residents of another state are required to pay out of state rates (double the Resident Tuition Rate) **except in limited cases as noted under "OTHER" below.**

BROOME COUNTY RESIDENTS:

If you have been a legal resident of New York State for the past year AND a resident of Broome County for the last six months, fill out the RESIDENCY AFFIDAVIT, sign it and submit it to the Student Accounts Office. **Residing in Broome County solely to attend school** (relocating from your parent's home or a prior address) **does not** constitute legal residency. Documentation may be requested for verification.

OTHER NEW YORK STATE RESIDENTS:

(Non-resident charges will apply if a residency certificate is not submitted).

If you have been a legal resident of New York State for the past year and a resident of a county or counties other than Broome, follow these instructions:

1. Fill out the Residency Affidavit(s).
2. Have your signature(s) notarized.
3. Bring the Affidavit to your County Treasurer(s). DO NOT return the Affidavit(s) to BCC.
4. The Treasurer(s) will keep the Affidavit(s) and issue a Certificate of Residency to you.
5. Submit the certificate(s) to the Student Accounts Office.

NON-NEW YORK STATE RESIDENTS:

Out of State Tuition Rates (double the tuition for NYS residents who submit a residency certificate) are charged to all students who have not been legal, permanent residents of New York State for the past year. This includes:

1. International Students holding an F1 Visa.
2. Temporary Residents (short term job assignments or living here while attending college for example).
3. Any person who is in the US on a Visa.

OTHER: You may be eligible for resident tuition regardless of your permanent domicile if, **within the last five years you: received a GED from New York State OR graduated from a New York State high school that you attended for at least 2 years.** Please note that a Certificate of Residence issued by your home county will still be required as explained above.

MAIL AFFIDAVIT OR CERTIFICATE TO:

Broome Community College
Student Accounts Office
PO Box 1017
Binghamton NY 13902

FOR CLARIFICATION OR QUESTIONS PLEASE CONTACT:

Student Accounts Office
Student Services Building Room 113
607-778-5230

Contact information is listed below for counties where most students who are non-Broome County residents reside.

If your county is not listed refer to your county's website or telephone directory for the Treasurer or Chief County Fiscal Officer.

CHENANGO COUNTY

Treasurer, County Office Building
5 Court Street
Norwich NY 13815
607-337-1421

CORTLAND COUNTY

Treasurer, County Office Building
60 Central Ave
Cortland NY 13045
607-753-5070

DELAWARE COUNTY

County Treasurer
Delhi NY 13753
607-832-5070

MONROE COUNTY

Monroe County Real Property Tax Svc
39 West Main Street
Rochester NY 14614
585-753-1125

OTSEGO COUNTY

County Treasurer
197 Main Street
Cooperstown NY 13326
607-547-4235

TIOGA COUNTY

County Treasurer
56 Main St
Owego NY 13827
607-687-8670

TOMPKINS COUNTY

County Treasurer
125 East Court St
Ithaca NY 14850
607-274-5545

Additional Information and forms are available at <https://www.sunybroome.edu/residency>

ALBANY COUNTY
Albany Co Finance Office
112 State Street Room 1040
Albany, NY 12207
(518) 447-7070
www.albanvcountny.com/finance

ALLEGHANY COUNTY
Alleghany Co Treasurer
7 Court Street
Belmont, NY 14813
(585) 268-9829

CATTARAUGUS COUNTY
Cattaraugus Co Treasurer
303 Court Street
Little Valley, NY 14755
(716) 938-9111

CAYUGA COUNTY
Cayuga Co Treasurer
County Office Building, 5th Floor
160 Genesee Street
Auburn, NY 13021
(315) 253-1211
<http://www.cayugacountny.us/>

CHAUTAUQUA COUNTY
Chautauqua Co Dept of Finance
G.O.B. 3 North Erie Street
Mayville, NY 14757
(716) 753-4223

CHEMUNG COUNTY
Chemung Co Treasurer
PO Box 588
Elmira, NY 14902
(607) 737-2927

CHENANGO COUNTY
Chenango Co Treasurer
County Office Building
5 Court Street
Norwich, NY 13815
(607) 337-1414

CLINTON COUNTY
Clinton Co Treasurer
137 Margaret Street
Plattsburg, NY 12901
(518) 565-4730

COLUMBIA COUNTY
Columbia Co Treasurer
15 North 8th Street
PO Pox 574
Hudson, NY 12534
(518) 828-0513

CORTLAND COUNTY
Cortland Co Treasurer's Office
County Office Building
60 Central Avenue
Cortland, NY 13045
(607) 753-5070

DELAWARE COUNTY
Delaware Co Treasurer
PO Box 431
Delhi, NY 13753
(607) 832-5070

DUTCHESS COUNTY
Dutchess Co Finance Commissioner
County Office Building
22 Margaret Street
Poughkeepsie, NY 12601
(845) 486-2025

ERIE COUNTY
Erie County Comptroller's Office
95 Franklin Street, Room 1154
Buffalo, NY 14202-3972
(716) 858-8400

ESSEX COUNTY
Essex Co Office of the Treasurer
100 Court Street, PO Box 217
Elizabethtown, NY 12932
(518) 873-3643

FRANKLIN COUNTY
Franklin Co Treasurer's Office
355 West Main Street, Suite 140
Malone, NY 12953
(518) 481-1511

FULTON COUNTY
Fulton Co Treasurer
County Office Building
PO Box 128
Johnstown, NY 12095
(518) 736-5580

GENESEE COUNTY
Genesee County Treasurer's Office
County Building No 1
Batavia, NY 14020
(585) 344-2550

GREENE COUNTY
Greene Co Treasurer
PO Box 191
Catskill, NY 12414
(518) 943-4152

HAMILTON COUNTY
Hamilton Co Office of the Treasurer
Lake Pleasant, NY 12108
(518) 548-7911

HERKIMER COUNTY
Herkimer Co Treasurer
108 Court Street Ste 3100
Herkimer, NY 13350
(315) 867-1129

JEFFERSON COUNTY
Jefferson Co Auditor &
Purchasing Agent
175 Arsenal Street
Watertown, NY 13601
(315) 785-3055

LEWIS COUNTY
Lewis Co Treasurer
Court House
7600 North State Street
Lowville, NY 13367
(315) 376-5325

LIVINGSTON COUNTY
Livingston Co Treasurer
Rm 203 Govt Ctr
6 Court St
Geneseo, NY 14454
(585) 243-7050

MADISON COUNTY
Madison Co Treasurer's Office
PO Box 665
Wampsville, NY 13163
(315) 366-2371

MONROE COUNTY
Monroe Co Real Property Tax Service
County Office Bldg - Room 304
39 West Main Street
Rochester, NY 14614
(585) 753-1125

MONTGOMERY COUNTY
Montgomery Co. Finance Office
County Annex Building Park Street
PO Box 1500
Fonda, NY 12068
(518) 853-8175

NASSAU COUNTY
Nassau County Office of the Treasurer
County Office Building
1 West Street
Mineola, NY 111501
(516) 571-2090 #14392

CITY OF NEW YORK
BRONX, KINGS, NEW YORK,
QUEENS, RICHMOND
Comptroller's Office, Municipal Bldg
1 Centre Street
New York City, NY 10007-2341
(212) 669-2784
application on line:
www.comptroller.nyc.gov

NIAGARA COUNTY
Niagara Co Treasurer
59 Park Avenue
Lockport, NY 14904
(716) 439-7007

ONEIDA COUNTY
Oneida County Controller
Dept of Audit and Control
800 Park Ave
Utica, NY 13501
(315) 798-5780

ONONDAGA COUNTY
Onondaga Co Finance Dept
Civic Center, 15th Floor
421 Montgomery St
Syracuse, NY 13202
(315) 435-2426
www.onqov.net/finance/

ONTARIO COUNTY
Ontario Co Treasurer's Office
County Municipal Bldg 1st Floor
20 Ontario Street
Canadaigua, NY 14424-9642
(585) 396-4422

ORANGE COUNTY
Orange Co Finance Commissioner
265 Main Street
Goshen, NY 10924-1698
(845) 291-2480 or 291-2497

ORLEANS COUNTY
County Treasurer
Orleans County
Albion, NY 14411
(585) 589-5353

OSWEGO COUNTY
Oswego County Treasurer's Office
County Building
46 East Bridge Street
Oswego, NY 13126
(315) 349-8371

OTSEGO COUNTY
Office of the County Treasurer
197 Main Street Ste 1
Cooperstown, NY 13326
(607) 547-4235

PUTNAM COUNTY
Putnam County Finance Office
46 Gleneida Drive
Carmel, NY 10512
(845) 808-1080

RENSSELAER COUNTY
Rensselaer County Finance Bureau
County Office Building
1600 Seventh Avenue
Troy, NY 12180
(518) 270-2750 or 270-2745

ROCKLAND COUNTY
Rockland County Treasurer
County Office Building
18 New Hempstead Road
New City, NY 10956
(845) 638-5131

ST LAWRENCE COUNTY
St Lawrence County Treasurer
48 Court St
Canton, NY 13617
(315) 379-2234

SARATOGA COUNTY
Saratoga County Treasurer
Municipal Center, Bldg 1
40 McMaster Street
Ballston Spa, NY 12020
(518) 884-4724

SCHENECTADY CO
Commissioner of Finance
County Office Building
Schenectady, NY 12305-2114
(518) 388-4260

SCHOHARIE COUNTY
Schoharie County Treasurer
PO Box 9, 300 Main Street
Schoharie, NY 12157
(518) 295-8386

SCHUYLER COUNTY
Schuyler Co Treasurer
Box 68
105 Ninth Street Unit 17
Watkins Glen, NY 14891
(607) 535-8181

SENECA COUNTY
Seneca County Treasurer's Office
1 Dipronio Drive
Waterloo, NY 13165
(315) 539-1735

STEBEN COUNTY
Steuben County Treasurer
3 East Pulteney Square
County Building
Bath, NY 14810-1577
(607) 664-2494

SUFFOLK COUNTY
Suffolk Co Dept of Audit & Control
PO Box 6100
100 Veterans Memorial Hwy
Hauppauge, NY 11788-0099
(631) 853-5052
www.suffolccountynv.gov

SULLIVAN COUNTY
Sullivan Co Treasurer
County Government Center
PO Box 5012, 100 North St
Monticello, NY 12701
(845) 807-0450

TIOGA COUNTY
Tioga County Treasurer
56 Main Street
Owego, NY 13827
(607) 687-8670

TOMPKINS COUNTY
Tompkins Co Comptroller
125 East Court Street
Ithaca, NY 14850
607- 274-5545

ULSTER COUNTY
Ulster County Treasurer's Office
244 Fair Street
Kingston, NY 12401
(845) 340-3426

WARREN COUNTY
Warren Co Office of the Treasurer
County Municipal Center
1340 State Rt 9
Lake George, NY 12845-9803
(518) 761-6375

WASHINGTON COUNTY
Washington Co Treasurer
County Office Building
383 Broadway
Fort Edward, NY 12828-1097
(518) 746-2220

WAYNE COUNTY
Wayne Co Treasurer's Office
PO Box 8
Lyons, NY 14489
(315) 946-5944

WESTCHESTER COUNTY
Westchester Co Dept of Finance
148 Martine Ave Room 718/Cert
White Plains, NY 10601
(914) 995-5006
finance.westchester.gov/certificate-residence
Accepted by mail only

WYOMING COUNTY
Wyoming County Treasurer
143 North Main Street
Warsaw, NY 14569
(585) 786-8812

YATES COUNTY
Yates County Treasurer
417 Liberty Street Ste 1081
Penn Yan, NY 14527-0253
(315) 536-5192