



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
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)

Student's Permanent Address: \_\_\_\_\_ From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_
(enter your physical address do not use your Post Office Box)
(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.albanycounty.com/finance](http://www.albanycounty.com/finance)

ALLEGHANY COUNTY  
Alleghany Co Treasurer  
7 Court Street  
Belmont, NY 14813  
(585) 268-9289

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.cayugacounty.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 6th Street  
PO Pox 574  
Hudson, NY 12534  
(518) 828-0513

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

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.ongov.net/finance/](http://www.ongov.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

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|---|---|--|
| <p>CORTLAND COUNTY<br/>Cortland Co Treasurer's Office<br/>County Office Building<br/>60 Central Avenue<br/>Cortland, NY 13045<br/>(607) 753-5070</p>        | <p>Monroe Co Real Property Tax Service<br/>County Office Bldg - Room 304<br/>39 West Main Street<br/>Rochester, NY 14614<br/>(585) 753-1125</p>   | <p>(518) 270-2750 or 270-2745</p>  |
| <p>DELAWARE COUNTY<br/>Delaware Co Treasurer<br/>PO Box 431<br/>Delhi, NY 13753<br/>(607) 832-5070</p>  | <p>MONTGOMERY COUNTY<br/>Montgomery Co. Finance Office<br/>County Annex Building Park Street<br/>PO Box 1500<br/>Fonda, NY 12068<br/>(518) 853-8175</p>   | <p>ROCKLAND COUNTY<br/>Rockland County Dept of Finance<br/>50 Sanatorium Rd, Bldg A 8th Fl<br/>Pomona, NY 10970<br/>(845) 364-3870</p>                 |
| <p>DUTCHESS COUNTY<br/>Dutchess Co Finance Commissioner<br/>County Office Building<br/>22 Margaret Street<br/>Poughkeepsie, NY 12601<br/>(845) 486-2025</p> | <p>NASSAU COUNTY<br/>Nassau County Office of the Treasurer<br/>County Office Building<br/>1 West Street<br/>Mineola, NY 111501<br/>(516) 571-2090 #14392</p>  | <p>ST LAWRENCE COUNTY<br/>St Lawrence County Treasurer<br/>48 Court St<br/>Canton, NY 13617<br/>(315) 379-2234</p>                                     |
| <p>ERIE COUNTY<br/>Erie County Comptroller's Office<br/>95 Franklin Street, Room 1154<br/>Buffalo, NY 14202-3972<br/>(716) 858-8400</p>                     | <p>CITY OF NEW YORK<br/>BRONX, KINGS, NEW YORK,<br/>QUEENS, RICHMOND<br/>Comptroller's Office, Municipal Bldg<br/>1 Centre Street<br/>New York City, NY 10007-2341<br/>(212) 669-7829<br/>application on line:<br/><a href="http://www.comptroller.nyc.gov">www.comptroller.nyc.gov</a></p> | <p>SARATOGA COUNTY<br/>Saratoga County Treasurer<br/>Municipal Center, Bldg 1<br/>40 McMaster Street<br/>Ballston Spa, NY 12020<br/>(518) 884-4724</p> |
| <p>ESSEX COUNTY<br/>Essex Co Office of the Treasurer<br/>100 Court Street, PO Box 217<br/>Elizabethtown, NY 12932<br/>(518) 873-3643</p>                    | <p>NIAGARA COUNTY<br/>Niagara Co Treasurer<br/>59 Park Avenue<br/>Lockport, NY 14904<br/>(716) 439-7007</p>   | <p>SCHENECTADY CO<br/>Commissioner of Finance<br/>County Office Building<br/>Schenectady, NY 12305-2114<br/>(518) 388-4260</p>                         |
| <p>FRANKLIN COUNTY<br/>Franklin Co Treasurer's Office<br/>355 West Main Street, Suite 140<br/>Malone, NY 12953<br/>(518) 481-1511</p>                       |   | <p>SCHOHARIE COUNTY<br/>Schoharie County Treasurer<br/>PO Box 9, 300 Main Street<br/>Schoharie, NY 12157<br/>(518) 295-8386</p>                        |

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

STEUBEN 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.suffolkcountyny.gov](http://www.suffolkcountyny.gov)

SULLIVAN COUNTY  
Sullivan Co Treasurer  
County Government Center  
PO Box 5012, 100 North St  
Monticello, NY 12701  
(845) 807-0452

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.westchestergov.com/certificate-residence](http://finance.westchestergov.com/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