

# Certificate of Residence

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The Office of Real Property Services issues Certificates of Residence only to permanent Monroe County residents who are attending community colleges in other New York State counties. The student must obtain an application from the community college they are planning to attend or use the link below to download a generic application. Certificates of Residence are valid for a period of one year from the date of issuance.

**NOTE:** Living in Monroe County to attend college does not constitute permanent residency.

## Requirements

You must be...

1. A New York State resident for at least one full year prior to application.
2. A Monroe County resident for at least six (6) months prior to application.
3. A US citizen or carry a resident alien card ("green card").

You must complete the application in its entirety as instructed on the application, sign it in the presence of a notary public and bring the application or mail it with a self-addressed, stamped envelope to:

Monroe County Real Property Services  
Monroe County Office Building  
39 West Main Street  
Room 304  
Rochester, New York 14614  
Phone: 585-753-1125  
Office Hours: 9:00 am - 4:30 pm, Monday - Friday

Applications should be notarized and submitted no sooner than 60 days prior to and no later than 30 days after the start of the semester. If you have any other questions, please contact us.