

Erie County Certificate of Residence Instructions

1) How to Apply:

- a) Application –Complete, sign and have application **notarized**. The Comptroller’s Office does have notaries on staff, but there is no guarantee what one will be available at all times.
- b) Where to send application and proof of residency:
 - i) E-Mail: COR@erie.gov;
 - ii) Mail to the below address:

Erie County Comptroller’s Office
95 Franklin Street
Room 1100
Buffalo, NY 14202
 - iii) In person at the below address:

Erie County Comptroller’s Office
95 Franklin Street
Room 1100
Buffalo, NY 14202
- c) Proof of Residency. *Documents with Post Office Box address are not acceptable forms for proof.*

You must be able to prove that you were a New York State resident for one year. You must also prove that you were an Erie County resident for the past six months. To prove the Erie County residency, we will need proof from 6 months ago and from this month.

 - i) If you have a NYS Issued Photo ID (Driver’s License, Permit or Non-Driver’s License) dated over 1 year ago with your current Erie County address, no further proof is necessary.
 - ii) If you do not have a NYS Issued Photo ID dated over 1 year ago with your current Erie County address, you must provide:
 - One piece of Acceptable ID (see below) from over a year ago proving NYS residency.
 - One piece of Acceptable ID (see below) from over 6 months ago proving Erie County residency.
 - One piece of Acceptable ID (see below) from the past month proving your current Erie County residency.
 - iii) Acceptable residency identification is any of the following *in your name*:
 - NYS Issued Photo ID
 - Property Tax Bill
 - Utility Bill
 - Lease
 - Car Insurance Identification Card
 - Bank Statement
 - High School Identification
 - Pistol Permit
 - Fishing License
 - W-2 Statement
 - Native American Address Verification

If you have moved to a different address in the prior 6 months, you must provide proof for each address that you have resided in during the 6 month period.

2) **Certificate Issuance Schedule:**

Semester	Application Submission Period
Fall Semester	July 1 to September 30
Winter/Intersession	November 15 to January 15
Spring Semester	December 1 to February 28
Summer Semester	May 1 to July 30
Mini Courses	Within 5 days of course start date

3) **Eligibility:**

- a) New York State resident for one year AND Erie County resident for six months.
- b) Certificate issued for students applying to a two year SUNY/CUNY Community College located in New York State outside of Erie County of Erie.

4) **Certificate Issuance:**

- a) Incomplete applications will not be processed until all of the required paperwork is received.
- b) Certificated are issued while you wait for walk-ins to the Comptroller's Office. Otherwise, they are issued within 1-2 business days after the required, completed paperwork and documentation is received by the Comptroller's Office.
- c) Completed Certificates are handed (if a walk-in) or emailed (if sent to us at COR@erie.gov) to the student to bring to their respective school(s).

5) **Guidelines:**

- a) State Education Law, Sections 6301 and 6305, requires you to submit to the college of your choice a Certificate of Residence. This requirement is noted in each college admissions brochure. If you fail to submit the Certificate of Residence, you will be charged the nonresident tuition. It is the student's responsibility to insure that the application for the Certificate of Residence is filed with the Erie County Comptrollers' Office on or before the deadline.
- b) Certificates are issued no earlier than sixty days prior to the start of the semester and no later than the deadline dates mentioned above. However, if you are taking a course during a mini-session or a course that begins after the start of the semester, your application must be submitted within five days of the start of the course.
- c) A certificate is valid for one year.
- d) Certificates are issued for a specific school. If you attend classes at more than one school, a certificate is required for each school. Classes taken online at more than one school also require a certificate for each school.

6) **Questions:**

- a) Email COR@erie.gov
- b) Phone 716-858-8400 Monday thru Friday 8:30-4:30.