

Certificate of Residence Information for Chenango County.
Pursuant to SUNY Education Law Sections 6301 & 6305
<https://www.suny.edu/CommunityCollege/files/Article126-EducationLaw.pdf>

****IMPORTANT****

A Certificate of Residence allows the college you are attending to bill your county of residence for part of your tuition costs. Failure to file a Certificate with your College will result in a higher rate of tuition being charged (Non-Resident Tuition).

When do I need to get my Certificate and how long is it valid for?

The window of eligibility for issuance of a Certificate is anytime between two months prior to the student's registration date (not the start of classes) and 30 days after the start of classes. Once issued, the certificate will be valid for one year from the date of issuance and is applicable for all terms or programs commenced within that 12 month period.

What do I need to qualify for a Certificate of Residency?

You must be able to prove that you have been a resident of **New York State for 1 year** and a resident of **Chenango County for 6 months** prior to the date of your application. The application **does not** need to be notarized.

How do I prove that I am a resident of the County?

You need to provide us with a **document(s)** that has **your name, your physical address that matches what is on the application**, and a **date that is a year or older**.

Examples of proof used:

- New York State driver's license, with the physical address printed on the front.
 - An older driver's License, as long as you have your current valid one.
- High School Transcript (Make sure it has your address on it!)
- Bank Statement
- Lease Agreement
- Pay Stubs
- Utility Bills (NYSEG, phone bills, internet bills, etc.)
- NYS Voter Registration Card
- Auto Insurance Statements, Cards, or Policies
- NYS Income Tax Return (IT-150 or IT-201 - filed in previous year)
- NYS Hunting Permit

How can I get my Certificate?

- In person at our office. We are open 8:30am to 5:00pm Monday – Friday
- By mail, send application and proof of address to:
Chenango County Treasurer
5 Court Street
Norwich, NY 13815
- By email. Send to residency@chenangocountyny.gov
- Or by fax - 607-337-1425

If you have any questions, please call our office at 607-334-1414 or 607-334-1421.