

Guidelines for Wyoming County Certificate of Residence

QUALIFICATIONS:

1. Resident of New York State for at least one (1) full year immediately preceding the date of the application/affidavit is notarized.
2. Resident of Wyoming County for at least six (6) months immediately preceding the date the application /affidavit is notarized.
3. US Citizen or Permanent Resident Alien for at least one (1) full year immediately preceding the date the application/affidavit is notarized.

TIMELINESS REQUIREMENTS:

1. **The date the application/affidavit is notarized must be no earlier than thirty (30) days before the date Wyoming County receives the application/affidavit. We suggest that you have your application/affidavit notarized just before you mail or present it to Wyoming County.**
2. **The Certificate of Residence will be dated the same date as the notary public date. This is the date that will be used to establish the semester(s) which the certificate will be applied to.**
3. **Certificates are only good for one year from the date of notary stamp.**

TO APPLY:

1. Obtain affidavit/application form at the Wyoming County Treasurer's Office or from the school you are attending. Or download a copy of this application.
2. Complete affidavit/application form in its entirety. Print legibly in blue or black ink or type all information. ***Do not leave any spaces blank.***
3. Have the affidavit/application notarized. Make sure the notary ***stamps, dates, and signs*** his/her name on the affidavit /application. The notary may not be a relative or a person with the same last name as your.
4. Completed applications may be mailed or brought to:

**WYOMING COUNTY TREASURER
143 NORTH MAIN STREET
WARSAW, NY 14569**

5. Once processed, you will receive the certificate of residence (by mail or in person). You are responsible for then submitting the certificate of residence to the college you are attending.

AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE, PURSUANT TO SECTION 6301 AND 6305 OF THE EDUCATION LAW, in connection to

Attendance at _____
(Name of Community College)

STATE OF NEW YORK, Semester _____ School Year _____
COUNTY OF WYOMING

Name: _____ **Social Security No** _____

Daytime Phone#: _____

Addresses:

Dates of Residency:

Street City State Zip

Street City State Zip

Street City State Zip

From _____ To Present Date
From _____ To _____
From _____ To _____

Mailing Address: _____
(If Different Than Above)

Citizenship: United States Citizen () Visa Type _____ Resident Alien # _____

I hereby swear and affirm that I reside at the above stated address; that I now am and have for a period of at least one year immediately prior to the date of the affidavit (or affirmation) and application; been a legal resident of the State of New York; that I now am and have been for a period of at least six (6) months** immediately prior to the date of this affidavit (or affirmation) and application, a legal resident of the County of Wyoming. I further state I plan to enroll in (Name of Community College) _____ and that this affidavit (or affirmation) and application is made for the sole purpose of securing from the Chief Fiscal Officer of the County of Wyoming a certificate of residence pursuant to the requirements of Article 126 of the Education Law.

(Signature of Applicant – to be signed in front of Notary Public) (Date)

Sworn to (or affirmed) before me this

THIS SPACE FOR USE OF CHIEF FISCAL OFFICER

_____ Day of _____ 20 _____

Certificate Issued () Certificate Denied ()

(Notary Public)

Date _____
By _____

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 registration for each college year, file with the college such certificate of residence issued not earlier than two months prior thereof, and such certificate of residence shall be valid for one year from date of issuance."

**In the event that a person qualified as above for a state residence, but has been a resident of two or more counties in the state during the six months immediately preceding his/her application for a certificate of residence pursuant to Section Sixty-Three Hundred Five of this chapter, the charges to the counties of residence shall be allocated among the several counties proportioned to the number of months, or major fraction thereof, of residence in each county.
Rev. 07/2008