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# Delaware County

Delaware County Treasurer (607) 746-2121  
P.O. Box 431  
Delhi, NY  
13753

Website: <http://www.co.delaware.ny.us>

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Contact: Beverly Shields

**The attached application/affidavit must be completed and presented to the above address with the appropriate proof. The County needs this form in order to determine your eligibility for a Certificate.**

Requirements:

- Application (The application **must** be signed in the presence of a Notary Public. This will require a picture ID.)
- One proof required.

Acceptable proof (examples):

- Valid NY State driver's license that is at least one year old and has a current address.
- Utility Bill, Lease agreement, Prior years income tax return.
- High school transcript (if you were enrolled in a high school in the county's school district within the past year).
- Mail post-marked 12 and/or 6 months prior to class starting (must be street address, not a **PO BOX** address).
- (See attached letter)

**Certificate must be obtained within the time period of 60 days before the first day of class but no later than 30 days after the first day of class.**

**The Original Certificate of Residence (not this application) can be delivered to any of the three TC3 locations: Ithaca Extension Center, Cortland Extension Center or the main campus or it can also be mailed to:**

*Tompkins Cortland Community College  
Room #215  
170 North Street, PO 139 Dryden, NY 13053.*

**Note: faxes or photocopies are NOT acceptable.**

**DELAWARE COUNTY TREASURER**  
P.O. BOX 431, 111 MAIN STREET  
DELHI, NEW YORK 13753  
(607) 746-2121

BEVERLY J. SHIELDS, COUNTY TREASURER

**DELAWARE COUNTY CERTIFICATE OF RESIDENCY**

A certificate of residency issued by the Delaware County Treasurer will eliminate the non-residency tuition charge. FAILURE to comply with the following will result in you being charged the non-refundable, non-resident tuition charge.

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**INSTRUCTIONS**

You may send the following to our office by mail or bring in person:

1. A completed **notarized** application. Blank forms are available at the community college and at this office.
  2. Proof of residency. Refer to reverse side.
  3. A note stating when the course begins.
  4. A daytime telephone number where you may be reached.
- .....

**SUBMISSION**

Submission must be between **TWO MONTHS BEFORE** and **ONE MONTH AFTER**. (i.e. If course starts September 1, submission period is July through September 30.)

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**QUALIFICATIONS**

You must be a resident of New York State for at least one year prior to the date of the affidavit and you must be a resident of Delaware County for 6 months prior to the date of affidavit.

**PROOF OF RESIDENCY**

Satisfactory proof of residency consists of the original or copy of one of the following:

1. Valid New York State driver's license.
2. New York State Motor Vehicle ID.
3. Diploma from a Delaware County School District received within the last year.



**ATTENTION**

**BE SURE TO APPLY WITHIN THE PROPER TIME SPAN**

**APPLICATIONS NOT FILED WITH THE COLLEGE  
WITHIN 30 DAYS AFTER THE COURSE BEGINS  
WILL NOT BE HONORED  
(NO TUITION PAID)**

AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE, PURSUANT TO SECTIONS 6301 AND 6305 OF THE EDUCATION LAW, IN CONNECTION WITH ATTENDANCE AT A COMMUNITY COLLEGE

STATE OF NEW YORK, COUNTY OF DELAWARE SOCIAL SECURITY # \_\_\_\_\_

\_\_\_\_\_, does hereby swear (or affirm) that he

resides at \_\_\_\_\_, in the (City, Village or Town) of \_\_\_\_\_ County of Delaware, State of New York; that he now is, and has for a period of at least one year immediately prior to the date of this affidavit (or affirmation) and application been, a resident of the State of New York; that he now is or has been for a period of six (6) months within the six months immediately prior to the date of this affidavit (or affirmation) and application\*\* a resident of the County of Delaware; and that he has lived at the following places during the year immediately prior to the date of this affidavit (or affirmation) and application:

ADDRESSES

DATES

\_\_\_\_\_  
\_\_\_\_\_

Applicant further states that he plans to enroll in \_\_\_\_\_ College and that this affidavit (or affirmation) and application is made for the purpose of securing from the Chief Fiscal Officer of the County of Delaware a certificate of residence pursuant to the requirements of Article 126 of the Education Law.

\_\_\_\_\_  
Signature of Applicant

Worn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

Notary Public or Commissioner of Deeds

This space for use of Chief Fiscal Officer of County  
Certificate Issued ( ) Certificate Not Issued ( )

Date \_\_\_\_\_ By \_\_\_\_\_

\*Education Law, Section 6305, provides: "The chief fiscal officer of each county, as defined in Section 2 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 on 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 or school district, 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 purposes of section sixty-three hundred five of this chapter, his application for a certificate of residence).

\*\*In the event that a person qualified as above for state residence, but has been a resident of two or more counties in the state during the six months immediately preceding his 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 proportional to the number of months, or major fraction thereof, of residence in each county.