
Orleans County

Orleans County Treasurer
Central Hall

34 East Park St.

Albion, NY

14411-1488

Phone (585) 589-5353

Fax (585) 589-9220

Website: <http://www.orleansny.com>

Contact: Susan Heard, Treasurer
Roxie Basinait, Deputy Treasurer

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

Requirements:

- Application (The application **must** be signed in the presence of a Notary Public.)
- Two forms of proof (one year NY State; 6 months in Orleans County)

Acceptable Proof (examples):

- 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).
- Valid NY State driver's license or permit that is at least 1 year old with a current address.

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.

NEW YORK STATE CERTIFICATE OF RESIDENCE INFORMATION

Why do I need a Certificate of Residence?

Your Certificate of Residence entitles you to pay resident tuition, which is LESS THAN HALF that of nonresidents. Residency is determined by county officials, not by the college. You must apply to your County Treasurer or Department of Finance in order to receive a Certificate of Residence. If a county issues you a Certificate of Residence for the semester(s) you attend, the county will pay the nonresident portion of your tuition. If you do not obtain a certificate in accordance with the county regulations, the county will NOT pay this and YOU WILL BE BILLED for the nonresident tuition.

How do I qualify for a Certificate of Residence?

In order to qualify for a Certificate of Residence, you must have lived in New York State for the year prior to date of registration and in a county of New York State for the last six months of that year. If you have resided in more than one county during the last six months, you must obtain a certificate from each county.

How long is the Certificate of Residence good for?

The Certificate of Residence is effective for ONE YEAR. You must submit a new Certificate of Residence ONCE A YEAR, EVERY YEAR you are enrolled at the college.

So, what do I have to do to get my Certificate of Residence?

1. Fill out the application completely, in ink. (Print clearly.)
2. Have the form notarized by a certified New York State notary public. Most county offices will have a notary public on the premises.
3. Take or mail the application to the County Treasurer in your HOME county. If you mail your application, you will need to send proof that you reside in that county. Acceptable proof may be a copy of your driver's license, or a rent receipt bill with your name and address on it, dated at least six months prior. If you reside with your parents, you may send a copy of your parents' New York State Tax Return for the past year showing you as a dependent. Include a self-addressed stamped envelope.
4. The County Treasurer will issue the Certificate of Residence to you.
5. Send or bring the Certificate of Residence to the TC3 Center for Career & Educational Planning (Rm 216). PLEASE- DO NOT BRING THE APPLICATION TO THE COLLEGE, AND DO NOT APPLY FOR YOUR CERTIFICATE MORE THAN 60 DAYS BEFORE THE START OF THE SEMESTER OR 30 DAYS AFTER CLASSES BEGIN.

THERE ARE SOME COUNTIES/AREAS THAT HAVE SPECIAL REQUIREMENTS

BROOME COUNTY RESIDENTS: You must include a letter from a responsible party who is not related.

CAYUGA COUNTY RESIDENTS: Get a Cayuga County application from your TOWN CLERK, have the Town Clerk fill out their portion, then take the completed application to the Cayuga County Treasurer in Auburn, NY. **Call (315)-669-2784** for examples of acceptable proof of residency.

NEW YORK CITY AREA: APPLY IN PERSON. **Have your application notarized before you go.** You must have at least two items of proof of residence. **Call (212)-669-2784** for examples of acceptable proof of residence.

SUFFOLK COUNTY RESIDENTS: You must get your Certificate BEFORE classes start. Call the County Comptroller at **(631)-853-5052** for further information.

*If you have any further questions, please call YOUR HOME COUNTY Treasurer, Comptroller, or Department of Finance.

