
Clinton County

Clinton County Treasurer
County Government Center
137 Margaret St.
Plattsburgh, NY
12901

(518) 565-4730

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

Contact: Janet Duprey

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 (Student must sign the signature **in the presence of a Notary Public**)
- Proof of one year in NY State; 6 months in Clinton County

Acceptable proof (examples):

- Utility Bill, Lease agreement, Prior years income tax return, voter's registration.
- Valid NY State Driver's license at least 1 year old with current address.
- 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).

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.

AFFIDAVIT FORM FOR OUTLYING COUNTIES

A CERTIFICATE OF RESIDENCE ISSUED BY THE CHIEF FISCAL OFFICER OF YOUR HOME COUNTY WILL ELIMINATE THE NON-RESIDENT TUITION CHARGE. FAILURE TO COMPLY WILL RESULT IN YOUR BEING CHARGED THE NON-RESIDENT TUITION RATE, WHICH IS NOT REFUNDABLE.

A. QUALIFICATIONS

1. Resident of New York State for at least one year prior to date of affidavit.
 2. Resident of your county for at least six months prior to date of affidavit.
- B. TO APPLY IN PERSON

1. Secure affidavit from the Community College, complete it and have it notarized.
2. Present affidavit, plus *satisfactory proof of residence to:

Chief Fiscal Officer
of your home county.

*Satisfactory proof of residence consists of the original or a copy of:

- Driver's license or automobile registration dated at least one year prior to affidavit.
- Voter's registration dated at least one year prior to application.
- High School diploma.

IMPORTANT

For the applicant who resides with his parents, it is also necessary to include a statement from his parents advising that the applicant is a bona-fide resident of the address indicated on the affidavit.

C. TO APPLY BY MAIL

Same as above, except that the affidavit, plus satisfactory proof of residence, together with a self-addressed, stamped envelope should be mailed to:

Chief Fiscal Officer
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CERTIFICATE OF RESIDENCE

Affidavit (or Affirmation) for Certificate of Residence pursuant to Section 6305
Of Education Law in connection with attendance at a community college

Please Print in Ink

Social Security No. _____ Telephone No. _____

Student Name: I, _____, hereby affirm that I am now and have been for a period of at least one year immediately prior to the date of this affidavit, a resident of the State of New York, and that I have resided at the following address for _____ year(s), _____ month(s):

_____ Street or Road _____ Town or City _____ Zip _____ County

Previous Address: (If you have not lived at the above address for at least one year.)

_____ Street or Road _____ Town or City _____ Zip _____ County _____ Yrs./Mos.

_____ Street or Road _____ Town or City _____ Zip _____ County _____ Yrs./Mos.

I, further affirm that I plan to enroll at _____ Community College and that this affidavit is made for the purposes of securing a certificate that I have met the residence requirements of Article 126 of the Education Law.

Student Signature: _____

Sworn to (or affirmed) before me this _____ day of _____, _____

Notary Public: _____

Chief Fiscal Officer of County:
<input type="checkbox"/> Certificate Issued
<input type="checkbox"/> Certificate Not Issued
Dated _____ By: _____