

## SUFFOLK COUNTY

**SUFFOLK COUNTY DEPT. OF AUDIT & CONTROL  
H. LEE DENNISON BLDG. - 8TH FLOOR  
100 VETERANS MEMORIAL HWY. - PO BOX 6100  
HAUPPAUGE, NY 11788-0099  
ATTN: CERTIFICATE OF RESIDENCE**

P (631) 853-5052  
F (631) 853-5722

WEBSITE: <http://www.co.suffolk.ny.us>

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CONTACT: Patricia Bonomo

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

### **Requirements:**

- Applications are accepted by **MAIL ONLY!** The application **must** be signed in the presence of a Notary Public before mailing.
- Two forms of proof of address must accompany your application (1 year in NY State; 6 months in Suffolk County). (Proof may be **clear** photocopies, but affidavits **must be original.**)
- Stamped, self addressed envelope.

ONE YEAR PROOF **MUST** HAVE AN **ISSUE** DATE OF AT LEAST ONE YEAR AGO, BUT NOT MORE THAN TWO YEARS AGO:

Acceptable forms of **one** year proof are:

- Lease agreement, 1 year ago previous NY State Income Tax Return, NY State Drivers License, Auto Registration, Current High School Transcript or High School Report card from prior year.

SIX MONTH PROOF **MUST** BE DATED **WITHIN** THE PAST SIX MONTHS: (not more than 6 months old)

Acceptable forms of **six** month proof are:

- Bills or Statements, Financial Aid forms or Student Loans.

ALL PROOF MUST REFLECT AN ACTUAL STREET ADDRESS. PO BOX ADDRESSES ARE NOT ACCEPTABLE.

Certificates **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 the official start date of the semester.

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

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

Note: Faxes or photocopies of application are **NOT** acceptable.

IF YOU HAVE ANY QUESTIONS REGARDING ANY OF THIS INFORMATION, PLEASE CALL (631) 853-5052, BETWEEN THE HOURS OF 9:00 AM & 4:00 PM, MONDAY THRU FRIDAY.

COUNTY OF SUFFOLK



OFFICE OF THE COUNTY COMPTROLLER

JOSEPH SAWICKI, JR.  
Comptroller

**INSTRUCTIONS FOR OBTAINING A CERTIFICATE OF RESIDENCE**

**APPLICATIONS ARE ACCEPTED BY MAIL ONLY.**

Complete Affidavit (print legibly in ink) and have it NOTARIZED (notaries must sign as well as stamp affidavit).

**Mail completed, notarized affidavit, together with 2 FORMS of proof of address & a stamped self addressed envelope to:**

SUFFOLK COUNTY DEPT. OF AUDIT & CONTROL  
ATTN: CERTIFICATE OF RESIDENCE  
H. LEE DENNISON BUILDING - P.O. BOX 6100  
100 VETERANS MEMORIAL HIGHWAY  
HAUPPAUGE, N.Y. 11788-0099

**TWO (2) forms of proof are required, which must be in STUDENT'S NAME. Without sufficient proof your application cannot be processed. Proof must reflect an actual physical address. (P.O. BOX ADDRESSES ARE NOT ACCEPTABLE).**

**PROOF CANNOT BE MORE THAN TWO (2) YEARS OLD.  
(Any documents issued more than 2 years ago, will NOT be accepted.)**

Proof **MUST** be **ONE** of the following, proving you have been a resident of NY State for the entire prior year (**DATED ONE YEAR PRIOR TO DATE ON THIS APPLICATION**).

DRIVER'S LICENSE      LEARNERS PERMIT      AUTO REGISTRATION

SELECTIVE SERVICE CARD      VOTER REGISTRATION CARD

NEW YORK **STATE** INCOME TAX RETURN with W-2 ATTACHED

(1040 is a Federal tax return, the requirement is a **NY State** tax return.(IT-200 or IT-201).

HIGH SCHOOL TRANSCRIPT or REPORT CARD (dated 1 year prior to application)

**PLUS - ONE more document proving residency in Suffolk County for prior 6 months (DATED WITHIN THE SIX MONTHS PRECEEDING date on this application. - ie: TAP Award, Financial Aid, Student Loan, Bank Statement, Credit Card Statement, Phone Bill, or Utility Bill.**

**If proof does not fulfill time-frame requirements, or if address on proof does not match current residence, or if there are any other discrepancies, application will be returned to you for additional proof. If you need clarification you may call 631-853-5052 between 9:00AM & 4:00PM**

**\*\*IF YOU ARE NOT A U.S. CITIZEN, YOU MUST INCLUDE A COPY OF THE FRONT AND BACK OF YOUR PERMANENT RESIDENT ALIEN CARD.\*\***

\*\*\*\*\*ATTENTION\*\*\*\*\*

**SUFFOLK COUNTY RESIDENTS ATTENDING OUT OF COUNTY COMMUNITY COLLEGES**

**GUIDELINES/INSTRUCTIONS FOR OBTAINING A CERTIFICATE OF RESIDENCE**

**PLEASE READ THIS INTRUCTION SHEET IN ITS ENTIRETY (front and back)**

If you are a Suffolk County resident and you are attending a community college that is not in Suffolk County, New York State Education Law (Section 6301 & 6305) requires you to submit, to the college you are attending, a certificate of residence. If you fail to do so you will be charged out of state/out of county tuition, which in most cases is double tuition. Please read this guideline/instruction sheet carefully so that you may fully understand how to obtain a Certificate of Residence.

You must Obtain your Certificate of Residence from the Suffolk County Comptrollers Office, Department of Audit & Control, no earlier than sixty (60) days before the official start date, nor more than thirty (30) days after, the official start date of any given semester. That gives you a 90 day window in which to obtain a certificate of residence. For semesters that are shorter in duration than 30 days (i.e. winter/intercession or summer/summerim) the deadline is the last day of class or the 30<sup>th</sup> day, whichever comes first.

Certificates of Residence are valid for one school year, beginning with the Fall Semester. All Certificates expire on August 31<sup>st</sup>, the end of a school year. You must obtain a new certificate every new school year. Certificates of Residence do not carry over from year to year.

If you receive a certificate of residence beginning with the Fall Semester, and you complete the Fall Semester, your Certificate will be valid for Fall, Winter, Spring, and Summer Semesters at the same school. If you receive a certificate for the Fall Semester, and for some reason do not complete the Fall Semester, then you must obtain a new certificate for the next semester you do attend.

If you receive a certificate of residence for Winter or Spring Semester, that certificate will also be valid for Summer Sessions, and will expire on August 31<sup>st</sup> of that school year. Certificates issued for Summer Semesters are valid for Summer Semesters **ONLY**.

Certificates of Residence are school specific. If you attend more than one community college, you must obtain a Certificate of Residence for every school you attend. For example: you attend one college for Fall semester and a different college for Spring semester, you must obtain a new Certificate of Residence for the new school and semester. Also, if you attend classes over the Internet, at more than one college, you must obtain a certificate for each school you attend.

The requirements for obtaining a Certificate of Residence are, you must be able to prove that you have been a resident of New York State for the entire prior year, and of Suffolk County for the prior six months. If you have moved out of, or into, Suffolk County within the past 6 months, you must make that clear on your affidavit/application. Your certificate will then be prorated for the amount of time you have lived in Suffolk County. You must also be a United States Citizen or be a Permanent Resident Alien for at least one (1) full year.

**INSTRUCTIONS FOR OBTAINING A CERTIFICATE OF RESIDENCE**

Obtain Affidavit/Application for a Certificate of Residence from the school you wish to attend. All affidavit/applications come from the schools, not Suffolk County.

Complete Affidavit/Application in its entirety. Print legibly, in blue or black ink, or type all information. Do not leave any spaces blank. If you fail to complete all sections of your affidavit, your certificate will be delayed and will result in the school billing you additional tuition.

You must have your signature notarized. Most banks have a notary public on duty. Notaries must stamp, date and sign their name on your affidavit/application. A notary may not be a relative or a person with the same last name as yours.

Mail the original, completed, notarized affidavit/application with proof of your address to the following:

Suffolk County Dept. of Audit & Control,  
Attn: Certificate of Residence  
100 Veterans Hwy., P.O. Box 6100  
Hauppauge, NY 11788-0099.

Do not come to the office in person, applications are accepted by mail only. You must include a self-addressed, stamped, legal size envelope to your current Suffolk address, not the school you are attending.

All affidavit/applications must be received by Suffolk County Dept. of Audit & Control (not postmarked, received) no later than the official deadline date of a semester. (Time frames were covered on the reverse of this page.) Any affidavits received in this office after a deadline for a semester has passed, will result in your disqualification for a certificate at that time, and you will be responsible for all fees and tuition charged by your college for that semester. No exceptions will be made under any circumstance.

**TWO (2) Forms of proof of address must accompany your application. All proof must be in student's name.** You must submit sufficient proof in order to qualify for a certificate of residence. Be sure all photocopies of your proof are clear and legible. Do not send original documents of proof, as it will not be returned to you. Your affidavit however, must be the original notarized document.

Proof must reflect an actual physical street address; any proof with a **PO Box** address is **NOT** acceptable, (except for NY State income tax returns).

In order to prove you have been a resident of New York State for the **entire prior year** you **must** submit **one** of the following documents, issued (dated) at least one year ago, but not more than 2 years ago.

DRIVERS LICENSE or LEARNERS PERMIT    AUTO REGISTRATION    SELECTIVE SERVICE CARD  
VOTER REGISTRATION I.D.CARD (not polling place reminder card)  
HIGH SCHOOL REPORT CARD  
HIGH SCHOOL TRANSCRIPT (unofficial is acceptable)  
NEW YORK STATE INCOME TAX RETURN (IT-200 or IT-201) with a W-2 Attached.

A 1040 Federal Tax return is not acceptable. If you are under 21; or if you do not file New York State income taxes in your own name, you may submit a copy of your parents Federal (claiming you as a dependent) & New York State income tax returns. Keep in mind income taxes are filed in a current year for a year immediately prior. They will not be one year old until the following year. We must use filing date of a tax return not the year they are filed for. Therefore the prior year tax return does not satisfy the one-year requirement. We would have to use taxes with a filing date from the previous year.

The above documents, are the only documents acceptable, to prove 1-year & must be dated at least 1 year prior to the date your affidavit was notarized.

Proof that has an issue date of more than 2 years ago is not acceptable. Keep in mind, drivers licenses are now being issued for 8 years. Once your current drivers license has past the 2 year issue date, you can no longer use it to prove the prior year in the state. We would then require NY State Tax Returns with a filing date of one year ago.

In order to prove you have been a resident of Suffolk County for the prior 6 months you must submit one of the following dated within the six (6) months preceding the date on your application. TAP Award, Financial Aid (FAFSA), Student Loan, Bank Statement, Credit Card Statement, Phone Bill or Utility Bill.

**Reminder: TWO FORMS OF PROOF MUST BE SUBMITTED: ONE TO SATISFY THE 1-YEAR NY STATE REQUIREMENT AND ONE TO SATISFY THE 6-MONTH COUNTY REQUIREMENT.** Also - Keep in mind if the documents you submit do not satisfy the timeframe requirements or if address on your proof does not match your current residence, your papers will be returned to you for additional proof, thus delaying the process. Please be prepared to furnish additional documents, if required to do so, in order to clear up any timeframe or address discrepancies. You must also provide proof of any name changes (ie. marriage or divorce).

The final requirement in order to qualify for this program is, you must be a United States Citizen or a Permanent Resident Alien for at least 1 full year. If you were not born in the United States you must submit a copy of the **front & back** of a valid Permanent Resident Alien card issued to you at least 1 year ago.

**Reminder:** You must include a self-addressed stamped (regular postage) business/legal size envelope. You will receive a certificate of residence by return mail, that you in turn, must give to your school, so that they do not charge you the additional tuition non-resident rate.

It will take at least 10 business days to process your application. Do not assume that just by mailing your application to us that you automatically have a certificate of residence. If you want to be sure your affidavit will be received by this office before the deadline, you should mail it via express mail, next day service. If you do not receive a certificate of residence in the mail within 10 days you may call 631-853-5052 between 9:00am and 4:00pm, to inquire about its status.

When you receive your certificate, please read it carefully. Make sure your name, address and Social Security Number are correct, before submitting it to your school. If you have any questions regarding any of these instructions, you may call 631-853-5052 between 9:00am & 4:00pm Monday thru Friday.

**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 School)

(Check all that apply) FULL-TIME  PART-TIME  ON-LINE  OVERSEAS  SPECIAL  \_\_\_\_\_

**STATE OF NEW YORK,  
COUNTY OF SUFFOLK**

Semester \_\_\_\_\_

Name:.....(Social Security No .....)  
(Full Name)

**Addresses:**

**Dates of Residency**

.....	From _____ To Present
Street City State Zip	
.....	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 this 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 Suffolk. I further state I plan to enroll in (enter name of school)..... 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 Suffolk a certificate of residence pursuant to the requirements of Article 126 of the Education Law.

\_\_\_\_\_  
(Signature of Applicant) (Date)

Sworn to (or affirmed) before me this  
.....day of.....20.....  
.....  
Notary Public

This space for use of Chief Fiscal Officer of County  
Certificate Issued ( ) Certificate Denied ( )  
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 a 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."

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, 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 for the purpose 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 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 proportional to the number of months, or major fraction thereof, of residence in each county.