WESTCHESTER COUNTY -- CERTIFICATE OF RESIDENCE

A) **How To Apply:**

Application - Complete, Sign and have Application Notarized

Provide Copies of the following Documents:

1. New York State Issued Photo ID -- (Drivers License, Permit Or Or Non Drivers License
2. Student signed Social Security Card
3. Permanent Resident Card Or Visa – If not a U.S. Citizen
4. Two forms of Address Proof:*
   - (a) **Document showing New York State Residence for one (1) year.** Document must have name, address and be dated one year prior to the application date
   - (b) **Document confirming current Westchester County residence.** Document must have name, address and be dated within the immediate six (6) months prior to the application date

***Acceptable address proof documents – New York State Issued Photo ID (Drivers License, Learners Permit, Non-Drivers ID) and one of the following documents: Bank Statement; Utility Bill; Voter Registration Card; Car Insurance ID Card; High School Report Card; Credit Card Statement; Property Tax Bill.**

Documents with Post Office Box Address and Envelopes are not acceptable forms for proof of address.

If a student does not have two forms of address proof – the Parent/Guardian Form must be completed, notarized and attached to the student application along with the required address proof in the name of the parent/guardian. **However, all students must have a NYS Photo ID, social security card and one form of address proof which can be the NYS Photo ID.**

Mail To: Westchester County Department of Finance
148 Martine Avenue, Room 728/Cert
White Plains NY 10601

NOT ACCEPTED: FAXED APPLICATIONS And HAND DELIVERIES

B) **Deadlines:**

Fall Semester	September 30
Winter/Spring Semester	February 28
Summer Semester	July 30
Mini Courses	Submitted within five (5) days of course start date

No Exceptions Will Be Made

AFFIDAVIT AND APPLICATION FOR CERTIFICATE OF RESIDENCE

Pursuant to Section 6305 of the Education Law*For Attendance At A Community College

PLEASE PRINT **APPLICATIONS ARE ACCEPTED BY MAIL ONLY**

PROOF OF ADDRESS MUST BE SUMITTED WITH APPLICATION

INCOMPLETE APPLICATIONS WITH BE RETURNED

STATE OF NEW YORK

COUNTY OF WESTCHESTER

U.S. CITIZENSHIP STATUS: Please Check Box

Citizen ___ Resident Alien* ___ Other-Visa*____

* **Attach Copy of Permanent Resident Card Or Visa**

SOCIAL SECURITY NUMBER _____

I _____ hereby swear that I reside at _____

FULL NAME **STREET ADDRESS**

in the City, Village, Town of _____, County of Westchester, State of New York.

NAME OF CITY/VILLAGE/TOWN/ AND ZIP CODE

That I now am, and have been for a **period of at least one year immediately prior to the date of this affidavit and application, been a resident of the State of new York, that I am now, and have been for a period of at least six months immediately prior to the date of this affidavit and application been, a resident of the County of Westchester**, and that I have lived at the above address(s) during the year immediately prior to the date of this affidavit and application.

If less than one year at the above address complete the following

Address From/To

_____ _____

_____ _____

I plan to enroll at _____ **Indicate Semester: Fall** ____ **Winter** ____ **Spring** ____

SCHOOL NAME **Summer** ____ **Mini Course Date** _____

And that this affidavit and application is made for the purpose of securing from the Chief Fiscal Officer of the County of Westchester a Certificate that the applicant has met the residency requirement of Article 126 of the Education Law.

Sworn to before me this

_____ day of _____ _____

_____

Signature of Applicant

_____

Notary Public

*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/her 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 a certificate issued not earlier than two months prior thereto, and such certificate of residence shall be valid for a period of one year from the date of issuance. Education Law, Section 6301, Paragraph 4 defines: Resident – person who has resident 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 6 months, both immediately preceding the date of such registration in a community college.

This Space For use of the Chief Fiscal Officer of County

Certificate Issued _____ By _____

Revised March 2014

PARENT OR GUARDIAN -- USE THIS FORM IF THE STUDENT DOES NOT HAVE THE REQUIRED TWO (2) FORMS OF ADDRESS PROOF -- SUBMIT PARENT OR GUARDIAN ADDRESS PROOF WITH NOTARIZED FORM

State of New York
County of Westchester

I, _____ do hereby swear that my son/daughter/
Parent or Guardian Name

grandson/granddaughter/nephew/niece, _____, resides with me
Name of Applicant

At _____
Street Address

In the city, town, village of _____
Name of City/Town/Village

County of Westchester, State of New York; and that he/she is, and has for a period of at least one year immediately prior to the date of this affidavit and application, been a resident of the State of New York; that he/she now is, and has for a period of at least six months immediately prior to the date of this affidavit and application, been a resident of the County of Westchester.

_____ _____
Signature of Parent or Guardian Date

SWORN TO BEFORE ME THIS

____ day of _____ 20_____

_____
Notary Public
My Commission Expires: