# Instructions for County of Albany Certificate of Residence

Department of Management and Budget Albany County Division of Finance 112 State Street, Room 800 Albany, NY 12207

We are located at the corner of Lodge and State Street in downtown Albany (kitty-corner to St. Peter's Cathedral, one block from the State Capitol Building). If you have any questions, please contact us at (518) 447-7070.

Revised: 12/2005

Applicant must prove the following information:

A. The applicant *must* be a New York State resident for one full year prior to application.

B. The applicant must prove that they have resided in Albany County for the six months prior to application. If the proof provided reflects less than six months, the applicant will receive credit for only that time period established by the proof submitted. In the event that the applicant has lived in NYS for one year, but lived in more than one county during that time, the remainder of the six months must then be applied for from the previous county in New York State.

### **EXAMPLE of PARTIAL COUNTY RESIDENCY**

An applicant in January 2006 may have a New York State Driver's License issued in January 2005 showing a Schenectady County address and an electric bill in the applicant's name dated two months back from the application date showing an Albany County address. This applicant is entitled to a Certificate of Residence from Albany County indicating 2 months residency in Albany County.

# **Examples of Proof:**

There are two things that must be established—1) one year residence in New York State and 2) residence in Albany County for the prior 6 months. If you have not changed your address within the last year, one document can establish both conditions.

These documents *must* be in the applicant's name, and at an Albany County address:

Driver's License, Car Registration, Official Business Mail, Rent Receipt, Bank Statement, W-2 for previous year, Tax Bill, Lease Agreement, NYS TAP Information, High School Transcript, Prior Year Tax Return, Power or Water Bills, Payroll Check stub with Home Address listed, Postmarked Mail received in applicant's name at the Albany County address

These documents must be at least one year old to show NYS residence, and/or 6 months old *at the current address* to establish Albany County residence. It is

impossible to list every example of acceptable proof here. Anything legally establishing residence will be accepted.

## To complete the application, please review the following:

- 1. Applicant's name.
- 2. Street Address: Applicant's current street address with City/Town and ZIP Code. If applicant has recently moved out of Albany County, but needs a partial Certificate from Albany County, they must complete the application with their last Albany County address.
- 3. Years/Months at Street Address: list the number of years and/or months that you have lived at the address listed on this application.
- 4. City, Village, or Town: Applicant should indicate what section of Albany County he or she lives or lived in that makes them eligible for the certificate.
- 5. Social Security Number: list applicant's social security number.
- 6. Age: Check appropriate box
- 7. U.S. Citizen: Applicant should check yes or no. If no, applicant must provide proof of legal entry to the U.S. Green cards and Form I551, which is usually stamped on the applicant's passport, are examples of acceptable proof.
- 8. Previous Addresses: In the case of an applicant who has lived in different parts of New York State within the last year, these lines (along with proof) are provided. A person who has lived at the same address as stated in number 3 need not fill out this item.
- 7. Affirmation of County Residence: this item should be filled in by applicant and the number of months within the last six months must be listed (*e.g.* if you have lived at the same address for a year, you would enter "6" months within the last six months).
- 8. Signature of applicant, and date signed: Must be done in the presence of a Notary Public or Commissioner of Deeds.

- 9. Notary or Commissioner of Deed will fill out this section: Notary Public services are available at most banks, the County Clerk's office, town clerks' offices, and can be found under "Notary" in the phone book.
- 10. Issuing staff will review application and proofs provided, then fill out and date the Certificate of Residency, adding in the number of months covered by the certificate. Please note all information is needed on the application (see attached).
- 11. If applying in town or city: Applicant receives the certificate and the application is forwarded to the Department of Management and Budget, Division of Finance, Room 800, 112 State Street.

# Albany County Affidavit and Application for Certificate of Residence Pursuant to section 6305 of the Education Law in connection with enrollment at a Community College in the State of New York

Applicant's Name:					
Street Address:					
City		State	ZIP		v long at address?
					(Years/Months
CITY, VILLAGE	OR TOWN of residen	ce: (please	e check on	e of the boxes bel	low)
☐ City of Albany 01☐ Berne 02☐ Guilderland 08	☐ City of Cohoes 06☐ Bethlehem 03☐ Knox 09	3		□ Colonie 05	☐ Green Island 07 e 11 ☐ Westerlo 13
Social Security No.: Are you a U.S. Citiz	Are you over 17? $\square$ Ye		7? □ Yes □ No		
Previous address if a	at the above less than o	ne year:			
··		How Long?		ng?	Years/Months
2			How Long?		Years/Months
in Albany County for been a resident of N College and that this	I have been a resident of a period ofew York State for the particular county pursuant to	_ months w past year an on) is made	ithin the last d plan to end for the pure	st six months. I function in a New Yorpose of securing	orther state that I have rk State Community a Certificate of
Date		Sign	nature of A	pplicant	
Sworn to (or affirmed) b	pefore me this				
day of	, 20				
NOTARY PUBLIC OR C	COMMISSIONER OF DEE	DS			

Education Law provides that upon application and submission of satisfactory evidence, any person desiring to enroll in a community college as a non-resident student shall be issued, 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 thereto, and such certificate of residence shall be valid for a period of one year.

A resident is a person who has resided in the state for a period of at least one year and in the county for a period of at least six months, both immediately preceding the date of such person's registration in a community college. In the event that a person is qualified for state residence, but has been a resident of two or more counties in the state during the six months immediately preceding application pursuant to Section 6305, the charges of the counties of residence shall be allocated proportional to the number of months, or fraction thereof, of residence in each county. Further information is available in Article 126, Section 6301 and 6305 of the Education Law, posted on the Albany County website at <a href="www.albanycounty.com/finance">www.albanycounty.com/finance</a>.