

## **CERTIFICATE OF RESIDENCE**

**Cayuga County Treasurer's Office  
County Office Building, 5<sup>th</sup> Floor  
160 Genesee Street  
Auburn, New York 13021  
(315) 253-1211**

### **Eligibility:**

- Cayuga County resident for six (6) months, AND
- New York State resident for one (1) year
- Certificates issued for students applying to a two year SUNY Community College located in New York State outside of Cayuga County.

### **Guidelines:**

- Certificate is valid for one (1) academic year.
- Certificates are issued for a specific school. If you attend classes or take online classes at more than one school, a certificate is required for each school.
- Applications cannot be submitted sooner than 60 days before classes start and must be obtained within 30 days of classes beginning.

### **Application Directions:**

1. FILL OUT APPLICATION
  - a. Name of Student
  - b. Residence where Student is living (Please state full mailing address; NO P.O. Boxes)
  - c. City, Town, or Village where Student is living
  - d. Number of months lived at residence (1-6+ months). If a student lives at a residence for two months in the Town of Ira and five months previously in the Town of Mentz then two certificates are required to be completed to cover the 6 month period required to obtain assistance.
  - e. List addresses lived in as required during the year immediately prior to the date of this affidavit.
  - f. Community College or Institute in which student plans to enroll. If you plan on attending one or more during the semester you must provide an application for each college.
  - g. Provide the semester and academic year you plan to attend (for which this application applies).
  - h. Do NOT sign until you are in front of a Notary Public or Commissioner of Deeds.
    - i. Please be sure to have proper photo ID.
    - ii. A Notary Public is typically available, at no cost, in the County Treasurer's Office.
2. The Town or City is required to verify your residence on the bottom of this form. Prior to mailing or coming to the County Treasurer's Office this section must be completed. Take your completed form to the Town Office or City Hall for residency verification. Bring a photo ID with your residence address on it or other proof of residency. Contact the Town Office or City Hall for acceptable forms of proof.
3. EITHER:
  - a. Mail to Cayuga County Treasurer's Office
    - i. Application must be notarized
    - ii. Residency must be verified by Town or City
    - iii. Include a self-addressed, postage paid envelope to mail to either:
      1. Yourself
      2. Community College or Institute
  - b. Bring in person to Cayuga County Treasurer's Office
    - i. Residency must be verified by Town or City
    - ii. Bring photo ID if form needs to be notarized. Do NOT sign unless you are in the presence of a Notary Public.

**\*\*\*Please note this is only the application for a certificate of residency and it needs to be submitted to your local County Government Office (Treasurer) to be processed for the actual certificate. \*\*\***

