

Schoharie County Treasurer's Office
(518) 295-8386
Instructions for Certificate of Residence application

THE ONLINE APPLICATION IS NOT A CERTIFICATE OF RESIDENCE. It is an affidavit and APPLICATION for Certificate of Residence. Upon approval, Schoharie County will pay a portion of the applicant's tuition according to Education Law, Section 6305

1. The Treasurer issues Certificates of Residence Monday through Friday, 8:30 am – 5:00 pm at the Treasurer's Office at 284 Main St., 1st Floor, Schoharie, NY 12157
2. Certificates are issued 60 days prior to each college semester and up to 30 days after the beginning of each semester.
3. PROPER PROOF of residence must be submitted to prove student's residency, whether in person or by mail. **A copy of student's New York State driver's license, permit, Non-Driver ID card or other government issued identification must be submitted. If a Post Office Box, or an incorrect address is listed on your proof then another proof must be provided. NYS DMV requires a "resident" to change their driver's license within thirty days of relocation.** If you change your address online with MYDMV, we recommend you print out the screen information as typically this printout will have the date the change was made.
4. **PROOF OF RESIDENCY EXAMPLES:**
 - Automobile registration or insurance ID card in student's name for preceding year.
 - Copy of student's NYS income tax return for preceding year.
 - Residential property tax bill or apartment lease in student's or parent's name for preceding year.
 - Voter registration card
 - Utility bill
 - Bank, credit or mortgage statement
5. Proof must show street address: Post Office boxes are NOT acceptable proof for determining residency
6. If a student is under the age of 21 and has difficulty locating proof, the proof may be in a parent's name providing the parent resides at the same address as the student.
7. The burden of the proof lies with the student, not Schoharie County Treasurer Department, nor a community college. It is the student's responsibility that the proper proof be provided.
8. Your completion of this form does not guarantee eligibility. There is no fee for a Certificate of Residence Application. Fraudulent applications will be prosecuted.

9. Application must be completed using the applicant's full legal name, no nicknames. **ONE APPLICATION MUST BE COMPLETED FOR EACH COMMUNITY COLLEGE ATTENDING.** Four Year SUNY Colleges or private colleges are not eligible. One Certificate of Residence will be issued for each approved college.

10. If applying for a Certificate of Residence by mail:

- a. Complete the application for a Certificate of Residence.
- b. The application must be notarized. Sign the application **in front of a Notary Public.**
- c. Mail the application and all proper proof to:

Schoharie County Treasurer
P.O. Box 9
Schoharie, NY 12157