



## INSTRUCTIONS FOR CERTIFICATE OF RESIDENCY

The Chautauqua County Finance Department issues Certificates of Residency only to permanent Chautauqua County residents who are attending community colleges within New York State.

The student may obtain an application from the community college they are planning to attend. **Certificates of Residency are valid for a period of one year from the date of issuance.** Students who wish to attend college for more than one year will be required to renew their certificate each year. A generic application is available on the Chautauqua County Website at [www.co.chautauqua.ny.us](http://www.co.chautauqua.ny.us).

**NOTE:** Living in Chautauqua County to attend college does not constitute permanent residency. If you are a permanent resident from another County and attending college in Chautauqua County, send your application to your County of residency to see if they offer this program. Furthermore, according to the Establishment of Residency for Tuition Purposes Policy Section II B: "If your principal or permanent home has not been in New York State for a 12-month period immediately prior to the date you intend to enroll, you will be considered an out-of-state student for tuition purposes. Please note that if you are financially dependent and your custodial parent lives in a state other than New York State, you will be considered a resident of that state." Section III A4: "A person does not acquire a New York State domicile only by being physically present in New York for the sole purpose of attending a New York State campus." Section IIIA5: "A person does not acquire a New York State domicile solely by being physically present in New York State for a period of twelve months."

### REQUIREMENTS

You must be.....

- ✓ A New York State permanent resident for at least one (1) full year prior to application.
- ✓ A Chautauqua County permanent resident for at least six (6) months prior to application.
- ✓ A US Citizen or carry a resident alien card ("green card") including proof of a valid application for permanent residency and verification that the application is pending.

### ACCEPTABLE IDENTIFICATION DOCUMENTS

- Driver's license or learner's permit (**preferred**)
- NYS photo ID
- NYS TAP Information
- Prior year income tax return or IRS W-2 form
- If the student is under 16, a high school photo ID and a piece of mail with their County address is acceptable.

*All documents must be in the applicant's name and clearly show a Chautauqua County address.*

**You will need to provide one (1) of the above forms of identification with your application.** You must complete the application in its entirety as instructed on the application and sign it in the presence of a notary public. **Please fax, mail, email or bring to our office the above information.** Notary Publics are available at your college, post offices, libraries, banks and municipal clerk's offices.

**Chautauqua County Finance Department  
Gerace Office Building  
3 North Erie Street  
Mayville, NY 14757**

### Contact information:

Telephone 716-753-4191 Fax: 716-753-4735

Nance' Brant: [Brantn@chqgov.com](mailto:Brantn@chqgov.com)