



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 must 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 with these instructions.

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, you should send your application to your County of residency to see if they offer this program.

REQUIREMENTS

You must be.....

- ✓ A New York State resident for at least one (1) full year prior to application.
- ✓ A Chautauqua County resident for at least six (6) months prior to application.
- ✓ A US Citizen or carry a resident alien card ("green card").

ACCEPTABLE IDENTIFICATION DOCUMENTS

- **Driver's license**
- NYS TAP Information
- Car Registration
- Lease agreement or rent receipt
- Prior year income tax return or IRS W-2 form
- Voter's registration card

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, sign it in the presence of a Notary Public and bring or mail it with a self-addressed, stamped envelope to the:

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

Remember to have the required acceptable identification documents with you if applying in person or include copies with your original application if mailed. Applications should be notarized and submitted no sooner than 60 days prior to and no later than 30 days after the start of the semester. If you have any questions, please contact the Finance Department at: (716)753-4223.