



ERIE COUNTY COMPTROLLER'S OFFICE

Edward A. Rath County Office Building

95 Franklin Street, Room 1154

Buffalo, New York 14202

Email: COR@erie.gov

Phone: (716) 858-8400

How to Submit Application:

- 1) **(Recommended Method)** Go to erie.gov/cor and click on the button “Submit application online”.
 - a. Fill out name, e-mail address, and phone number.
 - b. Upload notarized application.
 - c. Upload proof of address showing one year of NYS residence.
 - d. Upload proof of address showing 6 months of current Erie County address.
 - e. Click box to verify that you have attached the required proof of address.
 - f. Submit form – the student will receive an automatic reply e-mail.
 - i. *** Each attachment must each be less than 2MB, and in either jpeg, png, or pdf format.
- 2) Send e-mail to cor@erie.gov
 - a. Put full name and phone number in e-mail subject.
 - b. Attach notarized application, proof of address showing one year of NYS residence, and proof of address showing 6 months of current Erie County address
 - c. Send e-mail – the student will receive an automatic reply e-mail.

*** If additional proof of address is required, a Comptroller's Office staff member will contact you.*

The student will receive the certificate via the e-mail provided, which can be forwarded to the school.

Acceptable Proof of Address:

- NYS Issued Photo ID (Driver's License, Permit or Non-Driver's License) dated **over 1 year ago** with your current Erie County address. If you have this, no further proof is necessary.
- If you do not have a NYS Issued Photo ID dated **over 1 year ago** with your current Erie County address, you must provide:
 - One piece of Acceptable ID (see below) from **over 1 year ago** proving NYS residence
 - One piece of Acceptable ID (see below) from **over 6 months ago** proving current Erie County residence
 - ****If you have moved to a different address in the prior 6 months, you must provide proof for each address that you have resided in during the 6 month period**
- Acceptable ID is any of the following in the student's name:
 - NYS Issued Photo ID
 - Property Tax Bill
 - Utility Bill
 - Lease Agreement
 - Bank Statement
 - Parent(s) Federal or State Tax return showing student as a dependent
 - W-2 Statement
 - Pay Stub
 - Car Insurance Identification Card
 - High School Identification
 - High School Report Card/Transcript
 - Pistol Permit
 - Fishing License
 - Native American Address Verification



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AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE

Pursuant to Sections 6305* & 6301** of the Education Law

IMPORTANT: Student Must Complete All Shaded Areas

Community College Name: _____
Semester: _____ Year: _____
Student ID #: _____

**STATE OF NEW YORK,
COUNTY OF ERIE**

Applicant's Phone Number: () _____
Applicant's Email: _____

PERMANENT / LEGAL ADDRESS

*****PRINT ALL INFORMATION*****

I, _____ do hereby swear that I reside at _____
(PRINT FULL NAME) (PRINT LEGAL ADDRESS)

In the (City) (Village) (Town) of _____, Zip Code _____ County of Erie, State of New York; that I now am and have **for a period of one year** prior to the date of this affidavit (or affirmation) been a **resident of the State of New York**; that I now am, or have been **for a period of _____ months** within the six months immediately prior to the date of this affidavit (or affirmation) a resident of the **County of Erie** and that I have lived at the following places during the year immediately prior to the date of this affidavit (or affirmation) and application:

Time frame living at above address: _____ / _____ to **Present Time**.

If less than six months, list prior addresses below:

Address, City, State, Zip Code (Please indicate time frame)	Month/Year
_____	From: _____ / _____ To: _____ / _____
_____	From: _____ / _____ To: _____ / _____

Citizenship: United States Citizen Visa Type: _____ Resident Alien No.: _____

I further state, I plan to enroll in _____ **Community College** and that this affidavit (or affirmation) and application is made for the sole purpose of securing from the Comptroller of the County of Erie a Certificate of Residence pursuant to the requirements of Article 119 and 126 of the Education Law.

Sworn to before me this _____ day
Of _____, 20_____
(Notary Public or Commissioner of Deeds)

Notary Signature

STUDENT SIGNATURE MUST BE NOTARIZED

(Student Signature) (Date)

THIS SPACE FOR USE OF
COMPTROLLER OF COUNTY OF ERIE

(Comptroller Signature) (Date)

• **Education Law, Section 6305, provides:** "The chief fiscal officer of each county, as defined by Section 2.00 of the local finance law, shall upon application and submission to him a satisfactory evidence, issue to any person desiring to enroll in a community college as a **non-resident student**, a **Certificate of Residence** showing that said person is a resident of said county. Such person shall upon his 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 from the date of issuance."

• • **Education Law, Section 6301, Paragraph 4, defines: "Resident"** A person who has resided in the state for a period of at least one year in the **county, city, town**, intermediate school district or school districts as the case may be for a period of at least six months, both immediately preceding the date of such person's registration in a community college, or for the purpose of section sixty-three hundred and five of this chapter, his application for a Certificate of Residence.

In the event that a person qualified as above for state residence, but has been a resident of two or more counties in the state during the six months immediately preceding his/her application for a Certificate of Residence pursuant to section sixty-three hundred and live of the chapter, the charges to the counties of residence shall be allocated among several counties proportional to the number of months, or major fraction thereof, of residence in each county.