



**APPLYING FOR A CERTIFICATE OF RESIDENCE**

1. This office will issue certificates of residence to students from the hours of 9:00 a.m. to 4:45 p.m. -- Monday through Friday. Please be here by 4:45 p.m. in case there is a problem in verifying YOUR RESIDENCE.
2. If applying for a certificate of residence by mail, follow these instructions:
  - A) Complete the application for a Certificate of Residence.
  - B) Sign the application in front of a **NOTARY PUBLIC**. This statement must be notarized.
  - C) Mail the application and proper proof to: Orange County Government, Department of Finance, 265 Main Street -- Goshen, NY 10924.
3. Whether in person or by mail -- **PROPER PROOF** of residence **MUST BE SUBMITTED** to prove your residence.

**WE MUST VERIFY THAT YOU HAVE BEEN A RESIDENT OF NEW YORK STATE FOR ONE (1) YEAR & A RESIDENT OF ORANGE COUNTY FOR THE PAST SIX (6) MONTHS. POST OFFICE BOXES ARE NOT ACCEPTABLE PROOF FOR THE PURPOSE OF DETERMINING RESIDENCY.**

**In addition you must declare citizenship on the front of this application. If you ARE NOT a United States Citizen, you MUST provide a copy of your Permanent Resident Alien Card with a valid Alien number and date of issuance must be dated one year or older.**

4. **Proper proof** can be one or more of the following examples:

A previous certificate within the past year that is on file in this office;

A New York State Driver's License or permit that was issued over one year ago; (photo-copy acceptable) -- **no post office boxes unless it is accompanied by a street address;**

A year old Voter Registration of the student or parent (if student is under 21 years of age) at the same address;

Utility bills, bank statements, rent receipts, apartment lease, car registration, car insurance id card; mortgage statements; addressed envelope with a post-mark date of one year ago, tax bills, or receipts -- anything that is dated over one year old and has your name and street address on it.

**REMINDER:** THE BURDEN OF PROOF LIES WITH THE STUDENT, NOT THIS FINANCE OFFICE AND NOT THE COMMUNITY COLLEGE. IT IS THE STUDENT'S RESPONSIBILITY TO SEE THAT HE/SHE HAS THE PROPER PROOF.

**NOTE:** WE WILL ISSUE CERTIFICATES UP TO 30 DAYS AFTER THE COMMENCEMENT OF THE COLLEGE TERM AND WE WILL ISSUE CERTIFICATES 60 BEFORE THE START OF THE COLLEGE TERM.