

# **Instructions for Albany County of Albany Certificate of Residence**

AS PREPARED BY:  
Department of Management and Budget  
Albany County Division of Finance  
Albany County Office Building  
112 State Street, Room 117, 1<sup>st</sup> Floor  
Albany, NY 12207

We are located at the corner of Lodge and State Street in downtown Albany (kitty-corner to St. Peter's Cathedral, one block from the State Capitol Building). If you have any questions please contact us at 447-7070.

*Revised: 12/2014*

**FOR RESIDENTS OF THE TOWN OF  
GUILDERLAND ONLY:  
PHONE NUMBER – 518/356-1980**

**Apply at the TOWN CLERK'S OFFICE, 2<sup>nd</sup>  
FLOOR, GUILDERLAND TOWN HALL,  
LOCATED AT 5209 WESTERN TURNPIKE,  
NEXT DOOR TO THE HANNAFORD  
MARKET**

**THERE IS A \$1.00 FEE**

Applicant must prove the following information:

A. The applicant **must** be a New York State Resident for one full year prior to application.

B. The applicant must prove that they have resided in Albany County for the six months prior to application. If the proof provided reflects less than six months, the applicant will receive credit for only that time period established by the proof submitted. In the event that the applicant has lived in NYS for one year, but lived in more than one County during that time, the remainder of the six months must then be applied for from the previous County in New York State.

**EXAMPLE of PARTIAL COUNTY RESIDENCY**

**An applicant in January 2015 may have a New York State Driver's License issued in January 2014 showing a Schenectady County address and an electric bill in the applicant's name dated two months back from the application date showing an Albany County address. This applicant is entitled to a Certificate of Residence from Albany County indicating 2 months residency in Albany County.**

**Examples of Proof:**

There are two things that must be established—1) one year residence in New York State and 2) residence in Albany County for the prior 6 months. If you have not changed your address within the last year, one document can establish both conditions.

These documents **must** be in the applicant's name, and at an Albany County address (not a Post Office Box address):

Driver's License, Car Registration, Official Business Mail, Rent Receipt, Bank Statement, W-2 for previous year, Tax Bill, Lease Agreement, NYS TAP Information, High School Transcript, Prior Year Tax Return, Power or Water Bills, Payroll Check stub with Home Address listed, Postmarked Mail received in applicant's name at the Albany County address

These documents must be at least one year old to show NYS residence, and/or 6 months old at the current address to establish Albany County Residence. It is impossible to list every example of acceptable proof here. Anything legally establishing residence will be accepted.

**To complete the application, please review the following:**

1. Applicant's name.
2. Street Address: Applicant's current street address with City/Town and ZIP Code. If applicant has recently moved out of Albany County, but needs a partial Certificate from Albany County, they must complete the application with their last Albany County address.
3. Years/Months at Street Address: list the number of years and/or months that you have lived at the address listed on this application.
4. City, Village, or Town: Applicant should indicate what section of Albany County he or she lives or lived in that makes them eligible for the certificate.
5. Community College: Applicant should list the Community College where the applicant is enrolled/enrolling and for which the Certificate is being issued.
6. City, Village or Town: Applicant should check the box indicating which town/city they reside in.
7. U.S. Citizen: Applicant should check yes or no. If no, applicant must provide proof of legal entry to the U.S. Green cards and Form I551, which is usually stamped on the applicant's passport, are examples of acceptable proof.
8. Over 17?: Check yes or no.
9. Previous Addresses: In the case of an applicant who has lived in different parts of New York State within the last year, these lines (along with proof) are provided. A person who has lived at the same address as stated in number 3 need not fill out this item.
10. Affirmation of County Residence: this item should be filled in by applicant and the number of months within the last six months must be listed (e.g. if you have lived at the same address for a year, you would enter "6" months within the last six months).
11. Signature of applicant, and date signed: Must be done in the presence of a Notary Public or Commissioner of Deeds.
12. Notary or Commissioner of Deed will fill out this section: Notary Public services are available at most banks, the County Clerk's Office, the Town Clerk's Offices and can be found under "Notary" in the phone book.
13. Issuing staff will review application and proofs provided, then fill out and date the Certificate of Residency, adding in the number of months covered by the certificate. Please note all information is needed on the application (see attached).

14. If applying in Town or City: Applicant receives the certificate and the application is forwarded to the Department of Management and Budget, Division of Finance, Room 800, 112 State Street.

**SEE APPLICATION FORM ATTACHED BELOW**

**Albany County Affidavit and Application for Certificate of Residence Pursuant to section 6305 of the Education Law in connection with enrollment at a Community College in the State of New York**

APPLICANT'S NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
City State ZIP How long at  
above address? \_\_\_\_\_  
Years/Months

**Community College** \_\_\_\_\_  
(Name of NYS College where you are enrolled/registering for classes)

CITY, VILLAGE OR TOWN of residence: (please check one of the boxes below)  
oCity of Albany 01 oCity of Cohoes 06 oCity of Watervliet 12  
oBerne 02 oBethlehem 03 oCoeymans 04oColonie 05 oGreen Island 07  
oGuilderland 08 oKnox 09 oNew Scotland 10 oRensselaerville 11 oWesterlo 13

ARE YOU A U.S. CITIZEN? \_\_\_ YES \_\_\_ NO OVER 17? oYES oNO

Previous address if at the above less than one year:

1. \_\_\_\_\_ How Long? \_\_\_\_\_ Years/Months
2. \_\_\_\_\_ How Long? \_\_\_\_\_ Years/Months

I hereby affirm that I have been a resident of Albany County within the last six months or I have resided in Albany County for a period of \_\_\_\_\_ months **within the last six months**. I further state that I have been a resident of New York State for the past year and plan to enroll in a New York State Community College and that this affidavit (or affirmation) is made for the purpose of securing a Certificate of Residency from Albany County pursuant to the requirements of Article 126 of the Education Law.

\_\_\_\_\_  
DATE

Sworn to (or affirmed) before me this

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC OR COMMISSIONER OF DEEDS

*Education Law provides that upon application and submission of satisfactory evidence, any person desiring to enroll in a community college as a non-resident student shall be issued, a certificate of residence showing that said person is a resident of said county. Such person shall, upon 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.*

*A resident is a person who has resided in the state for a period of at least one year and in the county for a period of at least six months, both immediately preceding the date of such person's registration in a community college. In the event that a person is qualified for state residence, but has been a resident of two or more counties in the state during the six months immediately preceding application pursuant to Section 6305, the charges of the counties of residence shall be allocated proportional to the number of months, or fraction thereof, of residence in each county. Further information is available in Article 126, Section 6301 and 6305 of the Education Law, posted on the Albany County website at [www.albanycounty.com/finance](http://www.albanycounty.com/finance).*