



Instructions and Application for Albany County Certificate of Residence

**Albany County
Department of Management and Budget
Division of Finance
Albany County Office Building
Room 117, 1st Floor
112 State Street
Albany, NY 12207**

Find us just off the corner of Lodge and State Street in downtown Albany
(kitty-corner to St. Peter's Cathedral, one block downhill from the NYS Capitol Building)

**If you have any questions,
please call our Certificate of Residence support line:
(518) 447-7053**

Important Information before You Start

Please read carefully. Errors in your application will delay approval.

If you have any questions please call our support line at (518) 447-7053 so we can help you.

To be issued a Certificate of Residence from Albany County, you must have resided in **NYS for one full year AND in Albany County for some part of the past six months.**

If you have not lived in Albany County for a full six months preceding the date of this application, you can be eligible for a partial Certificate.

You need to provide proof of residence

- **You need one document for each residence.**
- When emailing your application you must also include an image of your proof.
- Emailed images **must be in PDF format** to ensure we can view them.
- **DO NOT send anything showing your social security number (SSN) or banking information.** You can redact (black out) such information if you have no other documentation.

The documents must:

- **Be in your name**
- **Use a street address (not a post office box address)**
- **Be at least six months old to prove Albany County residence**
- **Be at least one year old to prove NYS residence**

If you have not changed your address within the last year, one document will be enough to show you have lived in NYS and Albany County for the required time.

Suggested proof-of-residence documents

Please Note: *We've listed some typical documents below, but we will accept any legal proof of residence*

US Citizens:

- Driver's license
- Voter registration card
- Official business mail
- W-2 of previous year
- NYS TAP information
- Car registration
- Rent receipt
- Tax bill
- High school transcript
- Bank statement
- Lease agreement
- Prior year's income tax return

Non-US Citizens: ****You must also provide proof of legal entry to the US (see instructions on the next page)****

- Passport
- Green card
- Income tax filings
- Filed applications for permanent residency

Example 1: A NYS Driver's license dated last year showing a Troy address and a power bill dated two months ago showing an Albany County address would qualify for a Certificate for two months from Albany County.

Example 2: A lease agreement for a current Albany County address dated one year ago is proof of both NYS and Albany County residence and qualifies for a full Certificate from Albany County

How to Complete this Application

If you have any questions please call our support line at (518) 447-7053 so we can help you

Applicant's Name. Your name should be the same as on your proof-of-residence document(s).

Applicant's Email Address. An email address where we can reach you with any questions about your application.

Street Address, City, State & Zip. Enter your current address, even if it is not in Albany County.

How long have you resided at the above address? Enter the number of years and months your current address.

Community College. Select the college where you are enrolled or enrolling that you need a Certificate for.

City, Village or Town of residence. What section of Albany County you live (or lived) in that makes you eligible.

Please check all that apply:

- **I am a US citizen.** If you are NOT a US citizen, you MUST provide proof of legal entry to the US. Acceptable proof might be a green card or a Form I-551 (usually stamped on your passport).
- **I am 18 years of age or older.**
- **I am a public high school student.** If this is for a high school student taking an AP exam, an online course or who needs a certificate for another reason, please select the high school from the drop-down list.

Previous address(es). If you have resided in more than one location *in the past year*, please list the address(es) and how many months you lived at each address. If you have lived at only one address for the past year, skip this section.

Affirmation. Please enter the number of months you have lived within Albany County *during the past six months*. (Tip: If you have lived within Albany County for more than 6 months total, you would still only enter "6" in this space.)

Name. By typing your name in the field, you indicate that you understand and agree that this form of electronic signature has the same legal force and effect as a manual signature.

Date. Enter today's date

HOW TO SUBMIT YOUR APPLICATION BY EMAIL

Review your completed application carefully.

We will not be able to approve an incomplete or inaccurate application.

Save your completed application with your name in the filename.

Do not print & scan your application.

Make sure your contact information is correct so we can reach you with any questions.

Email your completed application with your proof-of-residence documents (as PDFS) to ResidencyCert@albanycountyny.gov

WHAT HAPPENS NEXT?

IF WE APPROVE YOUR APPLICATION: We will notify you that your application has been approved AND we will forward a Certificate of Residence to the school. *We cannot send you a copy of the Certificate.*

IF WE DO NOT APPROVE YOUR APPLICATION: If we cannot approve your application, we notify you of the reason. If you want to re-apply, please submit a new application and DO NOT try to correct your original application

PLEASE NOTE: We DO NOT keep copies of your proof(s) of residence after we have determined your eligibility.

**If you have any questions,
please call our support line at (518) 447-7053 so we can help you.**

Albany County Application for Certificate of Residence

Pursuant to §6305 of the Education Law in Connection with Enrollment at a Community College in the State of New York

To be eligible for a Certificate of Residence from Albany County, you must have lived in New York State for the past 12 months, and in Albany County during the past 6 months. If you have any questions that aren't answered in the attached instructions, please feel free to call us at (518) 447-7053 for assistance.

Applicant's Name

Applicant's Email Address

Current Street Address

City

State

Zip

How long have you resided at the 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 all that apply:

I am a US citizen

I am 18 years of age or older

I am a public high school student

If you have resided at the above address for LESS THAN one year, please list all other address(es) where you have resided in the past 12 months, and how many months you resided there. You need to provide proof of residence for each address. If you are unable to provide proof for each address, please contact us for assistance.

- | | |
|----|---------------|
| 1. | Months |
| 2. | Months |
| 3. | Months |

I hereby affirm that during the past six months I have resided in Albany County for _____ 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 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.

By typing my name below, I understand and agree that this form of electronic signature has the same legal force and effect as a manual signature.

Name:

Date

See the instructions for how to submit this application and what documentation to include.

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 63 05, 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.