



Fulton County Treasurer's Office
223 West Main Street
P.O. Box 128
Johnstown, NY 12095
Phone: (518) 736-5580

FULTON COUNTY
CERTIFICATE OF RESIDENCE

Residents of Fulton County who attend New York State community colleges may apply for a Certificate of Residence to obtain resident tuition rates. Please be sure to read the instructions provided, and contact the Fulton County Treasurer's Office if you have any questions.

A Certificate of Residence is not necessary for Fulton County residents attending Fulton-Montgomery Community College.

To obtain a Certificate of Residence a student must:

1. Qualify as a resident of New York State for one (1) year and as a Fulton County resident for six (6) months.
2. Provide proof that he/she is a resident of New York State and Fulton County.
3. Complete and submit an Application and Affidavit for Certificate of Resident to the Fulton County Treasurer's Office with two forms of proof of residence:
 - a. **Document showing New York State residence for one (1) year.** Document must have name, address and be dated one year prior to the application date.
 - b. **Document confirming current Fulton County residence.** Document must have name, address and be dated within the immediate six (6) months prior to the application date.

Documents and envelopes with a post office box address are not acceptable forms for proof of address.

If a student does not have two forms of address proof, the Parent/Guardian Form must be completed, notarized and submitted with the Certificate of Residence Application, along with the required address proof in the name of the parent/guardian. **However, all students must have a NYS Photo ID, social security card and one form of address proof which can be the NYS photo ID. Student photo ID will be accepted along with Parent/Guardian Proof of Address form.**

To qualify as a resident of New York State and Fulton County a student must be:

- A United States citizen, naturalized citizen, permanent resident alien or other eligible non-immigrant (must provide a Permanent Resident Card or Visa (if not a U.S. Citizen).
- A New York State resident for one full year prior to the date of application
- A Fulton County resident for at least six (6) months immediately prior to the date of your application.
- In the event that a person qualified for state residence, but has been a resident of two or more counties in the state during the six months immediately preceding their application for a certificate or residence shall be allocated among the several counties proportional to the number of months, or major fraction thereof, of residence the each county.

Please note, Students do not meet the qualifications if:

- They are financially dependent and their custodial parent(s) live in a state other than New York
- They are a temporary resident of Fulton County and are residing in Fulton County to primarily attend college. Students should obtain a Certificate of Residence from their home county.

Students who believe they meet the qualifications as specified above must provide satisfactory evidence of these qualifications. Certificates of Residence will not be issued if an application is not complete and does not include satisfactory proof of residence.

Proof of Residence for U.S. Citizens

Different forms of evidence can be combined to identify the student, their residential street address (post office boxes are not acceptable). **One of the forms of evidence must always be a picture ID.** However, if the picture ID states a different address than that on the Affidavit, another form of ID should be submitted to verify the applicant is a resident of the address on the affidavit. The following forms of ID will be accepted:

- Valid NYS Driver's License with picture with current address. Note, P.O. Box does not prove residence.
- Learner's Permit or NYS Non-Driver ID Card with picture with current address. Note, P.O. Box does not prove residence.

IF DRIVER'S LICENSE/PERMIT OR NON-DRIVER ID ADDRESS IS DIFFERENT FROM THE AFFIDAVIT, OR IF IT ONLY SHOWS A PO BOX, YOU MUST ALSO INCLUDE ONE OF THE FOLLOWING PROOFS SHOWING CURRENT ADDRESS IS THE SAME AS THE AFFIDAVIT.

- US Passport
- Bank statement
- Property tax bill
- Auto Registration, auto insurance policy for one year previous and current coverage
- Utility bill or telephone bill
- Credit card statement
- High school report card
- School tuition/registration forms

Non-US Citizens should contact their school for more information regarding qualifying.

To obtain Certificate:

Complete the Affidavit and Application for Certificate of Residence.

Bring Application and proof of address to: Fulton County Treasurer's Office
223 W. Main St., Room 202
Johnstown, NY 12095

FAXED OR MAILED APPLICATIONS WILL NOT BE ACCEPTED

If not yet notarized:

Student must bring the Affidavit to Fulton County Treasurer's Office to be notarized, along with acceptable proof of residence (see item #3 on page 1). Please do not sign the Affidavit. Your signature must be witnessed by the notary public or commissioner of deeds.

This is a legal document and must be sworn or attested to by only the student. A parent or friend cannot do this for the student.

If already notarized:

Student or other representative may bring the Affidavit along with acceptable copies of proof of residence (see item #3 on page 1).

Guidelines:

- State Education Law, Section 6301 and 6305 requires you to submit to the college of your choice a Certificate of Residence. This requirement is noted in each college admissions brochure. If you fail to submit the Certificate of Residence you will be charged non-resident tuition. It is the student's responsibility to insure that the application for the Certificate of Residence application is filed with the Fulton County Treasurer's Office on or before the deadline.
- Certificates must be turned into your school within **twenty (20) days of issuance.**
- Certificates are **issued no earlier than sixty (60) days prior to the start of the semester and no later than 30 days after the start of the semester. There are no exceptions to these deadlines.**
- A certificate is valid for one (1) year.
- Certificates are issued for a specific school. If you attend classes at more than one school, a certificate is required for each school. Classes taken online at more than one school also require a certificate for each school.

PLEASE NOTE: AFFIDAVITS ARE A LEGAL DOCUMENT. THEY MUST BE ORIGINAL AND CANNOT BE FAXED.