



**NIAGARA COUNTY
TREASURER'S OFFICE**
59 Park Avenue
Lockport, New York 14094

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Deputy County Treasurer
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Deputy County Treasurer
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INSTRUCTIONS FOR OBTAINING A CERTIFICATE OF RESIDENCY

The Applicant **MUST** be a resident of New York State for at least one year **AND** a resident of Niagara County for at least six (6) months prior to the date of this application. You must complete and return the Certificate of Residency application with your notarized signature to the Chief Fiscal Officer in Niagara County, at the above address.

By obtaining a Certificate of Residency, this enables the College to bill your home county for your residency charges and allows you to pay the single tuition rate. It is the **student's** responsibility to complete the attached application, have it notarized and submit it to **your county** for processing of your residency certificate.

The application will not be processed if one of the documents listed below (or copy of documents) are not provided to validate your residency within Niagara County. Documents must indicate a date, or have been issued, six (6) months prior to your application date. We **cannot** process your application without one of the following documents which **must indicate your Niagara County address, for at least the past six (6) months:**

- Valid driver's license or other
- New York State issued photo identification
- Bank Statement
- Voter Registration
- W-2
- Income Tax Return
- Current Lease Agreement
- Vehicle registration or Insurance Card
- Utility Bill

Additionally, please provide your **Full Social Security number** on your application. Again, your application will not be processed without your full Social Security number.

Once Niagara County approves and issues your certificate of residency, our office will forward the certificate to the student, and it is the student's responsibility to forward it to the Bursar's office at the college documented on the application.

If you have been a Permanent Resident of another County other than Niagara County for at least six months prior to the start of the semester, please contact your campus Registrar at once for instructions on establishing County Residency.

Please note that the Education Law states that a certificate cannot be obtained more than two (2) months prior to the beginning of the semester.

Should you have any further questions regarding obtaining a Certificate of Residency, please contact our office at (716) 439-7007 or the Bursar's Office at your College.