

**Cortland County Treasurer's Office  
60 Central Avenue  
Cortland, NY 13045  
(607) 753-5070**

---

**CERTIFICATE OF RESIDENCY REQUIREMENTS**

**The application/affidavit must be completed and presented to the above address with the appropriate proof. The County needs this form in order to determine your eligibility for a Certificate of Residency.**

**Requirements:**

- A fully completed "Affidavit and Application for Certificate of Residency" (This document **must** be signed in the presence of a Notary Public. This will require a picture ID.)
- Two forms of proof (one year in NY State; 6 months in Cortland County.)

**Acceptable proof (examples):**

- Valid NYS Driver's License with applicant's NY State and/or Cortland County address issued a year ago or more.
- Utility/Cell Phone Bill with applicant's name and Cortland County address.
- Lease/Rental Agreement with applicant's name and Cortland County address.
- Bank Statements with applicant's name and Cortland County address.
- Homeowner's/Renter's/Car insurance policy with applicant's name and Cortland County address.
- Prior year's income tax return, or parents tax return if listed as a dependent, with applicant's Cortland County address.
- High school transcript from applicant's Cortland County area high school within the past year).
- Any piece of mail, addressed to the applicant at the appropriate address, post-marked 12 and/or 6 months prior to class starting. **Must be a street address, PO Box address will not be accepted).**

**The Certificate of Residency must be obtained within the time period of 60 days before the first day of class but no later than 30 days after the first day of class.**

**For TC3 students: The Original Certificate of Residence (not this application) can be delivered to any of the three TC3 locations: Cortland Extension Center, Ithaca Extension Center or the main campus. It can also be mailed to:**

**Tompkins Cortland Community College  
Room #215  
170 North Street, PO Box 139  
Dryden, NY 13053**

**NOTE: Faxes or photocopies are NOT acceptable.**

**For all other community college students: Contact your college directly regarding where the Certificate of Residency must be delivered.**