

**IS EITHER YOUR CHILD OR YOU GOING TO A COMMUNITY COLLEGE;
IF SO YOU NEED TO KNOW THE FOLLOWING?**

In order to have Saratoga County participate in the cost of his or her community college education, a student must obtain a Certificate of Residency and submit it to the college. Military personnel on active duty are entitled to the lower "Resident" rate directly from the college; they do not need a Certificate of Residency.

You must apply for your certificate no later than 30 days after registration and no sooner than 60 days prior to the start of classes. Once classes start, you can no longer obtain the Certificate of Residency at the Town Clerk's Office, you must go to the Saratoga County Treasurer's Office, 25 West High Street, Ballston Spa. Certificates are valid for semesters that begin within one year from the date of issue. You must present a certificate for each community college you plan on attending. Only those who have resided at their current address for at least twelve consecutive months, without moving, can apply at the town clerk's office. If you have moved within the last year, you also must apply at the Saratoga County Treasurer's Office.

To be eligible for a Certificate of Residence you must be

- a) A continuous resident of New York State for one year immediately preceding your date of application, AND
- b) A resident of Saratoga County for at least one month within the six months immediately preceding the date of your application. If you have not been a resident of Saratoga County for that entire six month period, you will have to obtain a Certificate from each county in which you have resided in the past six months.

Elements of Acceptable Proof:

- 1. Each document must be dated and include your name and physical street address.
- 2. Documents with a post office box will not suffice.
- 3. At a minimum, two proofs are required: **one more than a year old and one less than a month old.**
- 4. Each residence on your application must be documented. We require proof within 30 days of the date of any move in the past year.
- 5. Non-citizens are required to document their resident status.
- 6. No claim of residency will be accepted solely on your testimony or that of parents, relatives, friends or other individuals.
- 7. Examples of standard proof are the following:
Driver's license, car registration, insurance card (look at issue dates, not expiration dates on these items)
Transcripts or report cards

Bank statements

Utility bills

Medical records, prescriptions

Formal lease or letter (on letterhead) from your landlord indicating dates of tenancy

Dated mail or postmarked envelopes

Income tax return with preprinted label or W-2

If you were born outside the United States:

1. Naturalization papers
2. Birth Certificate indicating US Citizenship of parents
3. Immigration papers indicating permanent resident status

You can go to the www.co.saratoga.ny.us website at the Saratoga County Treasurer's Office to download the application and directions. You can call the Saratoga County Treasurer's Office @ 884-4724.