

## **CERTIFICATE OF RESIDENCE GUIDELINES**

**Lewis County Treasurer's Office**  
**Telephone (315) 376-5324**

### **Eligibility:**

- Lewis County resident for six (6) months, AND
- New York State resident for one (1) year
- Certificates issued for students applying to a two-year SUNY Community College located in New York outside of Lewis County.

### **Guidelines:**

- Certificate is valid for one (1) academic year.
- Certificates are issued for a specific school. If you attend classes or take online classes at more than one school, a certificate is required for each school.
- Applications cannot be submitted sooner than 2 months prior to the student's registration date (not the start of classes) and 30 days after the start of classes.

### **Incarcerated Students:**

- An incarcerated student's official last known address prior to incarceration as provided by the Department of Corrections and Community Supervision (DOCCS) shall be considered dispositive evidence of a student's county of domicile prior to incarceration.

### **Application Directions:**

- You can find the application on the Lewis County Website or come into our office and ask for a copy.
- Fill out application
  1. Name of Community College, Semester, and Year
  2. Name of Student, Day Time Telephone, Township
  3. Residence where student is living (Please state full mailing address, NO PO Boxes)
  4. City, Town, or Village where student is living
  5. Dates of residency to present day, and if not 6 months add previous place of living.
- When application is completed, the Treasurer's Office will issue the certificate to you, which you would then give to SUNY Community College of your choice.
  - Completed applications can be brought to the Treasurer's Office during normal business hours or mailed to the address below.
  - Electronic submissions can be emailed to [treasurer@lewiscounty.ny.gov](mailto:treasurer@lewiscounty.ny.gov).
- Please note this is only the application for a Certificate of Residence and needs to be submitted to your local government office (Treasurer's Office) to be processed for the actual Certificate.