NIAGARA COUNTY COMMUNITY COLLEGE CONCURRENT ENROLLMENT PROGRAM

**Erie County Certificate of Residence**

Erie County high school students taking a course(s) from NCCC must provide a Certificate of Residence to qualify for reduced tuition rates.

**How to Apply for a Certificate of Residence:**

1. Complete, sign and have the Application for Certificate of Residence **notarized**.

<https://www2.erie.gov/comptroller/sites/www2.erie.gov.comptroller/files/uploads/Comptroller%20App%20Cert%20of%20Res%20Rev.%206.19.pdf>

1. **Email your** notarized application and proof of residency (see below) to the Erie County Comptroller’s Office at:

    COR@erie.gov

**IMPORTANT –** You should receive an email from the Erie County Comptroller’s Office with your approved Certificate of Residence, please forward to mlopoyda@niagaracc.suny.edu by September 22, 2021.

PROOF OF RESIDENCY DOCUMENTS INCLUDE:  *Documents with Post Office Box address are* ***not*** *acceptable forms for proof*. **You must be able to prove that you were a New York State resident for one year. You must also prove that you were an Erie County resident for the past six months.** To prove the Erie County residency, we will need proof from 6 months ago and from this month.
 a)      If you have a NYS Issued Photo ID (Driver’s License, Permit or Non-Driver’s License) dated over 1 year ago with your current Erie County address, no further proof is necessary.
 b)     If you do not have a NYS Issued Photo ID dated over 1 year ago with your current Erie County address, you must provide:
 *One piece of Acceptable ID (see below) from over a year ago proving NYS residency.
 One piece of Acceptable ID (see below) from over 6 months ago proving Erie County residency.
 One piece of Acceptable ID (see below) from the past month proving your current Erie County* *residency*.
 c)   Acceptable residency identification is **ANY** of the following *in your name*:
 NYS Issued Photo ID Property Tax Bill
 Utility Bill Current Lease Agreement
 Car Insurance Identification Card Bank Statement
 High School Identification Pistol Permit
 Fishing License W-2 Statement
 Native American Address Verification Parent(s) 2019 1040 with tax information other than names blacked out, showing the student as a dependent

Any questions or concerns, please contact Monica Lopoyda at (716) 614-6452 or mlopoyda@niagaracc.suny.edu

THANK YOU FOR YOUR COOPERATION!