

NIAGARA COUNTY COMMUNITY COLLEGE CONCURRENT ENROLLMENT PROGRAM
Erie and Orleans Counties Certificate of Residence

Erie and Orleans counties' 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**. The link is below and/or the application is attached.

<https://www.niagaracc.suny.edu/wp-content/uploads/2019/10/outofcounty-affidavit.pdf>

- 2) **Erie County Residents:** Email your notarized application and proof of residency (see below):

E-Mail: COR@erie.gov; When you receive an email back from the Erie County Comptroller's Office with your approved Certificate of Residence, please forward the certificate to mlopoyda@niagaracc.suny.edu by September 22, 2022.

Orleans County Residents: Visit the Orleans County Clerk's Office. Send your certificate to Cashier, NCCC, 3111 Saunders Settlement Road, Sanborn, NY 14132

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 or Orleans 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 or Orleans 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 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 or Orleans County residency.

One piece of Acceptable ID (see below) from the past month proving your current Erie or Orleans County residency.

- c) Acceptable residency identification is **ANY** of the following *in your or your parent(s) name:*

NYS Issued Photo ID	Property Tax Bill
Utility Bill	Lease
Car Insurance Identification Card	Bank Statement
High School Identification	Pistol Permit
Fishing License	W-2 Statement
Native American Address Verification	Parent(s) most recent 1040 with tax information other than names blacked out

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

THANK YOU FOR YOUR COOPERATION!