

**EFFECTIVE MARCH 17, 2020**

**ALL CERTIFICATE OF RESIDENCY APPLICATIONS WILL BE PROCESSED  
BY MAIL ONLY UNTIL FURTHER NOTICE.**

**PLEASE FULLY COMPLETE THE APPLICATION RECEIVED FROM YOUR  
COLLEGE, NOTORIZE AND INCLUDE:**

- A COPY OF A VALID NEW YORK STATE DRIVERS LICENSE, PERMIT, SCHOOL ISSUED PHOTO ID, PERMANENT RESIDENT CARD OR PHOTO WORK ID THAT HAS YOUR NAME AS NOTORIZED ON THE APPLICATION, AND THE PHYSICAL ADDRESS WITHIN THE COUNTY OF CHENANGO WHERE YOU LIVE. THE PHOTO ID MUST HAVE AN ISSUE DATE AT LEAST 12 MONTHS PRIOR TO YOUR APPLICATION REQUEST.

**IF YOUR PHOTO ID DOES NOT MEET THE 12 MONTH  
REQUIREMENT OR DOES NOT HAVE YOUR CHENANGO COUNTY  
PHYSICAL ADDRESS:**

A SECONDARY PROOF OF RESIDENCE MUST BE INCLUDED WITH  
YOUR APPLICATION.

**EXAMPLES OF SECONDARY PROOF INCLUDE THE FOLLOWING:**

- UTILITY BILL
- LEASE AGREEMENT
- HIGH SCHOOL TRANSCRIPT
- BANK STATEMENTS
- PAYROLL STUBS
- VOTER REGISTRATION CARD
- AUTO INSURANCE STATEMENTS, CARDS OR POLICIES
- NYS INCOME TAX RETURN (IT 150 OR IT201) FILING FROM 2018 TAX YEAR OR PRIOR

PLEASE MAIL YOUR COMPLETED APPLICATION INCLUDING COPIES OF  
PROOF AND A SELF ADDRESSED RETURN ENVELOPE TO:

**CHENANGO COUNTY TREASURER'S OFFICE  
5 COURT STREET  
NORWICH, NY 13815**

Please call the County Treasurer's Office at 607-337-1414 with any questions.