

CITY OF HARTFORD
RESIDENCY AFFIDAVIT

The City of Hartford requires that you provide irrefutable evidence to substantiate that at the date of application for employment you are domiciled in the City of Hartford. For the purposes of this Request, “**DOMICILED**” is defined to be “that place where an individual has his or her true, fixed, and permanent home, where he or she normally eats and sleeps and maintains his or her personal effects”.

You are required to complete and submit this form at the time of your application for employment. You must also be prepared to submit any additional documentation, as the Director of Human Resources may require. This information will be subject to verification during the background investigation.

NOTICE: THE APPLICANT BEARS THE BURDEN OF DEMONSTRATING LEGAL DOMICILE. ANY FALSE OR MISLEADING STATEMENTS WILL RESULT IN IMMEDIATE DISQUALIFICATION OR DISMISSAL.

You must follow all instructions and answer all questions listed on this form. You must provide copies of the items proving you are domiciled in the City of Hartford as instructed within this form and must be prepared to submit any additional documentation as the Human Resources Director may require. Application for preference points will not be honored without proof. In the case of insufficient proof, your application for preference points and/or proof of residency will be rejected.

Note: Please note, where applicable, preference points given (10%) will only be added to the final passing score.

YOU MUST COMPLETE THE FOLLOWING SECTION:

Position Applied for _____ Exam Number _____
(Please Print)

I, _____, hereby attest that I am a bonafide resident of the
Name of Applicant (Please Print)

City of Hartford, and, as of the date of the filing of this application, am domiciled in the City of Hartford. Evidence to substantiate my claim for Hartford residency is provided as follows:

My Current Address

I have been domiciled at the above address since: _____ / _____ / _____
Month Day Year

YOU MUST CHECK ONE (1) OPTION THAT APPLIES TO YOU:

- I own and I am domiciled at the address shown above.
 I rent and I am domiciled at the address shown above. My Landlord’s address and telephone number is:

(Name and Address of Landlord)

(Landlord’s Phone Number)

- I do not own or rent at the address shown above. The following explains my current living arrangement:

(Explain) _____

Eligibility: You must provide a minimum of two (2) items to show you are domiciled at the Hartford address listed on this form.

PICTURE IDENTIFICATION

YOU MUST CHECK ONE (1) OPTION THAT APPLIES TO YOU:

- I have a valid driver’s license and **I am still domiciled at the address shown on my driver’s license.** I have attached a copy to this form. I understand I still need to supply one (1) more item proving my domicile.
- I have a valid picture ID and **I am still domiciled at the address shown on my valid picture ID.** I have attached a copy to this form. I understand I still need to supply one (1) more item proving my domicile.
- I have a valid picture ID that does not show my current address. I have attached a copy to this form. I understand I need to supply two (2) more items proving my domicile.

High School Students only:

- I am **currently a High School student** and am domiciled at the address indicated on this form. I have attached a copy of my Government issued picture ID or High School ID. I understand I still need to supply one (1) more item proving my domicile.

LIST OF ITEMS PROVING DOMICILE

YOU MUST CHECK AND ATTACH A COPY OF YOUR PROOF OF RESIDENCY AS INDICATED IN THE “PICTURE IDENTIFICATION” SELECTION ABOVE.

- telephone bill
- electric/gas bill
- water/sewer bill
- cable bill
- insurance bill
- credit card bill
- other official dated business mail showing your Hartford address (ie. Bills, bank statement)
- Official Transcript (**High School students ONLY**)

Note: (Bills or other material submitted as proof of domicile **cannot** be more than three (3) months old. Submitted copies must clearly show name, address and date on item you are submitting. You may blacken out information such as account numbers, etc. **Personal hand-written mail is NOT ACCEPTED.**)

If you fail to provide the above information/documentation as verification of your Hartford residency, it may result in your disqualification from either: (1) receiving Hartford residency preference points OR (2) being considered further in this recruitment process.

I hereby certify that ALL statements made by me on this affidavit are true, complete and accurate. I understand and agree that if I make any false or misleading statements of fact, I am subject to immediate disqualification, rescinding of certification or dismissal, and to such other penalties prescribed by the law.

Signature of Applicant

Date

**Please provide your own copies of the above documentation. Photo copies made by the Human Resources Department will cost you 50 cents per page.*

FOR OFFICE USE ONLY:

Reviewed by: _____

Date: _____

Approved _____

Denied _____

Notes: _____