CITY OF NEW HAVEN CIVIL SERVICE

APPLICATION FOR NEW HAVEN - DOMICILED PREFERENCE POINTS

Domiciled* residents of the City of New Haven may have **10 points** added to their passing score on an open competitive examination. To qualify for these Domiciled Preference Points in accordance with Civil Service Rules and Regulations, you must provide irrefutable evidence to substantiate that you were domiciled in the City of New Haven at the time of the announcement of the open competitive exam to which you request to have these domiciled points applied.

As the Civil Service Rule aims to grant preference points to those domiciled in the City of New Haven on open competitive examinations, the Personnel Director is authorized to require proof that an applicant meet all the conditions of domiciliary status set forth above.

*In the context of this Application for Preference Points, "**DOMICILED**" is defined as *"that place where an individual has a true, fixed, and permanent home and principal establishment, and to which whenever the person is absent, they have the intention of returning. A person may have only one domicile principal home, whereas they can have several residences."*

COMPLETE THE FOLLOWING:

Please print legibly.

Title of Open Competitive Exam You Applied For: _____

Name of Applicant: _____

I hereby attest that I am a bona fide resident of the City of New Haven, who as of the date of the announcement of the open competitive examination indicated above, was domiciled within the City of New Haven at the address shown below.

Applicant Address: _____

_____

I have been domiciled **at the above address** since: _____ / _____ / _____
Mo. Day Year

I have been domiciled in **New Haven** since: _____ / _____ / _____
Mo. Day Year

DOMICILE INFORMATION

YOU MUST CHECK ONE OPTION THAT APPLIES TO YOU (a., b., or c.):

a. ☐ I **own** and I am domiciled at the address shown above.

b. ☐ I **rent** and I am domiciled at the address shown above. My Landlord's address and telephone number is:

_____ _____
(Landlord Phone Number)

_____
(Name and Address of Landlord)

c. ☐ I **do not own or rent** at the address shown above. The following explains my current living arrangement: (*Explain*) _____

Eligibility:
You must provide copies of a minimum of 3 items as explained on the next page to show you are domiciled within the City of New Haven.

Applicants who are unable to provide proof of domicile are not eligible to apply for Preference Points.

You are required to complete and submit this form at the time of presenting yourself for an examination or otherwise instructed in the exam process you are participating in. 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 New Haven as instructed in this form, and you must be prepared to submit any additional documentation as the Personnel Director may require. An application for these preference points will not be honored without proof. In the case of insufficient proof, your application for these preference points will be rejected.

You cannot apply for preference points for the open competitive exam indicated on this form *after* the exam results are certified.

Complete the requested information on page 2

Evidence to substantiate my claim for preference points is provided as follows:

SECTION I - PICTURE IDENTIFICATION

CHECK ONE OPTION in this SECTION I that applies to you, and **ATTACH A COPY OF YOUR PICTURE IDENTIFICATION** to this Form:

☐ I have an unexpired Elm City Resident Card and **I am still domiciled at the address shown on my Elm City Resident Card**. The Elm City Resident Card satisfies all requirements of proof of domicile.

☐ I have an unexpired driver's license and **I am still domiciled at the address shown on my unexpired driver's license.** I understand I still need to supply two (2) more items proving my domicile.

☐ I have a valid picture ID and **I am still domiciled at the address shown on my valid picture ID.** I understand I still need to supply two (2) more items proving my domicile.

☐ I have a valid picture ID that does **not** show my current address**.** I understand I need to supply three (3) more items proving my domicile.

SECTION II - ADDITIONAL ITEMS PROVING DOMICILE

CHECK ONE OPTION in this SECTION II that applies to you and **ATTACH COPIES*** to this Form:

☐ I checked-off above that I am providing an unexpired Elm City Resident Card **which shows the address where I am currently domiciled.**

☐ I checked-off above that I am providing Picture Identification **which shows the address where I am currently domiciled.** I have attached **two** additional items as described* that show my domicile.

☐ I checked-off above that the Picture Identification I am providing **does not show the address** where I am currently domiciled. I have attached **three** additional items as described* that show my domicile.

* **Items you may provide**: You may attach items such as **copies** of current utility bills (gas, electric, etc.) other bills (insurance, credit card, etc.), or other official dated business mail (bank statements, payroll check, etc.) that are dated within the last 60 days. These copies must clearly show your name, your address, and the issue date. You may redact account numbers and dollar amounts. Personal handwritten mail will not be accepted. All dated items from Section II cannot be more than 60 days old.

Attach this form to the copies of the items you indicated above in Section I and Section II to prove domicile. These items will be retained by the Civil Service Division and will not be returned to you. **WE CANNOT MAKE COPIES OF ITEMS FOR YOU AT THE EXAMINATION SITE.**

PLEASE READ CAREFULLY BEFORE SIGNING BELOW

I hereby certify that ALL statements made by me on this Application for Preference Points are true, complete and correct; that the address listed above is my domicile as of the date of the job announcement for the position to which I am testing; and that I currently live at this address on a continuous basis. I understand and agree that if I provide false or inaccurate information regarding my domicile, I will be subject to immediate disqualification, removal of my name from the Eligibility list, or dismissal if employed, and to such other penalties prescribed by law.

I hereby request ten (10) points be added to my final passing score. I understand that preference points will be added to my final score if I pass the examination with a score of 70% or higher, and that the ten (10) points will be added only up to the maximum score of 100%.

Signature _____ Date _____

Office Use Only: Accepted _____ Rejected _____