

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

District Personnel Manual Issuance System

E-DPM Instruction No. 3-10

SUBJECT: Revised Residency Forms

Date: September 15, 2010

This instruction may be accessed electronically at www.dchr.dc.gov, by clicking on the "District Personnel Manual" link; and the "Issuances" link for Chapter(s): 3

NOTE: This Electronic-District Personnel Manual (E-DPM) instruction supersedes E-DPM Instruction No. 3-9, Revised Form *DC-2000RP, Residency Preference for Employment*, dated May 8, 2009.

1. Purpose

This E-DPM instruction provides the following revised residency forms:

- *Form DC-2000RP, Residency Preference for Employment;*
- *DC Form 300, Notification and Certification of Bona-Fide Residency Requirements;*
- *DC Form 300D, Notification and Certification of Domicile Requirement; and*
- *DC Form 305, Certification of Submission of Proofs of District Residency or Domicile.*

The above-referenced forms have been updated because of the change in the residency requirements for certain appointees to Excepted Service attorney positions which resulted from the provisions of section 314 of the Technical Amendments Act of 2008 (the Act), effective March 25, 2009 (D.C. Law 17-353; D.C. Official Code § 1-609.06(f)).

2. Residency Provisions of the Act

Section 314 of the Act amended D.C. Official Code § 1-609.06(f), which now reads as follows:

Note: E-DPM instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions.

Inquiries: Policy & Planning Administration, DCHR (202) 442-9700

Distribution: Heads of Departments and Agencies, HR Advisors, and DPM Subscribers

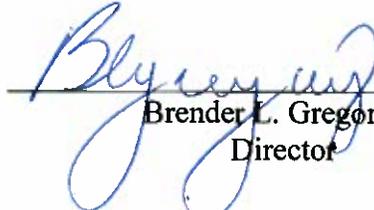
Retain Until Superseded

“(f) Subsections (a) through (e) of this section shall not apply to any person applying for, or accepting, a position in the Excepted Service as an attorney prior to March 25, 2009.” [Emphasis added.]

D.C. Official Code § 1-609.06(a) through (e) is the *domicile requirement* applicable to appointees to the Excepted and Executive Services.

√ **What the amended language cited above means is that any person applying for or accepting a position in the Excepted Service as an attorney on or after March 25, 2009 is now subject to the *domicile requirement*.**

Before the Act became effective, employment as an Excepted Service attorney was subject to the *residency preference system*, not the *domicile requirement*.


Brender L. Gregory
Director

Attachments:

- *Form DC-2000RP, Residency Preference for Employment (Rev. 9/10)*
- *DC Form 300, Notification and Certification of Bona-Fide Residency Requirements (Rev. 9/10)*
- *DC Form 300D, Notification and Certification of Domicile Requirement (Rev. 9/10)*
- *DC Form 305, Certification of Submission of Proofs of District Residency or Domicile (Rev. 9/10)*

GOVERNMENT OF THE DISTRICT OF COLUMBIA

D.C. Department of Human Resources

FORM DC-2000RP – RESIDENCY PREFERENCE FOR EMPLOYMENT

[PART OF EMPLOYMENT APPLICATION]

NOTE: *Residency Preference* is claimed at the time of application for a position in the Career Service, Educational Service, Legal Service other than the Senior Executive Attorney Service (“SEAS”), or Management Supervisory Service. Persons submitting paper applications shall complete this form to claim/decline the preference; persons applying online shall follow the online application process to claim/decline the preference. Except for applicants covered under Sections I or II below, residency preference, if applicable, will not be granted unless this form is completed at the time of application; or unless preference is claimed electronically (online) at the time of application.

Name: _____ Last 4 Digits of SSN: _____
(Print – Last Name, First Name, Middle Initial)

Position Applied for: _____ Job Requisition No.: _____
(Print)

CHECK (✓) ONLY ONE (1) OF THE FOLLOWING STATEMENTS:

I.
<input type="checkbox"/> I, the undersigned, am currently a District government employee whose service began on or before December 31, 1979 and has been continuous since that date. I understand that I will not be required to submit proof of or establish or maintain residency as a result of receiving preference.
II.
<input type="checkbox"/> I, the undersigned, am a former employee of the U.S. Department of Health and Human Services at St. Elizabeths Hospital who accepted employment with the District government, without a break in service, effective October 1, 1987. My service with the District government has been continuous since that date. I understand that I will not be required to submit proof of or establish or maintain residency as a result of receiving preference.
III.
<input type="checkbox"/> I, the undersigned, am not a bona fide District resident and I understand that I am not entitled to the 10-point residency preference.
IV.
<input type="checkbox"/> I, the undersigned, am a bona fide District resident and I DECLINE the residency preference.
V.
<input type="checkbox"/> I, the undersigned, am a bona fide District resident and I claim a residency preference in applying for the position indicated above. My current address is _____ . I have read the “ <i>Facts on Residency Preference</i> ” on the reverse side of this form, and I understand that if selected for this position I will be required to submit <u>no less than 8 proofs of bona fide District residency on or before the effective date of the appointment</u> ; and maintain such bona fide District residency for a period of <u>7 consecutive years from the date of appointment or promotion or forfeit the position</u> . Further, I understand that if <u>before</u> the end of the 7-year period to maintain bona-fide District residency I apply and am selected for another position without having claimed the preference for that position, I will still be required to fulfill my obligation to maintain bona-fide District residency for the remainder of the 7-year period.

Applicant’s Signature

Date (Month, Day, Year)

(OVER)

DC-2000RP (Rev. 9/10)

FACTS ON RESIDENCY PREFERENCE

- (1) An applicant for initial appointment with the District government in the **Career Service, Educational Service, Legal Service other than the Senior Executive Attorney Service (SEAS), or Management Supervisory Service** who is a bona fide District resident **AT THE TIME OF APPLICATION** may be awarded a residency preference of 10-points, unless he/she declines the preference points.
- (2) An employee who applies for a competitive promotion in the services listed in no. 1 above and who is a bona fide District resident **AT THE TIME OF APPLICATION** may be awarded a residency preference of 10-points, unless he/she declines the preference points.
- (3) The 10-point residency preference is to be claimed by completing the front of this form and submitting the form with the employment application.
- (4) A bona fide District resident who declines the 10-point residency preference **AT THE TIME OF APPLICATION** for initial appointment or competitive promotion, if found to be qualified, **WILL NOT** receive any preference. If selected, the person is not required to maintain bona fide residency.
- (5) Residency preference will be afforded as follows:
 - The 10 preference points will be added to any points awarded to the person on the 100-point scale used to rank qualified applicants for the position.
 - For competitive promotions, except promotional examinations (*e.g.*, police officers, firefighters), the 10-point preference will be added to any points awarded to each qualified employee on the 100-point scale used to rank the qualified employees.
 - Preference candidates will be selected ahead of equally qualified non-preference candidates.
- (6) A person who is awarded a 10-point residency preference and is selected for the position must agree in writing no later than the date of appointment to maintain bona fide District residency for a period of 7 consecutive years from the effective date of his or her appointment; and shall submit no less than 8 proofs of bona-fide District residency on or before the effective date of the appointment. Failure to maintain bona fide District residency will result in forfeiture of employment.
- (7) The requirement to maintain bona fide District residency is applicable **ONLY** to an applicant and employee who is awarded a 10-point residency preference at the time of application for initial appointment or competitive promotion and is selected.
- (8) Entitlement to preference: Any person who was employed by the District government on December 31, 1979, and who is still employed by the District government without having had a break in service of 1 workday or more since that date; or, pursuant to the provisions of Pub. Law No. 98-621, any former employee of the U.S. Department of Health and Human Services at St. Elizabeths Hospital who accepted employment with the District government without a break in service effective October 1, 1987 and who has not had a break in service since that date, will be granted a residency preference upon application for a **COMPETITIVE PROMOTION** in the services listed in no. 1 above, if at least 1 qualified applicant for the position has claimed a residency preference. If selected, the employee is not required to establish or maintain bona fide District residency.
- (9) An employee who is under a 7-year residency requirement who thereafter is awarded a 10-point residency preference in applying for another position (*i.e.*, competitive promotion), if selected, will be required to begin a new 7-year residency requirement effective the date of the new appointment.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources**

DC FORM 300 – NOTIFICATION AND CERTIFICATION OF BONA-FIDE RESIDENCY REQUIREMENTS

NOTIFICATION

1. Any person who claims a residency preference at the time of application for employment or promotion to a position in the Career Service, Legal Service other than the Senior Executive Attorney Service (SEAS), or Management Supervisory Service, and who is selected for the position is required to maintain bona-fide District residency for a period of 7 consecutive years from the date of appointment to the position. Failure to maintain bona-fide District residency for the 7-year period will result in forfeiture of employment.
2. Any person who applies for a position in the SEAS within the Legal Service and who accepts appointment or is hired to fill a position in the SEAS must either:
 - a. Be a bona-fide resident of the District of Columbia at the time of appointment and maintain such residency during the period of his or her appointment; or
 - b. Become a bona-fide resident of the District of Columbia within 180 calendar days of the date of his or her appointment and maintain such residency during the period of his or her appointment.
3. Failure to comply with the applicable residency requirement set forth above will result in forfeiture of employment.
4. No single document, fact, or circumstance is conclusive in order to determine bona-fide District residency; the following documents may be considered. In order to support a claim of bona-fide District residency, you are required to submit no less than 8 of the documents listed below on or before the effective date of the appointment:
 - a) Voter registration; b) Motor vehicle registration; c) Motor vehicle driver permit; d) Withholding and payment of individual income taxes, including copies of D.C. tax returns certified by the D.C. Office of Tax and Revenue and copies of certified federal tax returns filed with the U.S. Internal Revenue Service; e) Certified deed or lease or rental agreement for real property; f) Cancelled checks or receipts for mortgage or rental payments; g) Utility bills and payment receipts; h) bank account statement in the District of Columbia in the name of the employee; i) credit card or brokerage statements mailed to employee's residence; and j) automobile insurance statements for the employee based upon District residence.

CERTIFICATION

I certify that I have received and read the above notification of the residency requirement and that I have been given the opportunity to ask questions about the residency requirement and that I understand the requirement. [Check the statement that applies to you. The 1st statement is for use by individuals who claimed residency preference; the 2nd and 3rd for individuals in the SEAS]:

- I am currently a bona-fide resident of the District of Columbia and I certify that the address stated below is my actual, regular and principal place of residence. I understand that if I fail to maintain bona-fide District residency for a period of 7 consecutive years, I will forfeit my position with the District government.
- I am currently a bona-fide resident of the District of Columbia and I certify that the address stated below is my actual, regular and principal place of residence. I understand that if I fail to maintain bona-fide District residency during the period of appointment, I will forfeit my position with the District government.
- I intend to become a bona-fide resident of the District of Columbia within 180 calendar days of the date of my appointment. I understand that if I fail to become a bona-fide District resident within 180 calendar days of the date of appointment or fail to maintain bona-fide District residency during the period of appointment after becoming a bona-fide District resident, I will forfeit my position with the District government.

Full Name (Type or Print)

Complete Street Address (Include Apt. #)

Signature and Date

City/State/Zip Code

OFFICIAL USE ONLY

- Documents presented support bona-fide District residency.
- SEAS selectee – Must become a bona-fide District resident within 180 days, by _____
(Date)

(Position Control Number, Position Title, Series and Grade)

Signature of DCHR Processing Official

(Type of Appointment and Effective Date of Appointment)

Date

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

DC FORM 300D – NOTIFICATION AND CERTIFICATION OF DOMICILE REQUIREMENT

NOTIFICATION

1. Any person who applies for a position in the Excepted or Executive Services and who accepts appointment or is hired to fill a position in the Excepted or Executive Services must either:
 - a. Be a domiciliary of the District of Columbia at the time of appointment and maintain such domicile during the period of his or her appointment; or
 - b. Become a domiciliary of the District of Columbia within **180 calendar days** of the date of his or her appointment and maintain such domicile during the period of his or her appointment.
2. Failure to comply with the domicile requirement set forth above will result in forfeiture of employment.
3. No single document, fact, or circumstance is conclusive in order to determine District of Columbia domicile; the following documents may be considered. In order to support a claim of District of Columbia domicile, an individual must submit a minimum of **4** of the documents listed below:
 - (a) Voter registration; (b) Motor vehicle registration; (c) Motor vehicle driver permit; (d) Withholding and payment of individual income taxes, including copies of D.C. tax returns certified by the D.C. Office of Tax and Revenue and copies of certified federal tax returns filed with the U.S. Internal Revenue Service;
 - (e) Certified deed or lease or rental agreement for real property; (f) Cancelled checks or receipts for mortgage or rental payments; and (g) Utility bills and payment receipts; (h) bank account statement in the District of Columbia in the name of the employee; (i) credit card or brokerage statements mailed to the employee's principal place of residence in the District of Columbia; and (j) automobile insurance statements for the employee based upon employee's principal place of residence in the District of Columbia.
4. In addition to the **4** items specified above, in order to fully support a claim of District of Columbia domicile you must provide all of the items listed below, for a combined total of **15** proofs:
 - (a) A copy of a change of address form filed with the United States Postal Service containing the address of the employee's principal place of residence in the District of Columbia;
 - (b) A copy of an executed contract of sale for the real property that was the employee's principal place of residence at the time of accepting the appointment, if the employee owns a principal place of residence outside of the District of Columbia; or a copy of a change in the public records of the state where the employee was domiciled to show that the residence outside of the District of Columbia is no longer the employee's principal place of residence;
 - (c) Copies of utility bills, including electric, gas, telephone, cable, water, or other residency bills associated with occupying real property in the District of Columbia, where the billing and mailing address are the same as the principal place of residence in the District of Columbia of the employee;
 - (d) A copy of a bank account statement in the District of Columbia in the name of the employee;
 - (e) Copies of District of Columbia and federal income tax returns that use the District of Columbia address which is the employee's principal place of residence;
 - (f) Copies of professional dues statements mailed to the employee's principal place of residence in the District of Columbia;
 - (g) A sworn affidavit from the employee attesting that the administration of the employee's estate is subject to District of Columbia probate and estate taxes;
 - (h) Copies of credit card or brokerage account statements mailed to the employee's principal place of residence in the District of Columbia;
 - (i) Copies of automobile, health, and life insurance contracts for the employee based upon the employee's principal place of residence in the District of Columbia;
 - (j) Copies of mortgage statements for the employee's principal place of residence in the District of Columbia, or an executed lease for the employee's principal place of residence in the District of Columbia; and
 - (k) A sworn affidavit from the employee attesting that his or her income, from any source, is subject to District of Columbia withholding tax and taxation.
5. As needed, and in accordance with D.C. Official Code § 1-609.06(c)(2), a person shall fulfill the proof of domicile requirements by submitting a sworn affidavit affirming that he or she has undertaken affirmative actions to comply with the requirements listed in sections 3 and 4 of this form and, if a requirement is inapplicable, stating the reasons why the requirement does not apply.

(OVER)

CERTIFICATION

I certify that I have received and read the above notification of the domicile requirement, that I have been given the opportunity to ask questions about the domicile requirement, and that I understand the requirement. Check the statement that applies to you:

- I certify that I am currently a domiciliary of the District of Columbia, and that I reside at the address stated below. I understand that if I fail to maintain District domicile during the period of appointment, I will forfeit my position with the District government.

- I intend to become a domiciliary of the District of Columbia within **180 calendar days** of the date of my appointment. I understand that if I fail to become a domiciliary of the District of Columbia within 180 calendar days of the date of appointment or fail to maintain District domicile during the period of appointment, I will forfeit my position with the District government.

Full Name (Type or Print)

Complete Street Address (Include Apt. #)

Signature and Date

City/State/Zip Code

OFFICIAL USE ONLY

- Documents presented support claim of District of Columbia domicile.

- Selectee must become a District of Columbia domiciliary within 180 days, by _____.
(Date)

(Position Control Number, Position Title, Series and Grade)

Signature of DCHR Processing Official

(Type of Appointment and Effective Date of Appointment)

Date

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

DC FORM 305 – CERTIFICATION OF SUBMISSION OF PROOFS OF DISTRICT
RESIDENCY OR DOMICILE

I, _____, hereby submit the following proofs and certify that I
Full Name (Type or Print)

I am/have become a bona-fide District resident or domiciliary, that is, that I maintain a place of
abode in the District of Columbia as my actual, regular and principal place of residency.

I. Employees who claimed a residency preference at the time of initial appointment or competitive
promotion and were selected; and Senior Executive Attorney Service (SEAS) employees **must**
submit no less than **8 documents** from the list below as proof of bona fide District residency.
Excepted and Executive Service employees subject to the domicile requirement **must** submit a
minimum of **4 documents** from the list below as proof of bona-fide District residency, as
applicable:

- Voter registration
- Motor vehicle registration
- Motor vehicle driver permit
- Withholding and payment of individual income taxes, including copies of District of
Columbia tax returns certified by the D.C. Office of Tax and Revenue; and copies of
certified federal tax returns filed with the U.S. Internal Revenue Service
- Certified deed or lease or rental agreement for real property
- Cancelled checks or receipts for mortgage or rental payments
- Utility bills and payment receipts: _____, _____,
_____.
- Bank statement in the District of Columbia in the name of the employee
- Credit card or brokerage account statements mailed to employee's principal place of
residence in the District of Columbia
- Automobile insurance statements for the employee based upon employee's principal place
of residence in the District of Columbia

II. In addition to a minimum of **4** of the documents from the list above, every Excepted Service and
Executive Service employee subject to the domicile requirement **must** submit copies of each of the
11 documents listed on page 2, or file a sworn affidavit affirming that he or she has taken
affirmative action to comply with each requirement or, if a requirement is inapplicable, the reasons
why the requirement does not apply:

(OVER)

- 1. A copy of a change of address form filed with the United States Postal Service containing the employee's principal place of residence in the District of Columbia;
- 2. A copy of an executed contract of sale for the real property that was the employee's principal place of residence at the time of accepting the appointment, if the employee owns a principal place of residence outside of the District of Columbia; or
- 2a. A copy of a change in the public records of the state where the employee was domiciled to show that the residence outside the District of Columbia is no longer the employee's principal place of residence;
- 3. Copies of utility bills, including electric, gas, telephone, cable, water, or other residency bills associated with occupying real property in the District of Columbia, where the billing and mailing addresses are the same as the principal place of residence of the employee in the District of Columbia;
- 4. A copy of a bank account statement in the District of Columbia in the name of the employee;
- 5. Copies of District of Columbia and federal income tax returns that use the District of Columbia address which is the employee's principal place of residence;
- 6. Copies of professional dues statements mailed to the employee's principal place of residence in the District of Columbia;
- 7. A sworn affidavit from the employee attesting that the administration of the employee's estate is subject to District of Columbia probate and estate taxes;
- 8. Copies of credit card or brokerage account statements mailed to the employee's principal place of residence in the District of Columbia;
- 9. Copies of automobile, health, and life insurance contracts for the employee based upon the employee's principal place of residence in the District of Columbia;
- 10. Copies of mortgage statements for the employee's principal place of residence in the District of Columbia, or an executed lease for the employee's principal place of residence in the District of Columbia; and
- 11. A sworn affidavit from the employee attesting that his or her income, from any source, is subject to District of Columbia withholding tax and taxation.
- 12. Sworn affidavit(s) attesting that affirmative actions have been taken to comply with requirements **number 1 through number 11 above**, or if a requirement is inapplicable, the reasons why the requirement does not apply (specify the number of sworn affidavits submitted and the requirement addressed by each sworn affidavit):

Employee's Signature

Date

OFFICIAL USE ONLY

I, _____, certify that I received the documents checked above.
(Print Name of Personnel Representative)

Personnel Representative's Signature

Date