

**CITY OF NEW HAVEN CIVIL SERVICE  
APPLICATION FOR PREFERENCE POINTS – CITY OF NEW HAVEN DOMICILED**

A person domiciled in the City of New Haven may have 5 points added to his or her passing score on an open competitive examination. In order to qualify for preference points in accordance with Civil Service Rules and Regulations, the Civil Service Division of the City of New Haven Department of Human Resources requires that you 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 the residency points applied;
- You will remain domiciled in the City of New Haven through the date the resulting Eligibility List is approved by the Civil Service Board.

As the intention of the applicable Civil Service Rule is to give those domiciled in the City of New Haven preference points 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.

For the of this Application for Preference Points, “**DOMICILED**” is defined as “*that place where an individual has his or her true, fixed, and permanent home and principal establishment, and to which whenever he or she is absent, he or she has the intention of returning. The permanent residence of a person or the place to which he or she intends to return even though he or she may actually reside elsewhere.*”

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

***NOTE:*** *The applicant bears the burden to show legal domicile. The information and responses you provide on this form are subject to verification by the Civil Service Division and the New Haven Police Department. Any false or misleading statements will result in immediate disqualification or dismissal if hired.*

**Please note that these points will only be added to passing scores and applied up to the maximum score on a scale of one-hundred (100) points. The passing score for any civil service examination is 70%.**

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Title of Open Competitive Exam You Applied For: \_\_\_\_\_  
(PLEASE PRINT)

Name of Applicant: \_\_\_\_\_  
(PLEASE PRINT)

I, \_\_\_\_\_, hereby attest that I am a bona fide resident of the City of New  
(Name of Applicant)

Haven, who as of the date of the announcement of the open competitive examination indicated above, was domiciled within the City of New Haven; and who intends on remaining domiciled within the City of New Haven through the date that the resulting Eligibility List for this exam is approved by the Civil Service Board. Evidence to substantiate my claim for preference points is provided as follows.

**Eligibility: You must provide a minimum of 3 items to show you are domiciled within the City of New Haven.**

Answer all applicable statements that follow.

1. \_\_\_\_\_  
(APPLICANT ADDRESS)

I have been domiciled in the City of New Haven since: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Mo. Day Year

I Own, and **attached to this form is a copy of my most recent mortgage payment receipt.**

I Rent, and **attached to this form is a copy of my lease.**

Other. (Explain) \_\_\_\_\_

If renting, please provide the following:

\_\_\_\_\_  
(Name and Address of Landlord)

\_\_\_\_\_  
(Landlord Phone Number)

2.  I do not own property outside the City of New Haven.  
 I own property outside the City of New Haven, and property is located at: \_\_\_\_\_  
\_\_\_\_\_
3.  I am a registered voter of the City of New Haven, **and I have attached a copy of my voter registration card to this form.**  
 I am a registered voter in another Town/City, *(Please Specify)* \_\_\_\_\_.  
 I am not a registered voter.
4.  I have an unexpired driver's license showing my New Haven address, **and I have attached a copy to this form.**  
 I have a driver's license that shows an address outside of New Haven.
5.  I own motor vehicle(s) that is registered in the City of New Haven. How many? \_\_\_\_\_  
 I own motor vehicle(s) registered outside of the City of New Haven, and vehicle(s) information is noted below:

|                   |                           |                                      |
|-------------------|---------------------------|--------------------------------------|
| _____             | _____                     | _____                                |
| (License Plate #) | (Make & Model of Vehicle) | (City/Town Where Vehicle Registered) |
| _____             | _____                     | _____                                |
| (License Plate #) | (Make & Model of Vehicle) | (City/Town Where Vehicle Registered) |

- I do not own a motor vehicle.
6.  I have a valid picture ID that shows my New Haven address, **and I have attached a copy to this form.**
7.  **I have provided copies of at least two** current utility bills (gas, electric, etc) other bills (insurance, credit card, etc.), or other official business mail (bank statements, etc.) that I have received within the last 60 days.

**Note:** *(Bills or other material you have received in the mail and want to submit as proof of domicile cannot be more than 2 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.)*

**If you lack any items specified above, call our office IMMEDIATELY to discuss acceptable items that you may be able to submit to show whether or not you are domiciled within the City of New Haven. Do not wait until the day of the examination to discuss substitute items. Call 946-8252 during regular business hours. Applicants, who are unable to provide proof of domicile, are not eligible to apply for Preference Points.**

Bring this form, **together with copies of the items you indicated you have attached to this form,** to the exam. **WE CANNOT MAKE COPIES OF ITEMS FOR YOU AT THE EXAM.** You must follow this procedure for EACH open competitive exam that you wish to apply for preference points. Photocopies of three (3) items are required and all three (3) items must show your name and address.

**Special Note**

This form and the items for verification of domicile must be presented upon check-in at the examination. You cannot apply for preference points for the open competitive exam indicated on this form after taking the examination.

**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 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 five (5) points be added to my passing score. I understand that preference points will be added to my score if I pass the examination, and up to the maximum score only.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

|                  |                |                |
|------------------|----------------|----------------|
| Office Use Only: | Accepted _____ | Rejected _____ |
|------------------|----------------|----------------|