

CITY OF NEW YORK
EMPLOYEE DATA SHEET : RESIDENCE REQUIREMENT

LAST NAME:

SOC. SEC. NO.:

NEW TITLE: _____

NOTE: In completing this sheet, please refer to your previously completed Comprehensive Personnel Document (CPD), Personal History Questionnaires (PHQs) and Update Personnel Documents (UPDs)/Data Sheets. Nonresidents who have become residents since last completing a PHQ, CPD or UPD should complete Section A. Nonresidents who are still nonresidents should mark the appropriate box in Section B even if they have not moved since last completing a PHQ, CPD or UPD.

A. Residents of New York City:

I am a resident of The City of New York who is required to be a resident in accordance with the Mayoral Directive on Residence, or I am a resident of The City of New York who entered City service on or after September 1, 1986, who is required to be a resident in accordance with Section 12-119 et seq. of the Administrative Code. I understand that if I fail to remain a resident during the period of my employment with the City of New York I may forfeit my employment unless I have been granted an exemption or been excepted from the residence requirements or unless I entered City Service prior to September 1, 1986 and I am appointed to a permanent civil service list position, in accordance with the Mayoral Directive on Residence or Section 12-119 et seq. of the Administrative Code. I hereby agree that I will notify the Agency Head prior to any change of residence by me or my spouse during such time as I remain employed by the City of New York.

I further certify that (Write YES, NO, N/A):

- ___ My spouse resides at the current address indicated on my Update;
- ___ My minor children reside at the current address indicated on my Update;
- ___ I am registered to vote at the current address indicated on my Update;
- ___ My spouse is registered to vote at the current address indicated on my Update;
- ___ Any motor vehicle registered in my name or my spouse's name is registered at the current address indicated on my Update;
- ___ Tax returns filed by me or my spouse are filed at the current address indicated on my Update;
- ___ My children who attend public school attend such schools in New York City.

B. Nonresidents of New York City (Check the box which applies to you):

1. I am a nonresident who entered City service on or after September 1, 1986, OR I am a nonresident noncompetitive, provisional, labor, or exempt class employee who entered City service prior to September 1, 1986 and was previously granted an exemption under #4, OR I am a provisional employee who entered City service prior to January 13, 1978 who has not changed title since that date. I am required to become a resident within 90 days, except if I am a provisional, noncompetitive, exempt, or labor class employee with an underlying permanent title who entered City service prior to September 1, 1986, in which case, I am required to become a City resident within one year of my appointment, in accordance with Section 12-119 et seq. of the Administrative Code and with the Mayoral Directive on Residence. I hereby agree to become a City resident within the applicable time period, as stated above. I understand that if I fail to do so, it may result in forfeiture of my employment in this title with the City of New York. I further understand that I must remain a resident during the period of my employment in this title and agency.

2. I am a nonresident who entered City service prior to September 1, 1986 in a permanent competitive position, who is required to become a resident within one year of my appointment to this non-list position, in accordance with the Mayoral Directive on Residence. I hereby agree to become a NYC resident within one year and I understand that if I fail to do so, it may result in forfeiture of my employment in this title. I further understand that I must remain a resident during the period of my employment in this title and agency.

3. I am a nonresident who is not subject to the residence requirement because I entered City service prior to September 1, 1986, in a permanent civil service list position or in a provisional, noncompetitive, labor or exempt class position, and I have now been appointed or promoted to a new permanent civil service list position, without a break in service.* I understand that if I am subsequently appointed or promoted to a provisional, noncompetitive, exempt or labor class position for which residence is required, I must become a resident within one year of the date of appointment. I understand that my failure to be or become a resident in such case may result in forfeiture of my employment in that title and that I must remain a resident during the period of my employment with the City of New York in a title subject to the residence requirements.

4. I am a nonresident who entered City service prior to September 1, 1986 who has been granted an exemption by the City Personnel Director based upon personal hardship, indispensability to agency, or status as a stepped-up provisional in the next higher title in a competitive occupational series, OR who has been excepted or granted an exemption from the residence requirements of Section 12-119 et seq. of the Administrative Code or the Mayoral Directive on Residence, regardless of entry date into City service, while serving in this title for which recruitment is difficult. I understand that if I am subsequently employed in a title for which residence is required (except for list appointments for employees entering City service prior to September 1, 1986), I must become a resident within 90 days or one year of the date of appointment, whichever is applicable.** I understand that my failure to be or become a resident in such case may result in forfeiture of my employment in that title and that I must remain a resident during the period of my employment with the City of New York in a title subject to the residence requirements.

5. I am a nonresident who is not subject to the residence requirement because my worksite is outside the City OR I work for Transit Authority, Housing Authority, Board of Education, City University of New York, Health and Hospitals Corporation (which has its own residence requirement), Triborough Bridge and Tunnel Authority or District Attorneys' Offices OR I have worked for another nonmayoral agency since prior to September 1, 1986 OR I work for the Department of Probation OR I work in the uniformed forces of the Police Department, Fire Department, Correction Department, Sanitation Department, OR I am an Officer or Inspector at the Department of Health OR I am employed in the title of Chaplain. I understand that if I am subsequently employed in a title for which residence is required, I must become a resident within 90 days or one year of the date of appointment, whichever is applicable. I understand that my failure to be or become a resident in such case may result in forfeiture of my employment in that title and that I must remain a resident during the period of my employment with the City of New York in a title subject to the residence requirements.

* Permanent employees who entered City service prior to September 1, 1986 and who subsequently separate from City service shall not be subject to a residence requirement if they return to service in the same permanent civil service title within one year from the date of separation.

** Provisional employees as described in Section B4 who entered City service prior to September 1, 1986 and who subsequently separate from City service shall not be subject to the Residence Law if they return to service in the same title within 30 calendar days from the date of separation.

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By signing below, I affirm, under the penalties of perjury, that I personally completed this data sheet and that everything I have written is, to the best of my knowledge and belief, true and complete.

Signature

Date