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DEFINITIONS:

Residency is established when:

- A. The applicant is domiciled in the state of Alaska, or;
- B. The applicant is presently serving in the military with the intent of being domiciled in the state of Alaska upon completion of military service, or;
- C. The applicant has graduated from an accredited high school or post-secondary institution in the state of Alaska, or has earned a General Equivalency Diploma (GED) while domiciled in Alaska.

Domicile: The true and permanent home of a person from which there is no present intention of moving, and to which there is an intention to return whenever away.

PROCEDURE:

The Technical Services Section of the Division of Personnel is responsible for approving residency status of applicants applying for positions in the classified and partially exempt service with the State of Alaska. The following information and checklist are provided to assist in the approval process.

I. When to verify Alaskan Residency:

- A. When the Scope of Recruitment includes "Department Employees Only", "CEA Bargaining Unit Only," "All State Employees," or "Alaska Residents Only," residency must be verified for those applicants selected for interview prior to conducting the interviews.
- B. When the Scope of Recruitment includes "All Applicants," residency must be determined for all applicants prior to ranking.

II. Verification of Alaskan Residency:

- Review all information in the application that may be relevant to determine an applicant's residency. Relevant information may include:
 - Address
 - Home phone number
 - Work phone number
 - Contact phone number
 - Current location of employment
- If review of the above factors reasonably indicate the applicant is an Alaskan resident, a Residency Affidavit will not be required.

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- If review of the above factors reasonably indicate the applicant may NOT be an Alaskan resident, the applicant must complete a Residency Affidavit, provide the appropriate supporting documentation, and return it to the hiring manager.
- Upon receiving the Residency Affidavit with the appropriate supporting documentation, the Hiring Manager is to return the information to the Technical Services Section for approval.

III. Approval of Alaskan Residency

A. Review the Residency Affidavit and supporting documentation.

- If the applicant is claiming he/she is currently domiciled in the State of Alaska, page 2a of the Affidavit must be completed.
 - Determine if the reason for the absence is acceptable. Acceptable absences may include but are not limited to:
 - A student studying out of state who pays non-resident tuition
 - Medical treatment
 - Business
 - Vacation
 - Determine the reasonableness of the planned date of return. The intent to return must be definite. The present intent not to move and the intent to return whenever away is determined on the basis of all relevant circumstances. A vague desire to move at some undetermined time is not sufficient to demonstrate intention.
- If the applicant is claiming he/she is presently serving in the military with the intent of being domiciled in the State of Alaska upon completion of military service, page 2b of the Affidavit must be completed, with official documentation attached that supports that his/her home of record or home of residence is Alaska.
- If the applicant is claiming that s/he has graduated from an accredited high school or post-secondary institution in the State of Alaska, or has earned a General Equivalency Diploma (GED) while domiciled in Alaska, page 2c of the Affidavit must be completed, and a copy of his/her diploma or transcript verifying graduation must be attached.

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- B. If the documentation provided is not sufficient to make a determination of residency, you may contact the applicant and request additional documentation.

- C. When the review of documentation is completed, return the cover page of the Residency Affidavit to the Hiring Manager. This will indicate approval or rejection of the Affidavit. The Hiring Manager will then contact the applicant with the determination.