

Focus: Statewide Policy POL	State of Alaska Department of Administration Division of Personnel <u>Policies and Procedures</u>
Topic: Residency Determinations 23013 POL	Effective Date: February 11, 2004 Supercedes:
Authority: AS 39.25.159	2 AAC 07.106
Link(s): DEP 23013 CHK	DEP 23013 FRM DEP 23013 PRO

POLICY:

It is the policy of the State of Alaska to give preference to applicants domiciled in the State of Alaska or who otherwise claim residency in this state for employment purposes.

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.

REVIEW OF RESIDENCY OF APPLICANTS:

- I. Upon filling out an application for employment with the State of Alaska, if an applicant's residency is in question, the applicant will be required to complete and return a Residency Affidavit to the hiring manager in order to verify residency status.
- II. Applicants must then complete page 1 of the Residency Affidavit as well as one of the following:
 - A. If the applicant is claiming to be domiciled in the State of Alaska, s/he must complete page 2a of the Affidavit.
 - B. If the applicant is claiming to be presently serving in the military with the intent of being domiciled in the State of Alaska upon completion of military service, s/he must complete page 2b of the Affidavit and attach official documentation that supports that Alaska is his or her home of record or home of residence.
 - C. If the applicant is claiming to have graduated from an accredited high school or post-secondary institution in the State of Alaska, or to have earned a General Equivalency Diploma (GED) while

Focus: Statewide Policy POL	State of Alaska Department of Administration Division of Personnel <u>Policies and Procedures</u>
Topic: Residency Determinations 23013 POL	Effective Date: February 11, 2004 Supercedes:
Authority: AS 39.25.159	2 AAC 07.106
Link(s): DEP 23013 CHK	DEP 23013 FRM DEP 23013 PRO

domiciled in Alaska, s/he must complete page 2c of the Affidavit and attach a copy of his or her diploma or transcript verifying graduation.

- III. Applicants must return the form and the required documentation to the requesting hiring manager. If the supporting documentation requested is not sufficient to make a determination of residency, the hiring manager or the Division of Personnel may request additional information in order to make a determination of residency.