

STATE OF ALASKA  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF PERSONNEL & LABOR RELATIONS  
STANDARD OPERATING PROCEDURE

Recruitment  
DOPLR-01

**I. Alaska Residency Determinations**

A. Purpose

The purpose of this Standard Operating Procedure (SOP) is to provide guidelines for determining Alaska residency for purposes of employment for positions in the classified service with the State of Alaska.

B. Scope

This SOP applies to applicants applying for vacancies in the classified service. Residency must be verified for those applicants selected for interview prior to conducting the interviews.

C. Authority

- 2 AAC 07.106
- 2 AAC 07.999 (14)

D. Definitions

An applicant is eligible to claim residency for employment purposes if the applicant:

1. Is domiciled in this state. Domicile is defined as 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.
2. Presently serves in the military with the intent of being domiciled in this state upon completion of military service;
3. Provides documentation of graduation from an accredited high school or post-secondary institution in this state, or of a General Equivalent Diploma (GED) earned while domiciled in this state; OR
4. Is presently enrolled in a post-secondary institution in this state and not enrolled solely in on-line classes.

NOTE: A non-resident displaced to any area of the United States by a natural disaster, with proof of residence from the area declared to be a natural disaster by the President of the United States, will be considered a resident for employment purposes for a 12-month period following the declaration. An

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applicant applying under this subsection, however, will not receive the preference afforded residents under 2 AAC 07.106(d).

E. Hiring Manager Review

1. Hiring Managers are responsible for the initial review of an application to ensure the applicant meets residency requirements. During review of an application, if factors such as recent or current out-of-state employment, out of state address, etc., are documented, the applicant must be given a Residency Affidavit form so residency status can be verified.

NOTE: A non-resident displaced to any area of the United States by a natural disaster, who is using the residency for employment preference, does not need to fill out the Residency Affidavit, however, proof of residence from the area declared to be a natural disaster by the President of the United States must be provided. Hiring managers should send proof of residence to agency human resource staff for verification.

2. The applicant must complete and return the Residency Affidavit form and the required documentation to the requesting hiring manager. The hiring manager will then submit the Residency Affidavit and the supporting documentation to their agency human resource staff to obtain a determination on residency.

F. Human Resource Review

1. Review the Residency Affidavit and supporting documentation.
  - a. Human Resource staff is responsible for determining whether applicants who are claiming they are domiciled in the State of Alaska, but not currently residing in Alaska, have an acceptable reason for their absence. Acceptable absences may include but are not limited to:
    - A student studying out of state who pays nonresident 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 desire to return to Alaska at an undetermined time is not sufficient to demonstrate intention, nor is intent to return upon acceptance of employment.

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- b. Applicants claiming to be presently serving in the military with the intent of being domiciled in the State of Alaska upon completion of military services must provide a DD Form 2058, State of Legal Residence Certificate, that supports their home of record or home of residence is Alaska.
- c. Applicants claiming to have graduated from an accredited high school or earned a general equivalency diploma (GED) in Alaska must provide documentation of graduation or a GED earned while domiciled in this state. Applicants claiming to have graduated from a post-secondary institution in the State of Alaska must provide a transcript verifying graduation from an accredited Alaskan school.
- d. Applicants presently enrolled in a post-secondary institution in the State of Alaska, while domiciled in Alaska, must provide proof of enrollment. **PLEASE NOTE:** Nonresident applicants who are taking courses on-line through an Alaskan school but are NOT living in the State of Alaska will not be considered an Alaska resident for purposes of employment.
- e. Applicants claiming residency because they were displaced from an area declared a natural disaster by the President of the United States, must provide proof of residency in the area declared a natural disaster. Proof of residency is similar to proof of residency in Alaska. You can request drivers' license, voter registration, etc.

To confirm the area was declared a natural disaster by the President of the United States, go to the FEMA website at:  
<http://www.fema.gov/disasters> and ensure the area the applicant is claiming residency in is listed as a "major" disaster declaration and confirm the date of the declaration. If you have questions contact Recruitment Services.

- 2. If the documentation provided is not sufficient to make a determination of residency, contact the applicant and request additional documentation.
- 3. When the review of documentation is completed, return the Residency Affidavit to the Hiring Manager. This will indicate approval or rejection of the Affidavit. The Hiring Manger will then contact the applicant with the determination. If the selected applicant has an approved Residency Affidavit this documentation should be sent to Payroll Services, with the Job Qualification Summary and Applicant Profile, to be included in the Personnel File.

NOTE: Applicants claiming eligibility for employment as Alaska residents must meet residency requirements at the time of application.

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