DC FORM 300D – NOTIFICATION AND CERTIFICATION OF DOMICILE REQUIREMENT

NOTIFICATION

1. Any person who applies for a position in the Excepted or Executive Services and who accepts appointment or is hired to fill a position in the Excepted or Executive Services <u>must</u> either:

   a. Be a domiciliary of the District of Columbia at the time of appointment and maintain such domicile during the period of his or her appointment; or

   b. Become a domiciliary of the District of Columbia within **180 calendar days** of the date of his or her appointment and maintain such domicile during the period of his or her appointment.

2. Failure to comply with the domicile requirement set forth above will result in forfeiture of employment.

3. No single document, fact, or circumstance is conclusive in order to determine District of Columbia domicile; the following documents may be considered. In order to support a claim of District of Columbia domicile, an individual must submit a minimum of **4** of the documents listed below:

   (a) Voter registration; (b) Motor vehicle registration; (c) Motor vehicle driver permit; (d) Withholding and payment of individual income taxes, including copies of D.C. tax returns certified by the D.C. Office of Tax and Revenue and copies of certified federal tax returns filed with the U.S. Internal Revenue Service; (e) Certified deed or lease or rental agreement for real property; (f) Cancelled checks or receipts for mortgage or rental payments; and (g) Utility bills and payment receipts; h) bank account statement in the District of Columbia in the name of the employee; i) credit card or brokerage statements mailed to the employee's principal place of residence in the District of Columbia; and j) automobile insurance statements for the employee based upon employee's principal place of residence in the District of Columbia.

4. In addition to the **4** items specified above, in order to fully support a claim of District of Columbia domicile you must provide **all** of the items listed below, for a combined total of **15 proofs**:

   (a) A copy of a change of address form filed with the United States Postal Service containing the address of the employee's principal place of residence in the District of Columbia;
   (b) A copy of an executed contract of sale for the real property that was the employee's principal place of residence at the time of accepting the appointment, if the employee owns a principal place of residence outside of the District of Columbia; or a copy of a change in the public records of the state where the employee was domiciled to show that the residence outside of the District of Columbia is no longer the employee's principal place of residence;
   (c) Copies of utility bills, including electric, gas, telephone, cable, water, or other residency bills associated with occupying real property in the District of Columbia, where the billing and mailing address are the same as the principal place of residence in the District of Columbia of the employee;
   (d) A copy of a bank account statement in the District of Columbia in the name of the employee;
   (e) Copies of District of Columbia and federal income tax returns that use the District of Columbia address which is the employee's principal place of residence;
   (f) Copies of professional dues statements mailed to the employee's principal place of residence in the District of Columbia;
   (g) A sworn affidavit from the employee attesting that the administration of the employee's estate is subject to District of Columbia probate and estate taxes;
   (h) Copies of credit card or brokerage account statements mailed to the employee's principal place of residence in the District of Columbia;
   (i) Copies of automobile, health, and life insurance contracts for the employee based upon the employee's principal place of residence in the District of Columbia;
   (j) Copies of mortgage statements for the employee's principal place of residence in the District of Columbia, or an executed lease for the employee's principal place of residence in the District of Columbia; **and**
   (k) A sworn affidavit from the employee attesting that his or her income, from any source, is subject to District of Columbia withholding tax and taxation.

5. As needed, and in accordance with D.C. Official Code § 1-609.06(c)(2), a person shall fulfill the proof of domicile requirements by submitting a sworn affidavit affirming that he or she has undertaken affirmative actions to comply with the requirements listed in sections 3 and 4 of this form and, if a requirement is inapplicable, stating the reasons why the requirement does not apply.

(OVER)

CERTIFICATION

I certify that I have received and read the above notification of the domicile requirement, that I have been given the opportunity to ask questions about the domicile requirement, and that I understand the requirement. Check the statement that applies to you:

❑   I certify that I am currently a domiciliary of the District of Columbia, and that I reside at the address stated below. I understand that if I fail to maintain District domicile during the period of appointment, I will forfeit my position with the District government.

❑   I intend to become a domiciliary of the District of Columbia within **180 calendar days** of the date of my appointment. I understand that if I fail to become a domiciliary of the District of Columbia within 180 calendar days of the date of appointment or fail to maintain District domicile during the period of appointment, I will forfeit my position with the District government.

Full Name (Type or Print)	Complete Street Address (Include Apt. #)
Signature and Date	City/State/Zip Code

OFFICIAL USE ONLY

❑   Documents presented support claim of District of Columbia domicile.

❑   Selectee must become a District of Columbia domiciliary within 180 days, by _____.
                 (Date)

(Position Control Number, Position Title, Series and Grade)	Signature of DCHR Processing Official
(Type of Appointment and Effective Date of Appointment)	Date

DC Form 300D (Rev. 9/10)