



## CITY OF CHICAGO

### DEPARTMENT OF HUMAN RESOURCES EMPLOYEE CHANGE OF ADDRESS FORM

Department: \_\_\_\_\_ Bureau: \_\_\_\_\_ \*District: \_\_\_\_\_

Name: \_\_\_\_\_

Position Title/Assignment: \_\_\_\_\_

Employee Number: \_\_\_\_\_ \*File#: \_\_\_\_\_

I understand and acknowledge that as a condition of employment with the City of Chicago I must be an actual resident of the City of Chicago.

Former Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code: \_\_\_\_\_

New Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code: \_\_\_\_\_

New Phone Number: \_\_\_\_\_ Effective Date: \_\_\_\_\_

I understand that the falsification of this statement of address shall constitute grounds for discharge from the City Service.

I understand and acknowledge that I must report any change of address immediately to my **department head** and to the **Department of Human Resources** and that failure to provide such notification shall constitute grounds for discharge from the City Service.

By signing this residency affidavit, I acknowledge and represent that I have fully read and understand **both the front and reverse sides** of this residency affidavit, and further certify that the information which I have provided herein is true and correct.

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
\*Company Officer

\_\_\_\_\_  
\*Battalion Chief/Paramedic Field Chief

\_\_\_\_\_  
\*DDC/ADCP

\_\_\_\_\_  
Employee Signature

Date \_\_\_\_\_

**NOTE:** the employee must provide proof of new address in the form of a driver's license or state issued ID, or mortgage statement, or bank statement, or water bill, or utility bill to the operating department.

**\*Fire department only: District, File#, Company Officer, Battalion Chief/Paramedic Field Chief, DDC/ADCP.**

## **City of Chicago Policy on Residency as a Condition of Employment**

In order for a City employee to be most effective, he or she must identify with the needs and aspirations of the residents of the City of Chicago. This sense of identification can only be accomplished if the employee is, in fact, an actual resident of the City. As a City resident an employee participates directly in the activities of a neighborhood of the City. This participation and commitment is essential to the development of a strong sense of public service as it relates to the citizens of Chicago. It has been and will continue to be a requirement for City employment that all employees of the City, irrespective of the status, shall be actual residents of the City of Chicago. This policy is stated in Section 25-30 of the Municipal Code of Chicago, the Rules of the Department of Human Resources and other departmental rules or labor contracts governing particular classes of employees. It is essential that this policy be applied uniformly to all employees in all departments. It is the responsibility of every department head to ensure that this policy is carried out. A department head shall take immediate action for the discharge of any employee not in compliance with the requirement that he/she be an actual resident of the City of Chicago.

Any request for assistance in the implementation of this policy should be directed to the Commissioner of Human Resources.

For your information an opinion of the Corporation Counsel states in part: “actual residence has been found to contemplate substantially the same attributes as are intended when the word ‘domicile’ is used, and a permanent and fixed character is intended.”

“...an actual resident has been held to be one who is in a place with the intent to establish there his domicile or permanent residence.”

The opinion goes on to say: “...the acquisition of a local address solely for the purpose of claiming it as a residence as a requirement of public employment must be viewed as a subterfuge designed to avoid the obvious objectives of the ordinance. What is required is that the employee actually dwell at the purported residence, not that he have a mailing address at which he/she may on occasion spend some minimal amount of time, while, for example, his/her family lives outside the city and his/her children attend schools outside of the city in which the employed parent purports to reside.”

Most recently the Illinois Supreme Court, in upholding the City’s residency requirement, described actual residence as a person’s “true, permanent home” and “principal residence (and) domicile.”