

**CITY OF CLEVELAND CIVIL SERVICE COMMISSION  
AFFIDAVIT OF RESIDENCY  
INSTRUCTIONS**

**Please read all these instructions before proceeding.**

A person who is a bona fide resident of the City of Cleveland for at least one year immediately prior to the examination can have 10 points added to their passing score if they provide proof of residency.

IF YOU HAVE LIVED IN THE CITY OF CLEVELAND FOR AT LEAST ONE YEAR AT THE TIME OF FILING YOUR APPLICATION YOU ARE ELIGIBLE TO RECEIVE RESIDENCY POINTS. THOSE POINTS ARE ADDED TO YOUR PASSING SCORE AND CAN HAVE A BIG IMPACT ON YOUR RANKING ON THE ELIGIBLE LIST THE CITY USES FOR HIRING.

To substantiate a claim for residency points, Applicants must **UPLOAD LEGIBLE COPIES** of the following:

- a. A completed, signed and notarized Residency Affidavit in the form attached; and
- b. A copy of a single utility bill, credit card bill, bank statement or medical insurance statement showing your current address and dated within thirty (30) days of the date you submit your application **OR** a driver's license or state ID showing an address in the City of Cleveland that matches the address in your application.

**These Documents MUST be saved as a PDF or JPEG and must be uploaded to your application. (You can simply take a picture and upload it or email it to Civil Service)**

**The Affidavit and any related residency documents will not be accepted more than one business day after the close of the application period stated in the examination announcement. If you are not uploading them as an attachment to your application (preferred) they MUST be received at [cs@city.cleveland.oh.us](mailto:cs@city.cleveland.oh.us) no later than 11:59 pm on the first business day after the end of the application period.**

**The Civil Service Commission will accept an application without this Affidavit and any related information, but will not accept those items after the deadline stated above.**

**CITY OF CLEVELAND CIVIL SERVICE COMMISSION  
AFFIDAVIT OF RESIDENCY**

**STATE OF OHIO:**

**COUNTY OF \_\_\_\_\_:**

The undersigned, being first duly sworn, states as follows:

1. I am of sound mind and legal age and have first-hand knowledge of the facts asserted herein.
2. As of the date of this application, I am a bona fide resident of the City of Cleveland.
3. I have lived in the City of Cleveland since \_\_\_\_\_.
4. My current residence address is: \_\_\_\_\_  
\_\_\_\_\_.
5. I have lived at this address as my legal residence for \_\_\_\_\_ years/months, since \_\_\_\_\_.

If less than one year, list all prior residence addresses to substantiate that you have been a resident of the City of Cleveland for at least one year immediately prior to the application date.

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

6. I own / rent / other (select one) the property at this current address.

If "other" is selected please explain: \_\_\_\_\_

7. I provided a true copy of the following document to the Civil Service Commission office as proof of my City of Cleveland residence.

\_\_\_ utility bill                      \_\_\_ bank statement                      \_\_\_ other  
\_\_\_ credit card statement                      \_\_\_ driver's license or state identification

8. The Civil Service Commission may rely on a copy or photo of this Affidavit as if it were an original document. **I understand that falsification of information contained in this Affidavit may result in removal from any further consideration for employment by the City of Cleveland, removal from any related eligible list, and/or prosecution for perjury/falsification.**

AFFIANT FURTHER SAYETH NAUGHT

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed Name

SWORN TO and SUBSCRIBED in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC