

CERTIFICATION OF PLACE OF ACTUAL RESIDENCE

MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION

A determination regarding your place of actual residence must be made under provisions of the Joint Travel Regulations (JTR), Volume 2. This is required to establish the point of origin from which the Government will provide transportation for you, your family (if authorized), and personal belongings/household goods; and the point to which return transportation is authorized. The place of actual residence is normally where the employee is residing and maintaining their dependents and household goods at the time he/she receives notification of selection. There is neither a statute nor an executive order that requires an individual to furnish this information; however, completion of this certification is necessary before travel order can be issued and travel allowances can be authorized/paid. Additional documentation may be required to verify residency. The following documents should be readily available to be provided for review on request to verify your place of actual residence and length of time resided at that address: mortgage statement or lease, utility bills (telephone, gas, electric), property tax statements, voter registration card, IRS tax statements, State tax statements, and driver's license. The personal information requested is necessary for proper identification of the traveler. JTR, Volume 2 requires that SSNs be disclosed for identification purposes. The same routine uses will be made of the SSN that are made of other personal information. Failure to disclose SSN will preclude authorization of travel and travel allowances.

1. NAME: _____ 2. SSN: _____
(Print - Last, First, Middle)

3. Vacancy Announcement (From Selection Notice): _____

4. ACTUAL PLACE OF RESIDENCE AT TIME OF SELECTION/JOB OFFER:

5. Have you Obtained waiver of U.S. tax liability based on foreign residence in the past 24 months? _____

6. Have you had any length of absence from the claimed place of residence of more than 45 consecutive days within the last 12 months?
If so, please state the reasons for this absence.

7. I, _____ (print name – first, middle, last) certify that (a) I have physically resided at the above address for ____ years and ____ months; (b) it is my principle residence and was at the time job offer was extended/accepted; and, (c) I can provide and understand that I may be required to provide the documents listed above as proof of residency. This information may or may not be confirmed using other sources. I understand that falsification of this information will have an impact on my eligibility for overseas benefits.

8. IF YOU HAVE NOT RESIDED AT THE ABOVE ADDRESS FOR MORE THAN 24 CONSECUTIVE MONTHS, LIST PREVIOUS ADDRESS(ES) AND PERIOD OF RESIDENCE AT EACH ADDRESS:

9. _____ (SIGNATURE) _____ (DATE)