



CITY OF PITTSBURGH

Department of Personnel & Civil Service Commission

Acceptable Documents to Verify Legal Residence and Domicile

The Department of Personnel & Civil Service Commission will accept the following documents to verify legal residence, also known as domicile. Additionally, the City reserves the right at all times to request clarification and/or other supporting evidence and documentation to ensure that City employees are compliant with Pittsburgh Code Chapter 181.02: "All City employees and officials...shall be domiciled in the City at the time of their initial appointment and shall continuously maintain their domicile within the City throughout the terms of their employment with the City."

Under Pennsylvania law, a person can have only one legal residence or domicile. It is the place at which an individual has his fixed family home and principal establishment. Once established, an existing domicile is presumed to continue until a new one is shown to have been adopted.

****Police Union Officers are permitted to live within a 25 air mile radius of the City-County Building.**

ONE OF THE FOLLOWING DOCUMENTS MUST BE PRESENTED TO PROVE DOMICILE AND LEGAL RESIDENCE:

- Current executed Lease Agreement (Include a canceled check for one month's payment or the security deposit).

Month-to-month leases require employees to verify with the Department of Personnel monthly that the lease has been maintained or when new residence is established.

OR

- Mortgage payment booklet (document identifying homeowner name and property address).

OR

- Title to domicile property.

OR

- Employee & Property Owner Affidavit.

IN ADDITION, TWO OF THE FOLLOWING SUPPORTING DOCUMENTS, SHOWING THE CITY ADDRESS, MUST BE PRESENTED:

- Vehicle Registration Card
- Vehicle Insurance Card
- *Monthly Gas Bill
- *Monthly Electric Bill
- *Monthly Telephone Bill
- *Cable Bill
- *Cell Phone Bill

*NOTE: A letter from the representative company confirming it is establishing service for the new resident is acceptable.

Prior to purchasing or renting a place of residence, applicants and employees may call the City of Pittsburgh Department of Personnel and Civil Service Commission at (412) 255-2710 to verify that the property is located within the City of Pittsburgh.