



## CONCLUSION

*N.J.A.C.* 4A:4-2.1(f) permits an applicant to amend a previously submitted application prior to the filing closing date.

On the subject announcement, candidates were instructed that they must read the 2013 Law Enforcement Examination Fact Sheet. The Fact Sheet specifically states, "You must be a legal resident of the jurisdiction you list as your residency as of the closing date, September 4, 2013." Thus, candidates were on notice regarding residency requirements.

In the present matter, the announcement clearly indicated that the last date for filing an application was September 4, 2013. Ms. Burt has submitted a sworn statement in which she indicates that the Middlesex Boro residency was incorrectly indicated on the application for the subject examination. Since Ms. Burt has submitted a sworn statement that she lived in Parlin at the time she submitted the application and Middlesex Boro was indicated as the residency code as a result of her error, her request should be processed and the appellant be permitted to amend her application to indicate a Sayreville residency code (1219).

The Commission emphasizes that it is not making a determination of the appellant's residency. In this regard, it is noted that each jurisdiction has its own residency requirement, which must be met by the closing date. The Civil Service Commission does not have authority over the establishment of this requirement. Some jurisdictions only require candidates to be residents as of the closing date, while others also require that residency be maintained up to the date of appointment. See *N.J.A.C.* 4A:4-2.11(c). The appointing authority will investigate the appellant's residency as part of its background check conducted prior to making any appointment.

## ORDER

Therefore, it is ordered that this appeal be granted and Ms. Burt's application be amended to indicate a Sayreville residency code.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE  
CIVIL SERVICE COMMISSION  
THE 3<sup>rd</sup> DAY OF DECEMBER, 2014



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