

## A NOTE ON YOUR ADDRESS (N.J.A.C. 4A:4-3.2(e))

Every year, the Civil Service Commission processes numerous job applications and issues thousands of certifications for open competitive, promotional, and special reemployment lists. However, we understand that, from the time when you first file an application until the examination is scheduled or when your name appears on an eligible list to the time a certification is issued from the list for appointment consideration, certain particulars like your address or phone number may change. **In accordance with *N.J.A.C. 4A:4-3.2(e)*, “[i]t shall be the responsibility of an eligible to keep a current address on file with the Civil Service Commission.”** This means that if your address changes at any time during the application and selection process or during the life of an eligible or special reemployment list, you are responsible to update your current mailing address directly with the CSC. If you fail to do so, you may not receive notifications to appear for examinations or notifications that your name has been certified for appointment consideration. Filling out a change-of-address form from the post office is not enough; **your information must be updated directly with the CSC.** If you are removed from an eligible list because we are unable to contact you due to a change in your address that you do not report to us, it will not be considered a valid basis in an appeal to restore your name to the list. [Use this link to access an official CSC change of address form.](#)

Please note: You must also update any address change with your department or local appointing authority. The CSC address change form only covers correspondence between the CSC and you regarding your applications, eligibility status, and certification lists. Also, changing your address after the closing date of a symbol does not change your residency status or rank on an existing eligibility list.