



CITY OF MIAMI GARDENS RESIDENT PREFERENCE FORMS

INSTRUCTIONS FOR COMPLETING RESIDENT PREFERENCE FORMS For Residents of the City of Miami Gardens

RESIDENCY QUALIFICATIONS:

In accordance with the City of Miami Gardens Ordinance No. 2010-27-235, City of Miami Gardens residents receive preference (5 points) for the purpose of employment opportunities.

TO APPLY:

1. All applicants must provide proof to verify residency: **Two documents dated more than six months ago and two documents dated less than six months ago.** Proof must show applicant's address (not P.O. Box or in care of a third party) and include the applicant's name. Same type of proof can be used as current and prior proof.

Examples of acceptable proof of residency are:

Lease or deed, or if not available, a letter from a landlord on the landlord's letterhead indicating dates of tenancy and rent payments

Student records

Florida Driver's License

Passport

Automobile registration certificate

Utility bill

Selective service card

Voter registration card

2. Fill out and have the Certificate of Residence and Affidavit notarized.
3. Minors Residing with Parents. If residing with parent, you may provide proof that shows the permanent, City of Miami Gardens address of the parent/student residence, along with the Certificate of Residence and Affidavit notarized signed by parent and notarized that states the student is now, and has been for a period of one year, living with that parent.

4. **Mail or deliver** the original, **NOTARIZED AFFIDAVIT** plus proof of residency as outline above and application to:

**City of Miami Gardens
Human Resources Department
18605 NW 27th Avenue
Miami Gardens, Florida 33056**



CITY OF MIAMI GARDENS
RESIDENT PREFERENCE FORMS

PROOF OF RESIDENCY
APPLICANTS FOR EMPLOYMENT/VOLUNTEER/INTERNSHIP

NOTICE TO APPLICANTS: In accordance with the City of Miami Gardens Ordinance No. 2010-27-235, City of Miami Gardens residents receive preference for the purpose of employment opportunities. Applicants wishing to claim Resident Preference must certify proof of current and past residency (one year) at the time of application. A Proof of Residency and original notarized Certificate of Residence must be presented to the Human Resources Department at the time of application.

Last Name _____ First Name _____

Section 1. – Residency Claim

I, _____, wish to assert Resident Preference.

I am current City of Miami Gardens Resident

I have resided at the following address _____
since _____

I would like to receive Resident Preference for: _____
(Job/Intern/Volunteer Applying For)

Section 2. – Proof of Residency

1. Please check which documents you have provided as proof you currently reside and maintain City of Miami Gardens residency for one or more years. All applicants must provide proof to verify residency: **Two documents dated more than six months ago and two documents dated less than six months ago.** Proof must show applicant's address (not P.O. Box or in care of a third party) and include the applicant's name. Same type of proof can be used as current and prior proof.

I have provided the following:

Lease or deed, or if not available, a letter from a landlord on the landlord's letterhead indicating dates of tenancy and rent payments

Student records

Florida Driver's License

Passport

Automobile registration certificate

Utility bill

Selective service card

Voter registration card

Other _____

Section 3. – Certification of Residency

I have attached an original notarized Affidavit of Current Residency

Applicant Signature

____/____/_____
Date



**CITY OF MIAMI GARDENS
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**CERTIFICATE OF RESIDENCE
AFFIDAVIT (or AFFIRMATION) and APPLICATION**

In connection with my application for employment/volunteer/internship with the City of Miami

Gardens. I, _____ do hereby swear (or affirm) (Applicant's Full Printed Name)

that I am a permanent City of Miami Gardens resident, and that I reside at

_____, _____ / _____ / _____
(Physical Address) (City) (State) (Zip)

and have for a period of at least one year immediately prior to the date of this affidavit (or affirmation) or application has been a resident of the City of Miami Gardens.

Applicant Signature
(signed in presence of Notary Public)

Parent Signature (if minor/student)
(signed in presence of Notary Public)

Your signature must be notarized before this affidavit (or affirmation) is submitted.

STATE OF _____
COUNTY OF _____

Sworn to (or affirmed) before me and () personally known to me or () provided proper photo identification. Type of identification provided: _____ this _____ day of _____, 20_____.

Notary Public Signature _____

Notary Public Seal

HR USE:

Proof of Residency provided at the time of application () yes () no

Six months or more
Type and Date/Issued _____

Less than six months
Type and Date/Issued _____

Notarized Certificate of Residence provided at the time of application () yes () no

Verified by: _____

Date: _____