

RESIDENCE CERTIFICATION

This order delineates the procedures for members to inform the Department whenever they change their residence address, tax status, or personal information.

I. PROCEDURES

A. RESPONSIBILITIES OF MEMBERS

1. **NEW ASSIGNMENT.** On the first day of work with the Department or when transferred to a new unit, complete a Certificate of Residence (SFPD 11) in triplicate and submit it to your commanding officer or officer-in-charge.
2. **CHANGES.** Complete a new Certificate of Residence whenever any of the following occur:
 - a. Your residence telephone number changes.
 - b. Your residence address changes.
 - c. The name of the person to notify in an emergency changes.
 - d. You change your name. In this case, list your former name under "Optional Information."
3. **CHANGE OF NAME/ADDRESS/TAX.** If your name, address or tax status changes, also go to the Payroll Section and prepare a new W-4 form.

B. RESPONSIBILITY OF THE COMMANDING OFFICER/OFFICER-IN-CHARGE

Forward the original Certificate of Residence to the Personnel Division and a copy to the Operations Center. Retain a second copy at the unit.