

## RESIDENCY HISTORY WORKSHEET INSTRUCTIONS

The Residency History Worksheet must be completed for personnel working in a child services position. This worksheet captures the applicant's **five-year** residency history, federal service work history, and any breaks in federal service. This will be used to determine the necessary background check and investigative requirements.

**U.S. Citizen:** Personnel who holds citizenship status in the U.S., either by birth or naturalization.

**Foreign National:** Personnel living in the United States but are not U.S. citizens. (*Note- requires U.S. residency for 3 of the last 5 years*)

**3<sup>rd</sup> Country Foreign National:** Personnel who are not citizens of the country in which they are living in.

***If you are a host nation/local national, please complete the IMCOM Worksheet 29 for HN.***

REQUIRED INFORMATION	DESCRIPTION
LAST, FIRST, MIDDLE	List your current legal name as found on your driver's license, marriage license, passport, social security card, etc. Use full middle name. If you do not have a middle name, use "NMN."
MAIDEN/FORMER NAME	<u>Maiden Name</u> - the surname that a married woman used from birth, prior to its legal change at marriage or after divorce.  <u>Former Name</u> - any surname (last name) you may have used in the past for any reason. It can also mean any first and last name you may have used in the past.
MM/YY to MM/YY	This refers to the period in which you were referred to by a different name (Maiden/Former name).  <b>Example:</b> if you were born on 06/07/70 and got married or your name changed 07/20/90, you would enter <b>06/70 to 07/90</b> . Continue for each name change.
PLACE OF BIRTH (city, county, state, country)	Describes the location a person was born by city, county, state, country.
SEX	Select the sex currently listed on your government-issued identification. This information is required for investigative purposes.
EMAIL ADDRESS	Provide a valid email address where you can be reached. Make sure it includes a username, an "@" symbol, and a domain name. For example, <a href="mailto:john.doe@gmail.com">john.doe@gmail.com</a> .
HAVE YOU EVER WORKED FOR THE GOVERNMENT	Federal service includes of all the following: APF/NAF Civilian, Contractor, In Home Care Provider, Military, volunteer with existing investigation, etc.
LIST LAST DATE WORKED IN FEDERAL SERVICE	Date last worked in federal service (excluding Leave Without Pay (LWOP)).
ARE YOU CURRENTLY WORKING IN FEDERAL SERVICE?	Working in federal service is when an individual is in a pay status with a federal government agency, excluding LWOP.  <b>IMPORTANT:</b> An employee on LWOP is in a temporary, non- pay status and absent from duty but still classified as a current employee.

# Residency History Worksheet

**CHECK FULL LEGAL NAME**

Current Name					
Last Name:		First Name:		Middle Name:	
Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female				

Place of Birth			
City:		County:	
State:		Country:	

Maiden Name/Former Name		
Name Used (Last, First, Middle)	From (MM/YY)	To (MM/YY)

## FEDERAL SERVICE WORK HISTORY/STATUS

Federal service includes roles like civilian employees (APF/NAF), contractors, in-home care providers, military personnel, and volunteers who needed a background investigation. A two-year break in federal service will require initiation of a new tiered investigation.

**1) Do you have previous federal service work history?**

- ☐ Yes- proceed to question 2.  
☐ No- STOP. Complete residency history below.

**2) Are you currently working for the federal service? (Select "Yes" if in a LWOP status)**

- ☐ Yes- STOP. Complete residency history below.  
☐ No- Proceed to question 3.

**3) When did you last work in federal service or for the government? (Provide the month and year)**

	Complete residency history below.
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## RESIDENCY HISTORY

Start with your current residence and provide residency information in reverse chronological order for the past five years (no gaps in dates). Do not use a post office box; if stationed overseas use an APO/FPO MUST instead of a foreign country physical address. You may omit TDY locations under 90 days (list your permanent address instead). Ensure you include the physical residence address with a complete street address: City, State, Zip Code, and Country. If more space is needed, attach a continuation sheet to this worksheet.

From (MM/YY)	To (MM/YY)	Street Address	City	State	Zip Code	Country
	<b>Present</b>					

Signature: \_\_\_\_\_

Date Completed: \_\_\_\_\_