

Request for Waiver of the Civil Service Application Processing Fee

This form must be attached to the original application

JOB TITLE:	ANNOUNCEMENT #:
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In accordance with provisions of Civil Service Regulation 7.09, I request a waiver of the Application Processing Fee. I have attached documentation (e.g., photocopy of benefits access card, receipts, check stubs, agency verification) verifying that I currently receive assistance through the program(s) listed below and I have shown official photographic identification, such as a driver's license to the staff of the Personnel Department.

Place a check mark next to the applicable program(s).

- Pennsylvania Temporary Assistance for Needy Families (TANF)
- Pennsylvania General Assistance (GA)
- Pennsylvania State Blind Pension
- Pennsylvania Unemployment Compensation
- Federal Supplemental Security Income

Please indicate below the name and address of each agency providing assistance.

1. Agency Name: _____ Dates received: _____
Address: _____

2. Agency Name: _____ Dates received: _____
Address: _____

I understand that if my waiver application cannot be verified it will be denied. If I am not eligible for a fee waiver as described above, I must pay the required fee in the form of a money order or check made out to the City of Philadelphia. Failure to pay the required application processing fee will result in the rejection of this examination application.

I hereby declare under penalties of law that the statement above is true. I authorize the agency administering the benefits I have indicated above to release information sufficient to verify my claim to the Personnel Department.

I recognize that any fraudulent request for a fee waiver may result in a two year ban from competition in City of Philadelphia Civil Service examinations.

Applicant's Name (PRINT)

Social Security Number

Applicant's Signature

Date

DO NOT WRITE BELOW THIS LINE

Fee Waiver Approved Basis _____
 Disapproved _____

By _____

Date _____