

## Request for Waiver of Civil Service Examination Fee

A waiver may be granted if an applicant demonstrates a need based upon financial hardship

EXAMINATION TITLE:

Applicant Name:

Daytime Phone Number:

Email Address:

**Please note: Fee Waivers are for entry level examinations only. This form and the required supporting documentation must be scanned and attached to your exam application under the attachments section prior to submitting your application in your online Civil Service account. Additionally, this form and supporting documentation can be emailed to [civilservice@mass.gov](mailto:civilservice@mass.gov).**

In accordance with the provisions of M.G.L.c 31 §5(n), I request a waiver of the Examination Application Fee and attest that I am an approved participant in the following program(s). (Please check and complete the following).

I am currently ☐ employed ☐ unemployed. If employed, annual salary:

Please indicate participation in any of the programs below. Program participation may be evidence of need but will not guarantee the granting of a fee waiver:

- ☐ Supplemental Nutritional Assistance Program (SNAP – formerly Food Stamps)
- ☐ Temporary Assistance for Needy Families (TANF)
- ☐ Transitional Aid to Families with Dependent Children (TAFDC)
- ☐ Unemployment Insurance (UI)
- ☐ Women Infants Children Program (WIC)

- ☐ Massachusetts Refugee Resettlement Program
- ☐ Municipal Veterans Benefits under M.G.L.c. 115
- ☐ Rental Assistance
- ☐ Social Security
- ☐ Supplemental Security Income (SSI)
- ☐ Other social services/social welfare program:

**Submitted supporting documentation must be in the following form:**

1. **Official receipts, check stubs, or agency verification documents (ID cards or member cards are not acceptable documentation);**
2. **which are dated within 12 months of the examination date;**
3. **includes candidate address;**
4. **and verify receipt of the assistance indicated above within 12 months of the examination date.**

The approval of this application for a fee waiver is solely within the discretion of the Human Resources Division (HRD). Forms and the required supporting documentation must be provided as outlined above and within the guidelines prescribed in the applicable job posting. Forms **submitted without acceptable supporting documentation will result in a denial of the requested fee waiver.** In order to be approved to take an examination or to appear on an eligible list, candidates must either be approved for a fee waiver or, if a requested fee waiver application is denied, pay the required fee online.

I hereby declare under penalties of perjury that the statements made in conjunction with this application are true. I authorize the agency administering the benefits I have indicated above to release information sufficient to verify my claim should a question of authenticity arise in regard to my fee waiver application.

Applicant's Signature

Date of Application