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**How to access our Vacancy List, research boards and commissions, and meet the application requirements**

To access our **Vacancy List**:

1. go to <http://obc.dc.gov>
2. under **Featured News**, click on **Vacancy List**
3. click in **Current Vacancies**
4. click on **OBC – Current Vacancies**

Use the below information to **research boards and commissions on the Internet**.

**Official Code**

<http://www.lexisnexis.com/hottopics/dccode>

Select the button next to **Natural Language** In the search box below **Natural Language** type in the name of a board or commission, or an official code number. Nest to the word **Search**, select “Full-text of source documents.” Click the **Search** button. Use the arrows by the page numbers to access additional information (like 1 of 4 ).

**Example**

After you have accessed the Official Code, in the search box below **Natural Language** type “**6-1051**” to access the law regarding the **Establishment of the** **Comprehensive Housing Strategy Task Force**. Instead of using an official code number, you can also use the **name of a board**, in this case, “Comprehensive Housing Strategy Task Force” in the search box to access official codes. Use the **View Tutorial** feature to learn how to navigate LexisNexis.

**Mayor’s Order**

Some boards are established via Mayor’s Order and will not be in the Official Code. Use the below link to access the D.C. Municipal Regulations and D.C. Register.

**D.C. Municipal Regulations and D.C. Register**

<http://www.dcregs.org>

On the right hand side of the page, under **Full Text Search**, type in the box the name of a board or commission or a Mayor’s Order number. Across from in, from the drop down menu, select Mayor’s Order, then click the **Go>** text.

**Public Law**

Some boards are established via Public Law. Use a search engine, such as [www.google.com](http://www.google.com), [www.yahoo.com](http://www.yahoo.com) or [www.msn.com](http://www.msn.com) to access information about a board established via Public Law.

**Bylaws**

Some boards are established via Bylaws. Contact the organization that is affiliated with the board you are interested in, or contact our office to receive a copy of a board’s bylaws.

**If you are interested in receiving consideration to serve on a board or commission**, use the below links (or attached file) to access the applicable documents and submit your information to me, preferably via e-mail.

**Boards and Commissions Application Guide**

<http://obc.dc.gov/sites/default/files/dc/sites/obc/publication/attachments/obc_application_guide.pdf>

**Application for Mayoral Appointment to a Board or Commission**

<http://obc.dc.gov/sites/default/files/dc/sites/obc/publication/attachments/obc_form_8_obc_application-1.pdf>

**(A WORD file is attached to this e-mail.)**

**Tax Waiver Form (for DC residents)**

<http://obc.dc.gov/sites/default/files/dc/sites/obc/publication/attachments/obc_form_4_dc_tax_forms_a_and_b.pdf>

To get your **Lot and Square Number Information**:

1. go to <http://maps.dcoz.dc.gov>
2. enter your **address** in the box and click the **Search Map** button
3. click on the **Location** tab

**Tax Waiver Form (for MD residents)**

<http://obc.dc.gov/sites/default/files/dc/sites/obc/publication/attachments/mdtaxforms.pdf>

**Tax Waiver Form (for VA residents)**

<http://obc.dc.gov/sites/default/files/dc/sites/obc/publication/attachments/vataxforms.pdf>

**Application Requirements**

**To receive consideration for appointment or reappointment to a board or commission, you must:**

1. submit an **Application for Mayoral Appointment to a Board or Commission** form
2. submit a **Tax Waiver Form**; submit **OBC Form 4**: affirming tax compliance with Federal and District laws for the last three years, or (for Maryland residents) **OBC Form 6**: affirming tax compliance with Federal and Maryland laws for the last three years or (for Virginia residents) **OBC Form 5**: affirming tax compliance with Federal and Virginia laws for the last three years
3. submit a **Resume** or **Biography** or **Curriculum Vitae**

Thank you and have a good day.

**John McFarland**

**Office of Boards and Commissions (OBC), Executive Office of Mayor Vincent C. Gray**

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