



## NEW YORK STATE COMMISSION ON ETHICS AND LOBBYING IN GOVERNMENT

540 Broadway  
Albany, New York 12207  
(518) 408-3976 <https://ethics.ny.gov>

### Application to the NYS Commission on Ethics and Lobbying in Government For: Deletion of Specific Information from Public Inspection or Exemption from Reporting Certain Information Regarding Spouse and/or Child

<b>NAME</b>		
<b>NUMBER AND STREET</b>		
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
<b>AGENCY NAME</b>		
<b>NUMBER AND STREET</b>		
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
<b>JOB TITLE</b>		
<b>Check type of application:</b>		
<input type="checkbox"/> Application for deletion of specific information from public inspection (information may pertain to applicant and/or family members)		
<input type="checkbox"/> Application for exemption from reporting certain information pertaining to spouse and/or child. Applicant information <u>cannot</u> be exempted.		

**The following information/documentation must be attached, or your application will not be considered:**

1. Your personal written statement of the specific nature of the duties of your job or position.
2. Your most recent performance standards, if applicable and available, containing the job duties and objectives of your position.
3. A written statement of reasons in support of your request, stating specifically why you seek to have such information deleted from public inspection or exempted from reporting, and why you believe that information has no material bearing on the official duties of your job or position (a mere statement that no such material bearing exists will not be accepted).
4. A completed financial disclosure Statement with all the information to be deleted or exempted from reporting highlighted. If you filed electronically, please print your statement.

**If you have filed your statement electronically, prepare one document package to the Commission on Ethics and Lobbying in Government:**

1. Assemble the original application and all attachments (1 through 4 above) together and mark them to the attention of the Commission on Ethics and Lobbying in Government. The financial disclosure Statement must be complete.

**If you are filing a hard copy of your statement, you must prepare two document packages:**

1. Assemble the original application, original Financial Disclosure Statement and all attachments (1 through 4 above) together and mark them to the attention of the Commission on Ethics and Lobbying in Government.
2. Assemble a copy of the application cover sheet and a copy of the Financial Disclosure Statement with the specific information you are seeking to be deleted or exempted from reporting. If your application is for an exemption from reporting information regarding your spouse or child, all information except the specific information requested to be exempted from reporting must be filed with the Commission on Ethics and Lobbying in Government. If your application is for deletion of information from public inspection, the copy of the financial disclosure Statement must be complete.

Mail the completed document set(s) to: The Commission on Ethics and Lobbying in Government, Attention FDS Unit, 540 Broadway, Albany, N.Y., 12207