New York State Commission on Ethics and
Lobbying in Government
540 Broadway
Albany, New York 12207

Application For:
Deletion of Specific Information from Public Inspection or Exemption from Reporting Certain Information Regarding Spouse, Domestic Partner and/or Child

Instructions for Filing Electronically through the Online FDS System

Required Documents:

✓ Your personal written statement of the specific nature of the duties of your job or position.

✓ Your most recent performance standards, agency job description or civil service description, if applicable and available, containing the job duties and objectives of your position.

✓ 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).***

**If you are seeking information to be exempted from your filing, you need not report on the form, however, you must include the specific information in your written statement for review and determination.

A completed Financial Disclosure Statement with all **information to be deleted.**

1. Assemble the original application and required documents. On the copy of your FDS filing, highlight the specific information you are seeking deletion.

Instructions for Filing Paper Financial Disclosure Statement

Required Documents:

✓ Your personal written statement of the specific nature of the duties of your job or position.

✓ Your most recent performance standards, agency job description or civil service description, if applicable and available, containing the job duties and objectives of your position.

✓ 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).***

**If you are seeking information to be exempted from your filing, you need not report on the form, however, you must include the specific information in your written statement for review and determination.

A completed Financial Disclosure Statement with all information other than **information you are seeking to be exempted.**

1. Assemble the original application, original Financial Disclosure Statement and required documents. Do NOT highlight any information on your original FDS filing.

2. Assemble a copy of the Financial Disclosure Statement with the specific information you are seeking deletion highlighted on the statement, and attach required documents.

Mail Paperwork To:
NYS Commission on Ethics and Lobbying in Government
Attn: FDS Unit
540 Broadway
Albany, NY 12207

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540 Broadway
Albany, New York 12207

DELETION / INFORMATION EXEMPTION REQUEST

NAME		
HOME ADDRESS		**HOME PHONE NUMBER**
CITY	**STATE**	**ZIP CODE**
AGENCY NAME		
AGENCY ADDRESS		**AGENCY PHONE NUMBER**
CITY	**STATE**	**ZIP CODE**
JOB TITLE		

Check type of application:

☐ **Application for deletion of specific information from public inspection (information may pertain to applicant and/or family members)**

☐ **Application for exemption from reporting certain information pertaining to spouse and/or child.** ***Applicant information cannot be exempted.***

Check List

YES	NO	
☐	☐	**Personal Written Statement of Job Duties**
☐	☐	**Job Description (Agency, Civil Service or Performance Standards)**
☐	☐	**Written Statement of Reasons for Request**
☐	☐	**FDS Form(s) Attached and Highlighted**
☐	☐	**Application Signed**

Any Questions, please call 1-800-873-8442, select option #3 or email FDSHelpDesk@ethics.ny.gov

Signature **Date**

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.