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

APPLICATION REQUESTING AN EXEMPTION FROM FILING A FINANCIAL DISCLOSURE STATEMENT

Instructions for State officers and employees (non-Academic filers)

- ✓ Make sure your official agency job description or Civil Service job description is attached. A performance evaluation will not suffice.
- ✓ Forward a copy of this form to your agency's Ethics Officer and indicate on the application the Ethics Officers name, email and date you provided to your agency Ethics Officer.
- ✓ Note that effective April 1, 2025, the filing rate is $115,252.
- ✓ An exemption request must be post-marked no later than May 15, 2025 for this Financial Disclosure Statement. Individuals commencing State service after May 15, 2025 or who receive a job title change or a salary increase which exceeds the filing rate may apply for an exemption within 30 days of such event.
- ✓ You are not eligible to apply for an exemption if you have been designated a policymaker by your appointing authority.
- ✓ If you have been previously denied an exemption while serving in your current job title/agency, you must include new supporting documentation of changed circumstances.

You need not apply if:

- ○ You previously received an exemption and are in the same title/agency;
- ○ You are currently serving in an exempt title.

✶ **You may also apply electronically by logging-in to your online account at https://ethics.ny.gov. Please be sure to upload your official agency job description or most recent performance evaluation.**

Instructions for Academic Employees of SUNY and CUNY

- ✓ An academic employee **must** submit a recent annual report or a self-prepared written description of duties, either of which must include whether or not the individual is involved in:
  - ○ Purchasing or contracting activities;
  - ○ Administrative duties such as chair or director of a department or program; and
  - ○ Whether he/she receives externally funded grants.
- ✓ For academic filers, an exemption request must be post-marked no later than November 17, 2025 for this Financial Disclosure Statement.

You need not apply if:

- ○ You previously received an exemption and you have the same academic title and duties, and you arenot engaged in externally funded grant activities.

You must re-apply if:

- ○ You received an exemption and have since been engaged in grant activities, have been serving as adepartment chair, or have been involved in purchasing or contracting activities.

✶ **You may also apply electronically by logging-in to your online account at https://ethics.ny.gov. Please besure to upload either a recent annual report or a self-prepared written description of duties.**

The Commission, at its discretion, may grant the exemption if (1) the public interest does not require disclosure and (2) the individual's official duties do not involve:

- the negotiation, authorization, or approval of contracts, leases, franchises, revocable consents, concessions, variances, special permits, or licenses as defined in Section 73 of the Public Officers Law;
- the purchase, sale, rental or lease of real property, goods or services, or a contract therefor;
- the obtaining of grants of money or loans; or
- the adoption or repeal of any rule or regulation having the force and effect of law.

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INDIVIDUAL EXEMPTION FORM

Name (Last, First)			
Home Address			
Work Phone		**Work email**	
Agency		**Facility**	
Official Title		**Salary**	

Representation (check one)	☐ **No Representation**	☐ **Management/Confidential**	☐ **Union** (please specify below)

Please check "YES" or "NO" for each of the following questions	YES	NO
Have you previously applied for an exemption for your current title and agency?	☐	☐
If yes, was exemption granted?	☐	☐
If exemption was previously denied, have you attached supporting documentation for any changed circumstances?	☐	☐
Do your duties involve the negotiation, authorization, or approval of contracts, leases, franchises, revocable consents, concessions,variances, special permits, or licenses (as defined in Section 73 of the Public Officers Law)?	☐	☐
Do your duties involve the purchase, sale, rental or lease of real property, goods or services, or a contract therefor?	☐	☐
Do your duties involve the obtaining of grants of money or loans?	☐	☐
Do your duties involve the adoption or repeal of any rule or regulation having the force and effect of law?	☐	☐
A copy of your job description must be attached and copy of application must be provided to your Ethics Officer. Click "YES" to confirm your job description is attached and you have provided a copy to your Ethics Officer.	☐	☐

Provide date submitted to your Ethics Officer's along with their name and email

Date_____ Ethics Officer Name_____

Ethics Officer Email_____

State any additional facts which support the conclusion that your job does not involve any of the duties set forth above.

Signature **Date**

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.