

**APPLICATION TO REQUEST AN EXEMPTION FROM  
FILING A FINANCIAL DISCLOSURE STATEMENT**

**INDIVIDUAL EMPLOYEE APPLICATION**

**New York State  
Ethics Commission For  
The Unified Court System  
25 Beaver Street, Room 875  
New York, New York 10004  
(212) 428-2899**

**Internet: [www.nycourts.gov/ip/ethics](http://www.nycourts.gov/ip/ethics)  
Intranet: UCS home page: Topics A-Z  
Email: [ethicscomm@nycourts.gov](mailto:ethicscomm@nycourts.gov)**

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1. NAME OF EMPLOYEE \_\_\_\_\_ JOB TITLE & CODE \_\_\_\_\_
- 2\* HOME ADDRESS: \_\_\_\_\_  
STREET CITY/STATE ZIP
3. WORK ADDRESS: \_\_\_\_\_  
STREET CITY/STATE ZIP
4. WORK TELEPHONE #: (\_\_\_\_\_) \_\_\_\_\_  
Area Code
- 
5. Do any of the duties of the title involve the negotiation, authorization or approval of:  
(Check either Yes or No for each)
- (i) contracts, leases, franchises, revocable consents, concessions, variances, special permits, licenses, permits or other forms of permission to engage in a profession, trade, or occupation, or to engage in any business activity regulated by a regulatory agency, which in the absence of such license, permit or other form of permission would be prohibited  Yes  No
  - (ii) the purchase, sale, rental or lease of real property, goods or a contract therefor  Yes  No
  - (iii) the obtaining of grants of money or loans  Yes  No
  - (iv) the adoption or repeal of any rule or regulation having the force and effect of law  Yes  No
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6. State the reasons which support the claim that the duties of the job title do not involve any of the duties set forth in (5) above and that the public interest does not require disclosure, giving specific reasons and justifications therefor. (Annex additional pages if necessary.)
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7. Annex a copy of the duties and specifications of the job title for which an exemption is requested.

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SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*Decision will be sent to home address.