APPLICATION REQUESTING AN EXEMPTION FROM FILING A FINANCIAL DISCLOSURE STATEMENT

NYS Joint Commission on Public Ethics
540 Broadway
Albany, New York 12207
(518) 474-4522

PLEASE PRINT OR TYPE ALL ANSWERS

INDIVIDUAL EXEMPTION APPLICATION

NAME:		
HOME ADDRESS:		
TELEPHONE NUMBER:		
E-MAIL ADDRESS:		
AGENCY:		
FACILITY:		
OFFICIAL TITLE:		
SALARY:		
REPRESENTATION:		**UNION (Please specify:_____)**
		NO REPRESENTATION
		MANAGEMENT/CONFIDENTIAL

Have you previously applied for an exemption for your current title and agency?		No		Yes (Year)
If yes, was exemption granted?		No		Yes
If exemption was previously denied, have you attached supporting documentation for any changed circumstances?		No*		Yes

Please check *Yes* or *No* for each of the following questions	**YES**	**NO**
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. Check yes to confirm your job description is attached.		
A copy of this form with attachments must be filed with your agency. Check yes to confirm that you filed this with your agency.		

STATE ANY ADDITIONAL FACTS WHICH SUPPORT THE CONCLUSION THAT YOUR JOB DOES NOT INVOLVE ANY OF THE DUTIES SET FORTH ABOVE.	
SIGNATURE:	DATED:

INSTRUCTIONS

General Instructions for State Employees (excludes Academic employees of SUNY and CUNY - please see page 2 of Instructions)

- Make sure your official job specification is attached. If unavailable, attach your most recent performance evaluation.
- Forward a copy of this form to your appointing authority.
- Note that effective April 1, 2015, the filing rate is $91,821.
- An exemption request must be post-marked no later than May 15, 2015 for this Financial Disclosure Statement. Individuals commencing State service after May 15, 2015 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 policy-maker 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 account at https://apps.jcope.ny.gov. Please be sure to upload your official agency job description or most recent performance evaluation.****

Exemption Instructions - page 2

General 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.

- Academic employees of SUNY and CUNY are not required to file a copy of the exemption form with their campus.

- For academic filers, an exemption request must be post-marked no later than November 16, 2015 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 are not 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 a department chair, or have been involved in purchasing or contracting activities.

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