

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

NAME			
	NUMBER AND STREET		
	CITY	STATE	ZIP
	AGENCY		
	NUMBER AND STREET		
	CITY	STATE	ZIP
	JOB TITLE		
<b>“X” 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.

**NOTE:** Prepare two document packages to the Joint Commission on Public Ethics:

- 1) Assemble the original application and all attachments (1 through 4 above) together and mark them to the attention of the Joint Commission on Public Ethics. The financial disclosure statement must be complete.
- 2) Assemble a copy of the application cover sheet and a copy of the financial disclosure statement. If your application is for 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 Joint Commission on Public Ethics. 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 sets to:

**The Joint Commission on Public Ethics, 540 Broadway, Albany, NY 12207**