



**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](#)

[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 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.

**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



## DELETION / INFORMATION EXEMPTION REQUEST

<b>NAME</b>		
<b>HOME ADDRESS</b>		<b>HOME PHONE NUMBER</b>
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
<b>AGENCY NAME</b>		
<b>AGENCY ADDRESS</b>		<b>AGENCY PHONE NUMBER</b>
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
<b>JOB TITLE</b>		
<b>Check type of application:</b> <input type="checkbox"/> Application for <b>deletion of specific information</b> from public inspection (information may pertain to applicant and/or family members)  <input type="checkbox"/> Application for <b>exemption from reporting certain information pertaining to spouse and/or child.</b> <i>Applicant information cannot be exempted.</i>		

### 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 \_\_\_\_\_