



Department of Civil Service

Albany, NY 12239

ADMINISTRATIVE SERVICES DIVISION

Candidate Disqualification Request Form Civil Service Law §50.4

ADM-155 (12/2017 L)

Part I Candidate Information:

Candidate's Name:
Past Names/Aliases:
Mailing Address:

Part II Agency Information:

Agency Name:
Exam Number: Title:
Candidate Score: Interview Date:

Part III Reason for Disqualification (DQ) Request:

- Checkboxes for reasons: Lacks established requirements, Criminal history/conviction, Dismissal from public service, Resignation or termination, Intentional false statement, Deception or fraud, Dismissal from private employments, Removal after appointment.

Part IV Required Documents Checklist:

- Checkboxes for documents: Exam Application, Interview Notes, Employment Application, Resume.

Part V Criminal History-Based DQ Request Checklist:

(Required only for instances when DQ is sought on the basis of criminal history/conviction)

- Checkboxes for criminal history: Correction Law Article 23-A analysis, Parole/Probation Reports, Certificate(s) of conviction, Certificate(s) of relief from disabilities.

Agency Attestation(s):

I have reviewed the request and supporting documents and request that the identified individual be disqualified.

By: Director of Human Resources Management Date:

Email: Phone:



**Department of
Civil Service**

Albany, NY 12239

ADMINISTRATIVE SERVICES DIVISION
Candidate Disqualification Request Form
Civil Service Law §50.4

ADM-155 (12/2017 L)

Required for instances when DQ is sought on the basis of criminal history/conviction:

I have reviewed the Correction Law Article 23-A analysis and supporting documentation and approve this request.

By: _____ Date: _____
Agency Counsel

Email: _____ Phone: _____

Please return the signed form with the appropriate attachments to:
NYS Department of Civil Service
Attn: Counsel's Office, Investigations Unit
Empire State Plaza, Agency Building 1
Albany NY 12239

Email: Investigations@cs.ny.gov