



Name: _____

Street Address:
(Line 1) _____

(Line 2) _____

Primary Phone Number: _____

Alternate Phone Number: _____

E-mail Address: _____

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1. What Department of Civil Service final determination are you appealing?

- | | |
|--|---------------------------|
| Employee Health Service Division | Testing Services Division |
| Classification and Compensation Division | Other |
| Staffing Services Division | |

2. Did you receive written notice of a final determination? Yes No
 If you checked "Yes," please attach a copy of the final determination letter when submitting your appeal.
 If you checked "No", an appeal cannot be filed at this time. A final determination letter must first be issued in order to appeal.

3. What is the date of your final determination letter? _____
(Appeals must be filed within 30 days from receipt of the final determination letter; 60 days if a C&C determination)

4. Please explain why you think the determination of the Department of Civil Service was incorrect and indicate the relief you are seeking. (attach additional page(s) if necessary)

Signature of Appellant/Attorney

Date

5. Submit signed and completed form, a copy of your final determination letter, and all supporting documentation in support of your appeal to the NYS Civil Service Commission:

- **Mail:**
NYS Civil Service Commission
ATTN: Appeals Coordinator
Office of Commission Operations & Municipal Assistance
Albany, New York 12239
- **Hand or Courier Delivery:**
NYS Department of Civil Service
Reception Area
Empire State Plaza
Swan Street Building (Core 1) – First Floor
Albany, New York 12239
- **Fax:** (518) 473-5017
- **Email:** commops@cs.ny.gov

PERSONAL PRIVACY PROTECTION LAW NOTIFICATION

The information which you are providing on this application is being requested pursuant to Section 6(5) of the New York State Civil Service Law for the principal purpose of processing your request to appeal to the New York State Civil Service Commission. This information will be used in accordance with Section 96(1) of the Personal Privacy Protection Law, particularly subdivisions (b), (d), (e), and (f). Failure to provide this information may result in a delay or denial of your appeal request. This information will be maintained by the Director, Office of Commission Operations and Municipal Assistance, Department of Civil Service, Albany, New York 12239, (518) 473-5022. For further information relating only to the Personal Privacy Protection Law, call (518) 457-9375.