



**Department of
Civil Service**

Albany, NY 12239

STAFFING SERVICES DIVISION
Request to Change Individual Status on
Interdepartmental Promotion Eligible Lists

S-211.1 (4/2015 L)

If you have been permanently transferred appointed or reinstated to a new agency and your name is on an interdepartmental promotion eligible list(s), use this form to request to have your name placed on your new agency's departmental portion of the interdepartmental promotion eligible list(s).

For this request to be approved, one or more of the following additional conditions must be met:

- OR a) You became permanently employed in the new agency after you filed but before the examination.
- OR b) You became permanently employed in the new agency after the examination but before the list was established and have now completed probation.
- OR c) You became permanently employed in the new agency after the list was established and now have completed probation and served 26 weeks in the new agency (including time served while on probation.)

PLEASE PRINT LEGIBLY

NAME: _____

SOCIAL SECURITY NUMBER: _____

HOME ADDRESS: _____
Street Address

City or Post Office _____ State _____ Zip Code _____

Is this a new address? Yes No

Employed at: Present Agency: _____

Previous Agency: _____

Date of appointment, transfer or reinstatement to the new Agency: _____

Date probationary period ended: _____

Examination Number Examination Title

**RETURN THIS FORM TO: ATT: STAFFING SUPPORT UNIT
NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
ALBANY, NEW YORK 12239**

Personal Privacy Protection Law Notification

The information you provide on this application is being requested in accordance with Section 52(4) of the Civil Service Law for the principal purpose of processing your request to have your name placed on a departmental portion of an interdepartmental promotion eligible list(s). The information will be used in accordance with Section 96 (1) of the Personal Privacy Protection Law, particularly subdivisions (b), (e) and (f). Failure to provide the information requested may prevent this agency from processing your request. This information will be maintained by the Director, Division of Staffing Services, NYS Department of Civil Service, Albany, NY 12239. For information concerning the Personal Privacy Protection Law, call (518) 457-9375.