



Department of Civil Service

Albany, NY 12239

MUNICIPAL SERVICES DIVISION Appointing Authority Request for Access to 211 System

M-31 (2/2020 L)

User Information	SSN		Authorized Civil Service User ID		
	Last Name			Approved User ID	
	First Name				<input type="text"/>
	MI				
	Title		DCS Authorization		
	Work Phone			<input type="text"/>	
	Email Address				

Mailing Address	Agency Name		Agency Code	
	Building/Room		<input type="text"/>	
	Street		DCS Use Only	
	City		State	Zip Code

Check Action to be Taken and Access Privileges:

Indicate if request is	<input type="checkbox"/> New ID	<input type="checkbox"/> Add	<input type="checkbox"/> Change	<input type="checkbox"/> Delete
Permissions:	<input type="checkbox"/> 211 Waiver Application			

Agency Authorization	I am an appointing authority requesting user identification and access to the 211 waiver application. Only persons with the lawful authority to appoint or their designee may access the 211 waiver application.		
	Signature		Date:
	Name (Please Print)		Phone Number:
	Title		Fax Number:
Send Completed Forms to: 211inquiries@cs.ny.gov or NYS Department of Civil Service Albany, NY 12239			

If you have any questions regarding this form, please call 518-473-5022.

Personal Privacy Protection Law Notification

The information you provide on this application is being requested for the principal purpose of processing a request for access to one or more information data base systems. 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, Municipal Services Division, Department of Civil Service, Albany, NY 12239; telephone (518) 473-5022. For information relating only to the Personal Privacy Protection Law, call (518) 457-9375.