



# Department of Civil Service

Albany, NY 12239

## MUNICIPAL SERVICES DIVISION Appointing Authority Request for Access to 211 System

M-31 (2/2020 L)

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

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

<b>Agency Authorization</b>	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: <a href="mailto:211inquiries@cs.ny.gov">211inquiries@cs.ny.gov</a> <b>or</b> 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) 473-5067. For information relating only to the Personal Privacy Protection Law, call (518) 457-9375.