NEW YORK STATE OF OPPORTUNITY. Department of Civil Service

AGENCY REQUEST FOR ACCESS TO MSD APPLICATIONS

"Request for User ID"

MUN-31 (04/18)

User Information

SS #

Name

Last

First

M.I.

Title

Work Phone

E-Mail Address

Authorized Civil Service User ID

Approved User ID

DCS AUTHORIZATION

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 Divsion, Department of Civil Service, Albany, NY 12239; telephone (518) 473-5067. For information concerning the Personal Privacy Protection Law, call (518) 457-9375. If you have questions regarding this form, call (518) 473-5139 or email 211inquiries@cs.ny.gov.

Mailing Address

Agency Name

Bldg./Rm.

Street

City

State

ZIP Code

Agency Code

DCS Use Only

Check Action To Be Taken and Access Privileges

MSD APPLICATIONS

Permissions

- ☐ New ID
- ☐ Add
- ☐ Change
- ☐ Delete

☐ **211 Waiver Application**

Agency Authorization

I request to have access to the application(s) identified above. I am requesting that the Department assign a "User Identification" to me.

Signature

Date

Name *(Please Print)*

Telephone Number

Title

FAX Number

Send Completed Forms To:

Email To:

211inquiries@cs.ny.gov

Or

NYS Department of Civil Service
Albany, NY 12239

Or

Fax To:

518-473-5017