



User Information	SS #	<input style="width:100%; height: 20px;" type="text"/>										Authorized Civil Service User ID Approved User ID <input style="width:100%; height: 20px;" type="text"/>									
	Name	<input style="width:100%; height: 20px;" type="text"/>																			
	Last	<input style="width:100%; height: 20px;" type="text"/>										OCO/MA AUTHORIZATION									
	First	<input style="width:100%; height: 20px;" type="text"/>											M.I.	<input style="width: 20px; height: 20px;" type="text"/>							
	Title	<input style="width:100%; height: 20px;" type="text"/>																			
Work Phone	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	-	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	E-Mail Address	<input style="width:100%; height: 20px;" type="text"/>														

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, Information Resource Management, NYS Department of Civil Service, Alfred E. Smith State Office Bldg., Albany, NY 12239. For information concerning the Personal Privacy Protection Law, call (518) 457-9375. If you have questions regarding this form, you should contact the Municipal Assistance Section at (518) 473-5139.

Mailing Address	Agency Name	<input style="width:100%; height: 20px;" type="text"/>																		Agency Code	<input style="width: 20px; height: 20px;" type="text"/>				
	Bldg./Rm.	<input style="width:100%; height: 20px;" type="text"/>																		See Page 2 for the code listing.					
	Street	<input style="width:100%; height: 20px;" type="text"/>																							
	City	<input style="width:100%; height: 20px;" type="text"/>												State	<input style="width: 20px; height: 20px;" type="text"/>	ZIP Code	<input style="width: 20px; height: 20px;" type="text"/>								

Check Action To Be Taken and Access Privileges →	MSD APPLICATIONS					
	Permissions	<input type="checkbox"/> New ID	<input type="checkbox"/> MSD Online(Basic)	<input type="checkbox"/> Exam Results		
		<input type="checkbox"/> Add	<input type="checkbox"/> Order Exams	<input type="checkbox"/> Exam Status		
		<input type="checkbox"/> Change	<input type="checkbox"/> Exams Online	<input type="checkbox"/> Annual Reports		
		<input type="checkbox"/> Delete	<input type="checkbox"/> Exam Scopes	<input type="checkbox"/> ATAP Exams		

Agency Authorization	Acknowledgment by: Agency Data Custodian (if applicable)	
	Signature	
	Name (Please Print)	Date
	Completed by: CHAIR OF THE CIVIL SERVICE COMMISSION / PERSONNEL OFFICER	
	I authorize the person named above to have access to the application(s) identified above. I am requesting that the Department assign a "User Identification" to this employee.	
	Signature	Date
	Name (Please Print)	Telephone Number
	Title	FAX Number
	Send Completed Forms To:	OCO & MA-MUNICIPAL ASSISTANCE NYS Department of Civil Service, Alfred E. Smith State Office Bldg. Albany, NY 12239



INSTRUCTIONS:

Each Municipal Civil Service Agency must complete this form for each employee authorized to have access to MSD On-line or to any of the MSD application(s). After the NYS Department of Civil Service processes this form, a letter will be sent to each individual user notifying him/her of his/her User ID and the applications to which he/she has been granted access.

Fill in your agency code from the listing below. **Please note agency codes precede the agency name.** If further information is needed, please call the Municipal Assistance Section. *The form may be photocopied as needed.*

AGENCIES	<i>Code</i>	
	0106	State Police
	3100	City University of New York (CUNY)

COUNTIES	<i>Code</i>		<i>Code</i>		<i>Code</i>	
	0100	Albany Co.	2100	HAMILTON Co.	4400	Rockland Co.
	0200	Allegany Co.	2200	HERKIMER Co.	4500	St. Lawrence Co.
	0400	Broome Co.	2300	JEFFERSON Co.	4600	Saratoga Co.
	0500	Cattaraugus Co.	2500	LEWIS Co.	4700	Schenectady Co.
	0600	Cayuga Co.	2600	LIVINGSTON Co.	4800	Schoharie Co.
	0700	Chautauqua Co.	2700	MADISON Co.	4900	Schuyler Co.
	0900	Chenango Co.	2800	MONROE Co.	5000	Seneca Co.
	1000	Clinton Co.	2900	MONTGOMERY Co.	5100	Steuben Co.
	1100	Columbia Co.	3000	NASSAU Co.	5200	Suffolk Co.
	1200	Cortland Co.	3200	NIAGARA Co.	5300	Sullivan Co.
	1300	Delaware Co.	3300	ONEIDA Co.	5400	Tioga Co.
	1400	Dutchess Co.	3400	ONONDAGA Co.	5500	Tompkins Co.
	1500	Erie Co.	3500	ONTARIO Co.	5600	Ulster Co.
	1600	Essex Co.	3600	ORANGE Co.	5700	Warren Co.
	1700	Franklin Co.	3700	ORLEANS Co.	5800	Washington Co.
	1800	Fulton Co.	3800	OSWEGO Co.	5900	Wayne Co.
	1900	Genesee Co.	3900	OTSEGO Co.	6000	Westchester Co.
	2000	Greene Co.	4000	PUTNAM Co.	6100	Wyoming Co.
			4200	RENSSELAER Co.	6200	Yates Co.

CITIES	<i>Code</i>		<i>Code</i>		<i>Code</i>	
	0110	Albany	3210	Lockport	3630	Port Jervis
	2910	Amsterdam	3020	Long Beach	4210	Rensselaer
	0610	Auburn	4610	Mechanicville	2810	Rochester
	0410	Binghamton	3610	Middletown	3310	Rome
	1510	Buffalo	6010	Mount Vernon	0520	Salamanca
	0120	Cohoes	3620	Newburgh	4620	Saratoga Springs
	3810	Fulton	6020	New Rochelle	3315	Sherrill
	3010	Glen Cove	3220	Niagara Falls	1530	Tonawanda
	5510	Ithaca	0910	Norwich	4220	Troy
	5610	Kingston	4510	Ogdensburg	3320	Utica
	1520	Lackawanna	2710	Oneida	2310	Watertown
			3910	Oneonta	0130	Watervliet
			3820	Oswego	6050	White Plains
					6060	Yonkers

TOWNS	<i>Code</i>	
	3070	Hempstead
	0111	Colonie

REGIONAL	<i>Code</i>	
	0820	Chemung Co./Elmira