



## **Personal Privacy Protection Law Release Form** **Instructions**

To obtain information regarding your employment with New York State from 1998 to the present, please contact your agency Payroll Office.

To obtain information regarding your payroll records or employment history with New York State, please complete the AC 3216 - *Personal Privacy Protection Law Release* form. This form must be notarized and mailed to the Office of the State Comptroller (OSC).

1. **Section 1 – Personal Information:** Please provide your name, address, telephone number and social security number. You should also include your maiden name or any other names by which you have been known.
2. **Section 2 – Description of Request:** Provide a description of the information you wish to obtain, including dates of service and employing agency. Indicate the method(s) you will permit OSC to use in responding to your request.
3. **Section 3 – Third Party Release:** If you wish to release information to a third party, indicate to whom and by what method(s) you will allow the information to be disclosed.
4. **Section 4 – Notarization:** A notary public must notarize your signature on this form. To obtain notary public services, you may contact your County Clerk's office, a financial institution, or consult the telephone yellow pages under "Notaries Public."
5. Upon completion, this form must be sent by mail to:

**Office of the State Comptroller  
Bureau of State Payroll Services  
110 State Street, 8<sup>th</sup> Floor  
Albany, NY 12236**