NEW YORK STATE COURT SYSTEM - OFFICE OF COURT ADMINISTRATION

SUBMIT COMPLETED FORM TO:
ADMINISTRATIVE DIRECTOR
OFFICE OF COURT ADMINISTRATION
25 Beaver Street, 11th Floor, New York, NY 10004

APPLICATION FOR OFF-DUTY SECURITY EMPLOYMENT

PEACE OFFICER TITLES - ONLY

❑ New Application ❑ Renewal

Last Name: First Name:

Contact Phone Number (☐ Cell or ☐ Home): Contact Phone Number (☐ Work):

Present Assignment: _____ Title: _____
(UCS Assignment: Court/Judicial District)

_____ Phone: _____
(UCS Assignment: Mailing Address)

Outside Employment: _____ Title of Position: _____
(Name of Firm or Person)

_____
(Employer's Address) (Street) (City) (County) (State) (Zip Code)

_____
Describe Type of Business (Provide NYS License # if Guard Service)

❑ **Firearm Required** ❑ **Firearm Not Required**

Exact Location(s) of Employment: _____
(Name and Address of Company or Individual to be Guarded)

Describe Specific Duties and Responsibilities: _____

_____

_____

Employee's Signature: _____ Date: _____

Final determinations will no longer be mailed directly to employee via postal service. To receive a copy of determination please provide e-mail address: _____

PRIOR APPROVAL IS REQUIRED BEFORE STARTING OFF-DUTY EMPLOYMENT

FOR OCA USE ONLY

LOG REFERENCE # _____ **DATE RECEIVED:**