



## New York City Conflicts of Interest Board Request for a Moonlighting Waiver

If you are a full-time City employee and want to work (or already work) at a private company that does business with **any** City agency, you need a written waiver from the Conflicts of Interest Board. Without a waiver, you will be in violation of the Conflicts of interest Law.

To apply for a waiver, here is what you do:

1. Complete the below list of questions to the best of your ability.
2. Submit the form to the ethics liaison for your City agency by clicking GENERATE EMAIL below and sending the email that opens on your computer.

After you send this form to your agency's ethics liaison, you should calendar a reminder to follow-up with the liaison, because any penalty for failure to obtain a waiver will fall on you, not the liaison.

Name

Phone Number   Work  Other E-mail   Work  Other

Your City Agency

City job title & work location

City work schedule

Outside employer's name

Outside employment schedule

Identify the business that your outside employer does with the City (to the best of your ability):

Provide a brief description of your City job responsibilities in the space below.

Provide a brief description of your outside employment in the space below.

**TO SUBMIT:**

- |  |                               |  |  |
|--|-------------------------------|--|--|
| 1) Select your agency in the field "Your City Agency" above. | 2) Click GENERATE EMAIL below | 3) Send the email that opens in a new window | 4) Save and/or Print a copy for your records |
|--|-------------------------------|--|--|