



FINANCE
NEW YORK
THE CITY OF NEW YORK
DEPARTMENT OF FINANCE
nyc.gov/finance

New York City Department of Finance

REQUEST FOR COMPUTER DATA

INSTRUCTIONS: Use this form to request computer data. Upon completion of Parts A, B and C, fax this form to the Department of Finance, Legal Affairs Division, at 718-403-3650.

PART A: APPLICANT INFORMATION

1. Name of Applicant: _____	2. Company Name: _____
3. Company Address: _____	State: _____ Zip Code: _____
4. Type of Business: _____	
5. Telephone Number: _____	6. Fax Number: _____
	7. E-mail Address: _____

PART B: DATA REQUESTED

8. Describe the data you are requesting: _____

9. Indicate the purpose for which the data will be used:* _____

10. Timeframe data is needed by: _____

11. Preferred Media: 3490 cartridge CD ROM (If available)
(CHECK ONE ONLY)

*The authority for requesting this information is based upon Section 87(2)(b) and 89(2)(b)(iii) of the Public Officers Law. These sections permit us to protect personal privacy by withholding lists of names and addresses to be used for commercial or fund-raising purposes.

PART C: CERTIFICATION

I hereby affirm that the information provided on this request form is correct.

 Signature Date of request

DO NOT WRITE BELOW THIS LINE

Company No.: _____ Request No.: _____ Date Received: _____

Approved by Legal Affairs _____ Disapproved by Legal Affairs _____

Reason disapproved: _____

Reviewed by: _____
Printed name Signature Date

Approved by CCS _____ Disapproved by CCS _____

Reason disapproved: _____

Reviewed by: _____
Printed name Signature Date

Comments: _____
