This form can be filled out online. Once completed, print the document and sign where appropriate.
These instructions will not appear on the print out.

FIRE DEPARTMENT — CITY OF NEW YORK

Reset/Clear Button

To: **Chief of Uniformed Personnel**

From: Rank Lieutenant Unit Ref. No.

Date:

Subject: **Request for Permission to Engage in Extra-Departmental Employment**

1. I request permission to engage in extra-departmental employment. The following information is submitted for your consideration:
   Home Address
   County/State Zip
   Unit Batt. Div. Date Appointed Badge No.
   Firm Name of Employer Telephone No.
   Address of Employer
   County/State Zip
   Job Title Fully Describe Duties:

   Is a License or Certificate of Fitness of any type required? Yes ☐ No ☐
   If Yes, Indicate type and agency
2. If employment is with a corporation, list names of the principals of the corporation.
3. This request for EDE is: Original application ☐ Renewal application ☐
4. Does the contemplated employment involve the use of firearms? Yes ☐ No ☐
5. I have read and fully understand the Fire Department Regulations, Orders and Conditions governing extra-departmental employment and shall abide by all such and future Regulations, Orders and Conditions relative to extra-departmental employment.
   (Any change of the information given above will require submission of a new request.)
6. I am aware of New York City Civil Service Commission Rule 7.2.3 (re: Dual Employment).

Signed _____
Name Rank/Grade Unit Gr.

ENDORSEMENT — COMMANDING OFFICER

___ .....No. of M/L incidents in current year.

___ .....No. of M/L incidents in the past three years.

___ .....No. of days on M/L in current year. SC ___ NSC ___

___ .....No. of days on M/L in last three years.

Signiture of Command Office _____
Name Rank Unit Gr.

Approved ☐ Disapproved ☐ Disapproved as per attached letter ☐