

Civil Service Examination Application Fee Waiver Request and Certification Form

New York State and local law¹ requires and permits the City of Albany to waive exam fees for certain individuals. Please complete this form if you would like to request a fee waiver for one of more civil service examinations.

I, [write your name:] _____, hereby request that my application fee(s) for the examination(s) listed below be waived.

Exam Title	Exam No.	Exam Test Date

Check the box(es) below that apply to you:

- I am currently unemployed and am primarily responsible for support of a household.
Please note that you are not eligible for a fee waiver if you are claimed as a dependent on anyone's tax return.

- I currently receive Public Assistance. (Indicate which by checking the box:) Temporary Assistance for Needy Families (TANF) Supplemental Nutrition Program for Women, Infants, and Children (WIC) Child Care Subsidy Program Section 8 or Other: _____
▪ Please provide your Public Assistance Case Number: _____

- I am a veteran² and have never requested an exam fee waiver on the basis of my veteran status.

- I graduated from a high school in Albany, NY (or obtained my High School Equivalency diploma while a City of Albany resident) within the last two years, and have not requested a fee waiver in the last 12 months.

Affirmation

I certify and affirm that I am eligible to receive a fee waiver for the reason(s) indicated above. I understand that my request for an exam application fee waiver may be investigated and that I may be disqualified from the listed civil service examination(s) and the resulting list of eligible candidates if I make any false statement regarding my eligibility for application fee waiver.

Candidate's Name (Please Print)

Last Four Digits of Candidate's Social Security Number

Candidate's Signature

Date

¹ NYS Civil Service Law § 50(5)(b) and City of Albany Code § 62-2.

² For purposes of this form, "veteran" means a person who has served in the United States armed forces (i.e., army, navy, air force, marine corps, and coast guard) or reserves "or in the army national guard, air national guard, New York guard, or the New York naval militia, and who (1) has been honorably discharged or released from such service under honorable conditions, or (2) has a qualifying condition, as defined in section three hundred fifty of the executive law, and has received a discharge other than bad conduct or dishonorable from such service, or (3) is a discharged LGBT veteran, as defined in section three hundred fifty of the executive law, and has received a discharge other than bad conduct or dishonorable from such service."