

Personal Privacy Protection Law Release Form Instructions

To obtain information regarding your employment with New York State from 1998 to the present, please contact your agency Payroll Office.

To obtain information regarding your payroll records or employment history with New York State, please complete the AC 3216 - *Personal Privacy Protection Law Release* form. This form must be notarized and mailed or emailed to the Office of the State Comptroller (OSC).

1. **Section 1 – Employee Information:** Please provide your name, other names by which you have been known, address, last 4 digits of your social security number, NYS Employee ID number (if known) telephone number and email address.
2. **Section 2 – Releasing Information to Employees:** Provide the name(s) of the NYS agency (or agencies) you worked for during the timeframe you are requesting, indicate if you were a student worker and provide the begin and end dates of the information you are looking for. Sign your name to authorize OSC to release any information found to you, choose the appropriate check box(s) to indicate the type of information you are requesting and how you would like to receive the information.
*If requesting a response via US-Mail, it is **not** necessary to include a return envelope or postage.
3. **Section 3 – Releasing Information to Others:** If you wish to release information to a third party (Excluding Retirement Systems), indicate the information to be disclosed to whom and by what method(s) you will allow the information to be disclosed and the expiration date if applicable.
4. **Section 4 – Petitioners/Creditors Requesting Information:** If you are requesting information as a Petitioner or Creditor, please provide your name or name of the business, address, telephone number, fax number (if any), email address, the information that you are requesting and how you would like to receive the information.
5. **Section 5 – Notarization:** A notary public must notarize your signature on this form. To obtain notary public services, you may contact your County Clerk’s office, a financial institution, or consult the internet by looking up “Notaries Public in my area”.
6. Upon completion, this form must be sent by mail to:
**Office of the State Comptroller
Bureau of State Payroll Services
110 State Street, 8th Floor, Mail Drop 8-5
Albany NY, 12236**
Or emailed (based on the check box(s) marked in PPPLR form) to:
PayrollHistory@osc.ny.gov (for Payroll History, Paycheck History, W-2 Reprints)
Or
Garnishment@osc.ny.gov (for Deduction History)