New York State Division of Criminal Justice Services

POLICE OFFICER REGISTRY UPDATE FORM

(Executive Law § 845)

1. Agency Name:	2. Agency Address:	3. City/State/ZIP	4. Agency Code:

5. Form Prepared By:	6. Title:	7. Telephone:	8. Email Address:

Form Instructions: This form must be typed or printed in ink and be signed by the Chief Law Enforcement Officer. It is used to delete or modify existing registry information. To add new personnel, please use the **Police Registry Entry Form / Certification of Initial Employment (DCJS 2214-A)**. Mail completed forms to:

NYS Division of Criminal Justice Services
Office of Public Safety – Records Unit
4 Tower Place, 4th Floor
Albany, NY 12203

9. Transaction Code	Enter "D" to delete an officer no longer appointed, "M" to modify the information of existing personnel. Circle the information to be modified.
11. Social Security Number	Enter the officer's Social Security Number. The identifier is not mandatory; however the accuracy of training records cannot be assured without it.
13. Change Date	Enter the effective date of the deletion or modification.
14. Work Status	Enter "F" Full-time or "P" Part-time.
15. Rank or Title	Enter the agency rank and/or title.

9. Transaction Code	10. Last Name, First Name, MI	11. Social Security Number*	12. Date of Birth mm/dd/yy	13. Change Date	14. Work Status P/F	15. Rank or Title

I am the chief law enforcement officer responsible for appointing the persons named as police officers of the above named law enforcement agency. I understand that I am responsible to report employment transactions, pursuant to §845 of the Executive Law. I understand I am responsible to provide each police officer the required training, pursuant to §209-q of the General Municipal Law. I understand the information contained in this document is part of a written statement that will be presented to the Division of Criminal Justice Services for filing, and I certify that it is true to the best of my knowledge and belief.

16. Chief Law Enforcement Officer Name - Printed	17. Chief Law Enforcement Officer Signature	18. Date

***Pursuant to the New York State Personal Privacy Protection Law, DCJS is authorized to collect personal identifying information as part of a public safety agency record. Personal identifying information on this form shall not be revealed, released, transferred, disseminated or otherwise communicated orally, in writing, or by electronic means other than to the registrant. Disclosure of personal identifying information is voluntary. Refusal to provide personal identifying information shall not result in the denial of any right, benefit, or privilege.**

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