



**NEW YORK STATE TEACHERS' RETIREMENT SYSTEM**  
**10 Corporate Woods Drive, Albany, NY 12211-2395**

OFFICE SERVICES ONLY

**VERIFICATION OF UNCREDITED NEW YORK CITY DEPARTMENT OF EDUCATION TEACHING**

**PART 1: To be completed by member:** Please complete **all** requested information on this page. (Please note: You should also file a *Prior Service Claim* (PRS-2) form. The form can be found on our Web site at [www.nystrs.org](http://www.nystrs.org).)

**EmpID**

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**Social Security #**

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**NAME** (First) (Middle) (Last)

**ADDRESS** (Street) (City) (State) (Zip Code)

**Is this address your PERMANENT address to be used by the System?**  Yes  No

**PHONE NUMBER**

**SIGNATURE**

**DATE**

Were you ever a member of a New York City Public Retirement System?  YES  NO  
 If yes, is a benefit due from a New York City Public Retirement System?  YES  NO  
**If unknown, you must secure this information from the New York City Retirement System.**

**NYC File #**

**Former Name(s)**

Type of Service	Date of Employment From To	School/Office (Location of Employment)	District/Borough
Regular Teacher	-		
Regular Substitute	-		
Per Diem	-		
Evening Community Center	-		
After School Playground	-		
Vacation Playground	-		
Youth Board	-		
Hourly School Lunch (E741)	-		
Paraprofessional (E743)	-		
School Aides, Guards (E744)	-		
Administrative (J740 or H740)	-		
Annual School Lunch (J741-H741)	-		
Hourly Admin Mechanics (Z740)	-		
Other (specify)	-		

**Include additional information and unique requests in the comment box below.**

Forward this form for the completion of Part 2, on reverse side, to:

The New York City Department of Education  
 Division of Financial Operations  
 Bureau of Employee Support Services  
 Office of Employment Records Research  
 65 Court Street, Level C  
 Brooklyn, NY 11201

