



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: If you have not already submitted a *Prior Service Claim* (PRS-2) form, you can do so by downloading the form at NYSTRS.org, or by creating a MyNYSTRS account and submitting the form electronically.)

NYSTRS EmpID *REQUIRED*

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Social Security #

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NAME	(First)	(Middle)	(Last)
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ADDRESS	(Street)	(City)	(State)	(Zip Code)
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Is this address your PERMANENT address to be used by the System? <input type="checkbox"/> Yes <input type="checkbox"/> No	PHONE NUMBER
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SIGNATURE	DATE
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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)
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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

