



# INFORMATION ANNOUNCEMENT

Andrew M. Cuomo  
Governor

RoAnn M. Destito  
Commissioner

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## Personal Data Change Form

The BSC Human Resources Personnel Administration Unit has created a new [Personal Data Change form](#) to be used by our customers when changes are needed to an employee's address, name, emergency contacts, and phone numbers. This form is available on our website at <http://bsc.ogs.ny.gov/> and includes instructions for completion and frequently asked questions.

Please share this form with your agency's employees as needed. If applicable, your agency's procedures should also be followed for reporting these changes. The second page of the form includes a list of additional agencies and organizations that may also need to be contacted. Completed BSC forms may be scanned, faxed or emailed directly to the BSC Personnel Administration Unit at:

NYS OGS Business Services Center  
Personnel Administration Unit, Human Resources  
540 Broadway, 3<sup>rd</sup> Floor  
Albany, NY 12207  
[BSCPersonnelAdmin@ogs.ny.gov](mailto:BSCPersonnelAdmin@ogs.ny.gov)  
Fax: (518) 486-9166

If you have any questions regarding this announcement, please feel free to contact the BSC Personnel Administration Unit at [BSCPersonnelAdmin@ogs.ny.gov](mailto:BSCPersonnelAdmin@ogs.ny.gov) or (518) 457-4272, Option #2.

**Release Date: June 11, 2014**

*For more information visit the BSC website or contact the BSC today!*

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Email: [bsc@ogs.ny.gov](mailto:bsc@ogs.ny.gov)

Tel: (518) 457-4272

Website: <http://bsc.ogs.ny.gov>