



# CROSS FILE NOTIFICATION FORM

## City of Rome Civil Service Commission

198 North Washington Street / Rome, New York 13440 Phone: (315) 339-7609 / Fax: (315) 339-7674

[www.romenewyork.com](http://www.romenewyork.com)

If you have submitted an application to take a City of Rome civil service examination and have also applied or plan to take a civil service exam with another civil service agency **that will be given on the same date as the City of Rome's civil service exam**, then you must complete and submit this form with your Rome exam application. Each civil service agency where you have applied or intend to apply requires similar cross file notification procedures.

All cross file notification forms must accurately identify and match where you intend to sit and take these exams so that all exams are available to you at the designated testing site on the date the exams are to be given.

If you have applied to take a NYS STATE civil service exam and a City of Rome civil service examination that will be given on the same date as the NYS STATE exam, you are required to take both the City of Rome's exam and the NYS STATE exam at the NYS STATE designated testing site.

**CITY OF ROME CROSS FILE NOTIFICATIONS MUST BE RECEIVED NO LATER THAN THREE (3) WEEKS BEFORE THE DATE OF THE EXAM.**

YOUR NAME: \_\_\_\_\_

CITY OF ROME EXAM TITLE AND EXAM #: \_\_\_\_\_

DATE OF EXAMINATION: \_\_\_\_\_

YOUR SOCIAL SECURITY NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

IN THE SPACE BELOW, LIST EACH EXAM NUMBER, EXAM TITLE AND THE CIVIL SERVICE AGENCY GIVING THE EXAM.

EXAM NUMBER	/ EXAMINATION TITLE	/ NAME OF CIVIL SERVICE AGENCY

I WILL BE TAKING ALL OF THE ABOVE EXAMS AT: ( **SELECT ONLY ONE** )

**IMPORTANT: YOUR SELECTION BELOW WILL REQUIRE YOU TO TAKE ALL EXAMS AT THAT AGENCY'S DESIGNATED EXAM SITE.**

- CITY OF ROME / 
  CITY OF UTICA / 
  CITY OF ONEIDA / 
  CITY OF SHERRILL / 
  CITY OF ROCHESTER  
 ONEIDA COUNTY / 
  ONONDAGA COUNTY / 
  STATE OF NEW YORK → ALL NEW YORK STATE EXAMINATIONS MUST BE TAKEN AT THE NEW YORK STATE DESIGNATED EXAMINATION SITE.

OTHER: \_\_\_\_\_  
( ENTER THE NAME OF THE COUNTY OR CITY CIVIL SERVICE AGENCY )

IF YOU HAVE ANY QUESTIONS, CALL THE CITY OF ROME CIVIL SERVICE OFFICE AT (315) 339-7609.