



Date: \_\_\_\_\_

Dear Mr./Ms. \_\_\_\_\_:

In accordance with Chancellor's Regulation C-115, you are required to file a Background Investigation Questionnaire with the New York City Department of Investigation (DOI) and undergo a background investigation conducted by DOI. Enclosed are copies of the DOI forms (a checklist is included). There is a fee of \$250.00, which will be processed through a payroll deduction.

Provided for your convenience is a hard copy of the DOI Background Questionnaire. A PDF version of the DOI Background Questionnaire may be accessed using the following link: <https://www1.nyc.gov/assets/doi/downloads/pdf/bg/bg-questionnaire.pdf> and may be completed using a computer (instructions are on the DOI web page). However, you will need to print the document, sign and have it notarized. The completed, signed and notarized questionnaire must be placed in the enclosed envelope that is marked "Confidential."

In addition, you must also complete and notarize the other DOI forms that are enclosed. These forms are to be placed in the separate envelope not labeled "Confidential." Both envelopes are to be hand delivered to the Administrative Employees Unit at 65 Court Street, Room 102 (Office #16), Brooklyn, NY. Please return both envelopes to this office within (45) days of the date of this letter.

Please note that failure to submit the background questionnaire and authorizations required by this regulation, or to receive clearance by the New York City Department of Investigations, shall constitute grounds for denial of appointment, assignment or promotion to the affected position; or if employment in the position has already commenced, shall constitute grounds for termination of service.

Thank you for your cooperation.

Sincerely,

*Carlos Castellar*

Carlos Castellar  
Deputy Director