



MEMORANDUM

**TO:** DOI Candidates

**FROM:** The Bureau of Human Resources  
Office of Employee Compliance Services

**SUBJECT:** DOI Background Investigations and appropriate fees

---

Pursuant to the authority granted to the Commissioner of Investigation by Mayoral Executive Order 16, as amended by Mayoral Executive Order 72, candidates that fall under the following categories are required to undergo a background investigation conducted by the NYC Department of Investigations:

1. All employees (regardless of civil service status) who are members of management pay plan level M4 or higher;
2. All employees appointed or promoted to a non-competitive or provisional position with a salary of \$125,000 or more at the time of appointment or promotion.
3. All employees (regardless of civil service status) who have authority to enter into financial agreements valued at \$10,000 or more;
4. All employees (regardless of civil service status) who have authority to negotiate, authorize, or approve contracts, leases, franchises, revocable consents, concessions, or applications for zoning changes, variances, and special permits;
5. All employees (regardless of civil service status) whose regular duties provide them with administrator-level access to: (i) digital security systems established to prevent the unauthorized use of city networks; (ii) computer systems containing confidential city information; or (iii) electronic systems used for the handling of negotiable instruments. This category does not include employees whose duties involve only data-entry or read-only access to these systems.

Except as noted herein, the requirement that a background investigation be conducted by DOI applies to any individual being appointed to or employed in a position described above, whether the individual is a new, promoted, transferred, reappointed, or reemployed employee.

Please be advised that any person who makes and intentionally false or misleading statement in connections with a background investigation conducted by this Department, or who otherwise fails to comply with background investigation procedure, may not be appointed to office, be removed from office, or be subject to other penalties.

The following are the fees associated with this process:

**FEES:**

**Managerial Titles:** All managerial titles subject to a background investigation will be required to pay a **\$250.00** background fee. An **\$88.25** fingerprinting fee will also be required. All fees will be collected via a payroll deduction after you meet with an Investigator from DOI.

**Non-Managerial Titles:** An **\$88.25** fingerprinting fee is required. All fees will be collected via a payroll deduction after you meet with an Investigator from DOI.

**I have read the above notice concerning the DOI Fees that will be assessed in the form of a payroll deduction.**

---

Signature

---

Date