



Office of General Services

Support Services

DELIVERY REQUEST FORM

Dock-Master Office
Empire State Plaza
P1 South, Dock J
Albany, NY 12242

Phone (518) 473-2256
Fax (518) 474-3961
Email dockmaster@ogs.ny.gov

Please complete this form to ensure your delivery/pickup is scheduled with the Empire State Plaza (ESP) Dock-Master. Delivery hours are 7 AM – 3 PM Monday-Friday. Vehicles attempting entry to the ESP docks without prior authorization will not be allowed access. 24-hour notice for deliveries is required. Maximum trailer length is 48' with day cab. **DELIVERY TIMES ARE STRICTLY ENFORCED**

PLEASE TYPE OR PRINT ALL INFORMATION CLEARLY AND ACCURATELY. THIS FORM MAY NOT BE ALTERED.
THANK YOU FOR YOUR COOPERATION.

Agency/Business Name of your Delivery: DEPARTMENT OF HEALTH	
Person you will Contact:	Phone:
Delivery Location - Building, Floor, Room:	
Description of Freight:	
Company Making Delivery:	Phone:
Date(s) of Delivery:	Arrival Time:
Date(s) of Return Pickup:	Return Time:

EXACTLY AS IT APPEARS ON DRIVER'S LICENSE AND REGISTRATION

Driver's Name:	DOB:
Driver's License ID Number:	Driver State of Origin:
Vehicle Plate:	State of Vehicle Registration:
Year/Make/Model of Vehicle:	
Trailer Plate (if applicable):	State of Trailer Registration:

INFORMATION OF PERSON COMPLETING FORM

Name:	Phone:
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