



Temporary Parking Permit Application

Please Review Guidelines Before Applying:

Temporary parking permits may be purchased at a fixed price for a peripheral lot based on availability.

Payment can be made credit or debit card only. All forms of payment can be made in person at Room 144, Concourse Level, ESP. Refunds are not available if a new State employee obtains a permanent permit before their temporary permit expires. New employees, who complete their online Employee Parking Profile and are offered a parking permit, shall be placed on an automatic payroll deduction payment plan to begin after their temporary permit expires. Vehicles displaying expired tags in OGS parking facilities are subject to enforcement action including but not limited to citations, and towing.

The Temporary Parking Permit Program allows temporary parking for the following types of employees, please check the box that pertains to you:

New State Employee (permanent employee not yet issued an Employee ID Number) Start Date

Intern

Name (First, Middle Initial, Last)

Date

Agency

Agency Code

Building/Location

License Plate #

Email Address

Phone Number

Supervisors Name

Please Note: Application will not be accepted without agency coordinator signature:

Applicant Signature

Date

Agency Parking Coordinator Signature

Date

Applications accepted by fax or email:

Fax: (518) 474-0111

Email: Parking.Management@ogs.ny.gov

Or hand deliver to:

OGS Parking Management Office

Room 144, Concourse

Empire State Plaza

Albany, NY