



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 – 2:45 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. Maximum height is 13’6”.

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:	
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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