

NYS Office of General Services
 Bureau of Parking Management
 Room 130, Concourse
 Albany, NY 12242
 Phone No.: 474-8118
www.ogs.ny.gov/bu/ba/parking



INSTRUCTIONS: SEE SECOND PAGE

Temporary Parking Assistance Application

Please return completed forms to parking.courier@ogs.ny.gov by February 13, 2013. Questions should be directed to parking.courier@ogs.ny.gov or 474-8118.

1. Print Name: Last		First		MI	
Address: (Street Name and Number) Apt. #.				Driver Lic. ID No	
City	State	Zip Code	Bargaining Unit		
Agency	Agency Code	Plate Number	Plate Number		
Work Address / Building / Floor	Work Phone No. / Cell Phone	E-mail Address			
Appointment Date to State Service	All TPAI parking assignments are temporary and subject to change in association with Albany parking re-launch in the Spring of 2013. Permits will be issued based on state seniority service date.				

**INSTRUCTIONS FOR COMPLETING
TEMPORARY PARKING ASSISTANCE INITIATIVE APPLICATION**

Overview

The primary goal of the Temporary Parking Assistance Initiative (TPAI) is to make 1,000 additional parking spots available to unionized employees working in downtown Albany. Permits will be issued solely based on state seniority service date. As a result, in order to be eligible to receive a parking permit under TPAI, applicants must:

- Be represented by CSEA or PEF;
- Currently not have a permit issued in his or her name; and
- Work in downtown Albany.

Please refer to the OGS Bureau of Parking Management website for information on parking rates:

<http://www.ogs.ny.gov/BU/BA/Parking/Employee/>

It is important to note that TPAI permits are being issued in advance of a full OGS parking re-launch in the Spring of 2013. All permits issued as part of the TPAI are subject to re-assignment or change in conjunction with the Spring re-launch.

All completed TPAI applications should be submitted to Parking.Courier@ogs.ny.gov by February 13, 2013. Employees should include 'TPAI' in the subject line of their e-mailed application.

Guidance for Completing the TPAI Application Form

Name	Complete this section exactly as your name appears on your paycheck: Last name, first name, middle initial.
Address	Enter your home mailing address.
Driver Lic. ID No.	Nine digit motor vehicle identification number. (The Driver Lic. ID No. is the nine digit number on your driver's license.)
Bargaining Unit	Enter Bargaining Unit Representation. Please keep in mind that only CSEA and PEF represented employees are eligible to apply for TPAI.
Agency	Enter agency where you are employed.
Agency Code	Enter agency code number as it appears on your paycheck stub.
Plate Numbers	Enter plate number of vehicle(s) that will be eligible to park.
Work Address	Enter your work mailing address/ building/ floor and zip code.
Work Phone/Cell Phone	Enter your work phone number and cell phone number. Providing both will expedite the permitting process.
Email address	Enter your work or home email address.
Appointment Date to State Service	Enter the original date you began state service to the best of your recollection.

Note: This application may be denied, or any permit resulting from this application may be revoked, if the information provided is found to be inaccurate.