



# Access Permit Update Form

Please use this form to update any personal contact information on file with DEP that has changed. Maintaining current contact information assures that you will continue to receive recreation information and permit materials, such as newsletters and Access Permit renewal applications. Please sign, date, and mail this form to:

NYC DEP – Access Permits  
71 Smith Ave  
Kingston, NY 12401

Or e-mail your updated information to: [recreation@dep.nyc.gov](mailto:recreation@dep.nyc.gov)

Access Permit Number (required):

Name (required): \_\_\_\_\_  
print your name as we currently have it on file

Please fill in only the item(s) to be added to your records or that have changed. Please print.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Drivers License or State-Issued Non Driver Identification #: \_\_\_\_\_

Issuing State: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_