



### Empire Pass Replacement Request

**Empire Pass CARD Replacement:**

If the Empire Pass **CARD** is lost, stolen, damaged or destroyed, it is replaceable with a **\$30** fee payable by credit card, check, money order, or cash (in person only).

A replacement **CARD** may be issued in person or by mail and requires the following:

- A completed *Empire Pass Replacement Request* form or a letter requesting replacement and explaining the circumstances.
- The damaged or destroyed pass or, if the pass was lost, verification of the original pass purchase.
- NOTE: If in the event the original pass is found after the purchase of a replacement, we will not refund the replacement fee. The original pass will have been deactivated, and is no longer usable.

Pass Holder's Name: \_\_\_\_\_

Current Empire Pass #: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Replacement: \_\_\_\_\_

Proof Included: \_\_\_\_\_

**PASS HOLDER'S CONTACT INFORMATION**

Mailing Address 1: \_\_\_\_\_

Mailing Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**OFFICE USE ONLY**

New Empire Pass # \_\_\_\_\_ Date: \_\_\_\_\_

Payment Method: Cash:  Check/Money Order:  #: \_\_\_\_\_ **Replacement Fee \$30**

Credit Card:  Authorization Code: \_\_\_\_\_ Terminal ID: \_\_\_\_\_

Region/Park: \_\_\_\_\_

**IF COMPLETING BY MAIL, SEND TO:**

Empire Pass  
NYS Parks  
Albany, NY 12238

**Do not send cash. Make check or money order payable to NYS Parks.**  
**Questions? Call 518-474-0458 during normal business hours.**