

What is the Individual Access Pass?

The Individual Access Pass permits a resident of New York State with a disability, as defined in the attached application, free or discounted use of parks, historic sites, and recreational facilities operated by the New York State Office of Parks, Recreation and Historic Preservation and the New York State Department of Environmental Conservation. For a description of these facilities visit www.parks.ny.gov and www.dec.ny.gov.

The pass holder may have free or discounted use of facilities operated by these offices, for which there is normally a charge — for example, parking, camping, greens fees, swimming.

The Individual Access Pass is not valid for waiver of fees such as those for seasonal marina dockage, group camp or cottage rental, performing arts programs, consumables (i.e. firewood, electric, or gas), campsite/cabin amenities, reservations and registrations as well as some services or locations operated by an outside concessionaire.

Access Pass qualifications and requirements are described within the application.

The Access Pass includes an expiration date. It is the responsibility of the pass holder to reapply in order to obtain a new pass. There is no renewal process.

The Office of Parks, Recreation and Historic Preservation is authorized to collect this information by Section 3.09 of the Parks, Recreation and Historic Preservation Law. It will be used to determine your eligibility and to process your application. If the information you provide is not complete, it will not be possible to process your application. The information will be maintained by the Regional Programs and Services Bureau, State Parks, Albany, NY 12238, 518-474-2324, TTY/TDD through 711 Relay Service. The information may also be used to contact you about this and other programs of the New York State Office of Parks, Recreation and Historic Preservation.

To ensure that your application can be approved for processing please be sure that all of the items below are included when submitting your application.

PART 1

- ✓ Complete the Applicant Information **(Part A)**
- ✓ Include a copy of the applicant's NYS Driver's License or Non-Driver ID card. For applicants under age 18, provide parent or legal guardian's ID **(Part B)**
- ✓ Attach a photo of the applicant – only required for applicants under the age of 18 **(Part C)**
- ✓ Sign and Date the Authorization and Certification **(Part D)**

PART 2

- ✓ Based on your disability, applicant must complete Part A **OR** be sure to have your physician complete Part B with Signature/Date/Physician's Stamp
- This application **cannot** be processed on site at any location.

Email this application, enclosing all required materials to:

Accesspass@parks.ny.gov

Or Mail to:

Access Pass
New York State Parks
Albany, NY 12238

Please allow 2 - 4 weeks for processing of this application

For questions contact our office during regular business hours.

518-474-2324

TTY/TDD through 711 Relay Service

ACCESS PASS
NEW YORK STATE PARKS
ALBANY, NEW YORK 12238



INDIVIDUAL ACCESS PASS

APPLICATION



Parks, Recreation and Historic Preservation

Department of Environmental Conservation

parks.ny.gov

dec.ny.gov



Individual Access
Pass Guidelines

Printed on recycled paper

PART ONE: Personal Information APPLICANT MUST COMPLETE SECTIONS A THROUGH D

A. APPLICANT INFORMATION

Birth Date
Month Day Year

Last 4 Digits of Social Security No.

First Name

Street Address

Mailing Address (if different than street address)

Telephone Number

Office Use Only	
Disability Code _____	Certification Verification: _____
Approved By _____	1 2 3 4 5
Denial Code (s) _____	
Denied By _____	Notes: _____

Last Name

City or Town State Zip Code

City or Town State Zip Code

B. RESIDENCY REQUIREMENT

Applicant must provide a copy of one of the following which must be in the name of the applicant or, in the case of a minor, in the name of the parent or legal guardian.

- A copy of a currently valid New York State Driver License or Non-Driver Identification card (do not send original).
- OR**
- A New York State tax return (IT 201 or IT 150) for the current, or if not yet filed, the preceding tax year (financial information may be hidden).



C. PHOTO (Only required for those under 18 years of age)

TAPE a current photo of the applicant; full-face view, passport size (2" x 2") with the name written on the back. Do NOT staple, glue, paperclip, or place tape on the front of the photo. Digital photos may be used but photocopies of photos cannot be accepted.

**This photo will be affixed to your pass.*

D. AUTHORIZATION & CERTIFICATION

I authorize the release of any pertinent medical information needed to process this application. I certify that the information provided is true to the best of my knowledge and believe and understand that any person who knowingly files a statement containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent act. **ANY FALSE STATEMENT MADE HEREIN IS PUNISHABLE AS A CLASS "A" MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW.**

 Applicant/Parent/Legal Guardian Signature
Parent or Legal Guardian must sign for applicants under 18 years of age

 Date

PART TWO: Certification APPLICANT MUST COMPLETE SECTION A OR PHYSICIAN MUST COMPLETE SECTION B

PLEASE NOTE: The following are **NOT** acceptable proofs of disability:

- New York State Handicapped Parking Permit
- Medicare or Medicaid Card
- Social Security Statement
- Veterans Administration medical treatment card

Certifications from the following are **NOT** acceptable proofs of disability:

- New York State Employees Retirement System
- New York State Workers Compensation Board
- Insurance Company

A. ORGANIZATION CERTIFICATION: Attach certification of one of the following issued within ONE YEAR of this application's date.

- BL** *Person who is blind:* Certification from the New York State Commission for the Blind and Visually Handicapped that the applicant has a central visual acuity of 20/200 or less or limitation in the field of vision such that the widest diameter of the visual field subtends an angle no greater than twenty degrees in the better eye with the use of a correcting lens.
- VA** *Veteran who has a disability:* Certification from the United States Veterans Administration or the New York State Division of Veterans Affairs that the applicant is a veteran of the wars of the United States with a 40% or greater service connected disability as certified by the United States Veterans Administration, or who has at any time been awarded by the Federal

government an allowance towards the purchase of an automobile or who is eligible for such an award. **Individual will receive Lifetime Liberty Access Pass.*

- DD** *Person who has a developmental disability:* Certification from the New York State Office for People with Developmental Disabilities that the applicant is eligible to receive services from a program they license, operate, certify or fund.
- MH** *Person who has a mental disability:* Certification from the New York State Office of Mental Health that the applicant is receiving services from a program they license, operate, certify or fund.

B. PHYSICIAN CERTIFICATION: To be completed by the physician only if the Organization Certification in Section A is not provided. **Physician must select** the applicable statement(s) and **complete certification below within 6 months of the application date.** A disabling condition is acceptable only if it causes one of the functional limitations listed below. **Handwriting other or additional conditions will not be accepted.*

____ **AM** *Person who has an amputated arm or leg:* has a fully or partially amputated or congenitally absent arm or leg, excluding the extremities of the hands (fingers) and feet (toes).

____ **DF** *Person who is deaf:* has profound hearing loss causing the person to primarily rely on visual communications (sign language, lip reading, gestures) and assistive technology.

____ **BL** *Person who is blind:* has a central visual acuity of 20/200 or less or limitation in the field of vision such that the widest diameter of the visual field subtends an angle no greater than twenty degrees in the better eye with the use of a correcting lens.

____ **WC** *Person who is non-ambulatory:* has a permanent disability which prevents them from being able to walk and therefore requires the use of a wheelchair at all times.

PHYSICIAN'S INFORMATION

First Name Last Name SUFFIX

Street Address Telephone Number

City or Town State Zip Code License Number

I certify the following: the applicant is disabled as indicated by my selection of the applicable qualification; I am currently licensed and practicing in New York State; the above information is true to the best of my knowledge; I believe and understand that any person who knowingly files a statement containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent act. **ANY FALSE STATEMENT MADE HEREIN IS PUNISHABLE AS A CLASS "A" MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW.**

Physician's Signature: _____

Date: _____

Physician's Stamp: _____