



# Location Request - Information Sheet

Filling out this form does not constitute as a valid location request. This form is simply a reference and guide to what information will be asked of you when placing a location request.

Company ID# \_\_\_\_\_ Today's Date \_\_\_\_\_

Company Name \_\_\_\_\_

Company Mailing Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Field Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Name or company for whom you are doing the work?  
\_\_\_\_\_

**\*NYS Law requires at least 2 full working days advance notice, not including the day you call.\***

Start Date \_\_\_\_\_ Start Time \_\_\_\_\_

Duration of job \_\_\_\_\_

Days Hours Months Weeks Years Unknown (check one)

Excavation site state New York County \_\_\_\_\_

City Town Village (check one) \_\_\_\_\_

Street Address \_\_\_\_\_

The TWO nearest cross streets the address is located between

Near Street 1 \_\_\_\_\_

Near Street 2 \_\_\_\_\_

Where on the property are you excavating? \_\_\_\_\_

Depth of excavation \_\_\_\_\_ Inches Feet (check one)

Length of excavation \_\_\_\_\_ Feet Miles Meters (check one)

Width of excavation \_\_\_\_\_ Inches Feet (check one)

Type of work \_\_\_\_\_

Means of excavation \_\_\_\_\_

Will there be blasting? Yes No

Will there be boring or directional drilling? Yes No

Is the dig site within 25ft from the edge of the road or in the road? Yes No

Are you digging on both sides of the road? Yes No

Is the excavation marked in WHITE? Yes No

## Notes

Notes section with multiple horizontal lines for writing.

To view a list of members that were notified, visit your



To find this, visit [www.DigSafelyNewYork.com](http://www.DigSafelyNewYork.com) and click the APR logo on the home page

Location requests can be placed 24 hours a day 7 days a week online using i-notice or by calling 811

**For a digital copy: [www.DigSafelyNewYork.com/resources](http://www.DigSafelyNewYork.com/resources)**



**SUBMIT TICKETS ONLINE 24 HOURS A DAY**

**Contact our i-Notice Customer Service Representative today to get started!**

**1.800.309.8289**

**Dig Safely New York, Inc. 5063 Brittonfield Parkway • East Syracuse, NY 13057**

**[www.DigSafelyNewYork.com](http://www.DigSafelyNewYork.com)**