



Service List Request Form

To Subscribe Online: Visit <https://dps.ny.gov/dmm-login-document-and-matter-management-system>. If you do not have an account, click on "Create an Account" and then follow the instructions provided. If you already have an account, [log in](#) with your DPS Account through NY.gov ID, then click on "Subscribe to Service List" in the top right of any case page, then, on the next page, click the blue "Subscribe to Service List" button on the bottom of the middle column.

If you do not wish to subscribe online, fill out the information below to be placed on the Service List for a specific case.

I wish to be placed on the Service List for:

- **Case Number:** _____
- **Case Title** (short reference sufficient): _____

Name: _____

Title: _____

Company/Organization Name, if applicable: _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

Are you representing yourself? ___ Yes ___ No

Does your company have a regulatory mailbox for use to receive documents issued by the Secretary? ___ Yes ___ No

If yes, please specify the email to be used: _____

For service of documents by email, please sign immediately below and email this form to secretary@dps.ny.gov.

By providing your email address, you are consenting to receive documents by email only and you will be sent the issued document(s) immediately by email and you will not receive paper copies.

Signature _____ Date _____

To request service of Commission-issued documents by mail, please check the box and sign immediately below, then mail this form to Secretary, NYS Public Service Commission, Three Empire State Plaza, Albany, NY 12223-1350.

I cannot send/receive document(s) electronically and would like to request service by mail of Commission-issued documents.

Signature _____ Date _____