



Iris Weinshall, Commissioner

**CLERGY PARKING PERMIT
REQUIRED DOCUMENTS**

Purpose

Clergy Parking Permits are issued annually to houses of worship for their clergy to park personal passenger vehicles that are designed for the use of carrying no more than fifteen (15) people, including the driver, when conducting ministerial duties at their house of worship and at hospitals. Permits allow parking for up to four (4) hours in No Parking zones adjacent to the house of worship and for up to three (3) hours in No Parking zones adjacent to hospitals. Clergy qualify if their principal source of income is derived from officiating at or presiding over services of a religious corporation or association of any denomination. **One permit is issued to a house of worship with up to three (3) license plates on the permit.**

COPIES OF THE DOCUMENTS LISTED BELOW MUST BE INCLUDED WITH YOUR APPLICATION:

- N.Y.S. Certificate of Incorporation **OR** a letter from the U.S. Department of Treasury Internal Revenue Service (IRS) establishing the house of worship as tax-exempt under section 501c.(3).
- Deed to the property or lease which demonstrates the religious corporation uses the property principally as a meeting place for worship **OR** a sworn written statement from the owner of the property attesting to the fact that the religious corporations has the permission of the owner to use the premises as a house of worship.
- A Certificate of Occupancy indicating classification of the property as occupancy group F-1(b) under the NYC Building Code **OR for properties built prior to 1938 ONLY**, the block and lot numbers of the property.
- A current permanent registration card **OR** long-term lease (if applicable) for each passenger vehicle registered to an eligible cleric that will be covered by the permit.
- A current insurance card for each vehicle to be covered by the permit.



**New York City
Department of Transportation**

Authorized Parking & Permits
28-11 Queens Plaza N – 8th Fl
Long Island City, NY 11101
Tel: 718/433-3317

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CLERGY PARKING PERMIT APPLICATION

HOUSE OF WORSHIP:

NAME OF RELIGIOUS CORP: _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____

CONTACT PERSON: _____

TELEPHONE: () _____ FAX: () _____

CLERGY: ****NOTE: Only one permit with up to three (3) license plates per eligible house of worship will be issued****

<u>VEHICLE 1:</u>	NAME OF CLERIC: _____
	ADDRESS: _____
	LICENSE PLATE: _____ STATE: _____
<u>VEHICLE 2:</u>	NAME OF CLERIC: _____
	ADDRESS: _____
	LICENSE PLATE: _____ STATE: _____
<u>VEHICLE 3:</u>	NAME OF CLERIC: _____
	ADDRESS: _____
	LICENSE PLATE: _____ STATE: _____

PLEASE READ THE FOLLOWING BEFORE SIGNING

I hereby certify that all member(s) of the clergy issued a permit pursuant to this application have a valid Driver's License and that only those members of the clergy will use such permit in the performance of their official duties at the house of worship designated in this application or at a hospital in the performance of such duties. I further certify that such members of the clergy derive their principal income from such duties and otherwise qualify for the use of this permit.

NOTE: Any vehicle with any unsatisfied judgments with the N.Y.C. Parking Violations Bureau will not receive a permit.

NAME OF OFFICER: _____ TITLE: _____

SIGNATURE: _____ DATE: _____