



What does the permit look like?

This permit is a rectangular placard and can bear up to 3 license plates on the permit.

Where do I put the permit?

Display your permit in **full view** on the dashboard of driver's side.

Where can I park with my permit?

The permit allows parking:

- **5 hours** in the posted "No Parking" zones next to a House of Worship;
- **4 hours** next to a funeral home;
- **3 hours** at a hospital/medical facility.

What if I am wrongfully issued a summons?

You may appear at a Parking Violations Operations Help Center for a hearing and present the summons, your valid permit, and an oral statement in your defense. You may also mail the summons, a copy of your permit, and a written statement of defense to:

New York City Department of Finance
Parking Violations Operations
66 John Street, 3rd Floor
New York, NY 10038

How long is the permit valid for?

The permit is valid for one year from the date it was issued.

How do I renew my permit?

About 60 days before your permit expires, you will receive a renewal letter. Follow the instructions in the letter. Return the renewal materials with a copy of the current registration and insurance card for each vehicle listed on the permit.

What if the permit is lost or stolen?

The permit holder must:

- Go to the local police precinct where the incident occurred and file a report
- The precinct will complete a "Police Incident Information Slip"
- Call us at 718-433-3100 for a "lost or stolen" form. Return the completed form with a copy of the "Police Incident Information Slip"

What if I want to add or change vehicles on my permit?

Send a written request on official letterhead with a copy of **both** vehicle registration and insurance card for each new vehicle, along with the original permit to:

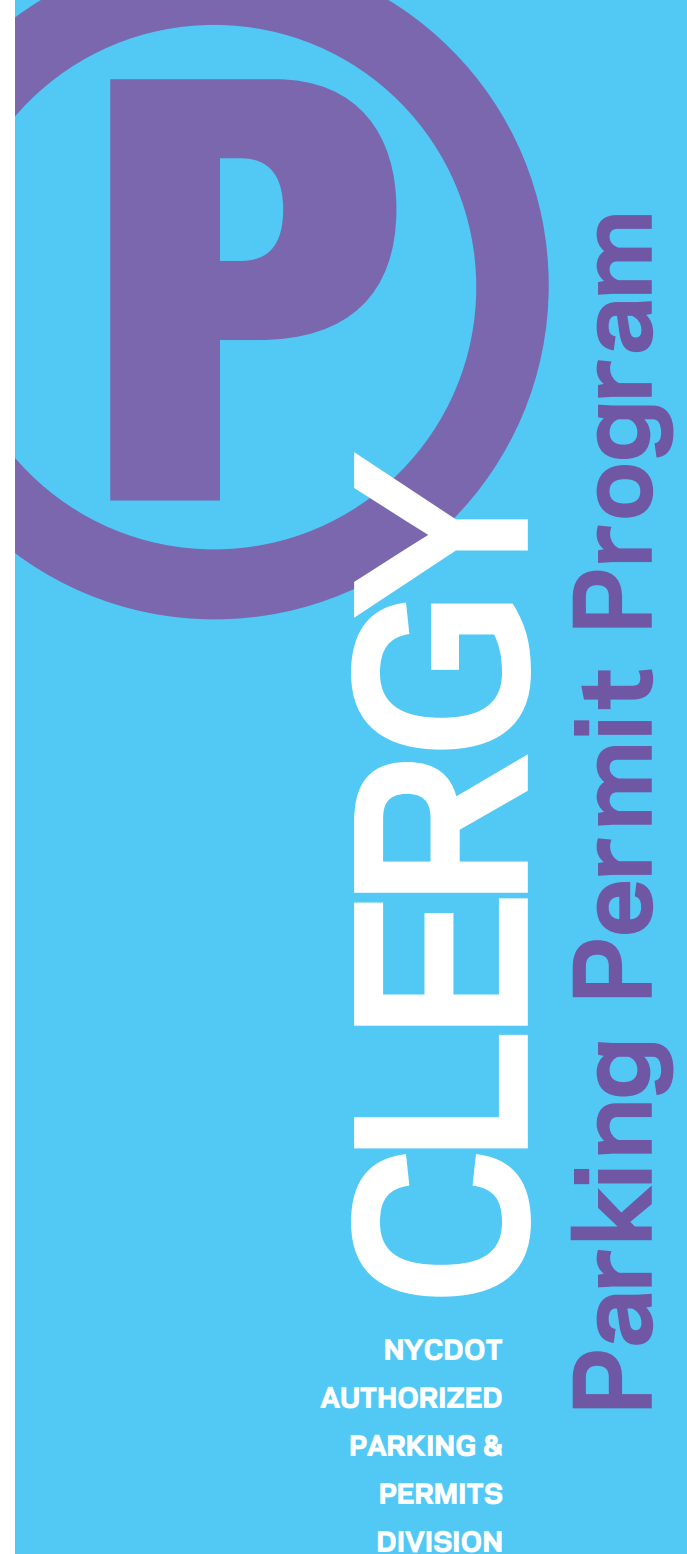
New York City Department of Transportation
Authorized Parking and Permits Division
Clergy Parking Unit
28-11 Queens Plaza North, 8th Floor
Long Island City, NY 11101-4008

If you have questions, please call **718-433-3100**, or you may visit us at www.nyc.gov/dot/permits



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The Clergy Parking Permit Program was designed to allow eligible clergy to park in "No Parking" areas next to their houses of worship, funeral homes and hospitals when conducting ministerial duties.

Who is eligible?

You are eligible for a Clergy permit if you work an average of at least 20 hours per week officiating at or presiding over services of a religious corporation or association of any denomination.

What type of vehicle can be used with the Clergy Permit?

Members of the clergy, religious corporation or association may list on the permit, a passenger car they own, register or lease. The passenger car must be equipped to carry no more than 15 people, including the driver. And the car must be used only for conducting ministerial duties at their house of worship, hospital or funeral home.

What is a House of Worship?

A House of Worship is a building used as a meeting place for worship by members and is classified by the NYC Department of Buildings Occupancy Group F-1(b).

How do I apply?

You may access an application in the DOT Website at www.nyc.gov/dot or you may call the New York City Department of Transportation, Customer Service of Authorized Parking & Permits at 718-433-3100 or call 311 to request an application.

The religious organization must complete the application on behalf of the cleric and submit a copy of each of the following documents:

... Notarized statement by cleric that s/he works an average of at least 20 hours per week on behalf of religious corporation or association

plus

... NYS Certificate of Incorporation or letter from U.S. Department of Treasury Internal Revenue Service (IRS), certifying house of worship as tax-exempt under Section 501(c)(3)

plus

... Deed to property or lease showing that religious corporation uses property for worship or notarized statement from property owner that religious corporation has owner's permission to use premises as house of worship

plus

... Certificate of Occupancy classifying property for group F-1(b) under NYC Building Code or for properties built before 1938, a notarized letter on official letter-head stating block and lot numbers and year of construction

plus

... Current passenger vehicle-registration card or a long-term lease for each vehicle that will be covered by the permit

plus

... Proof of Cleric status of all clerics to be assigned to the permit. Provide copy of ordination certificate with a notarized translation if the certificate is not in English

plus

... Current insurance card for each vehicle to be covered by the permit

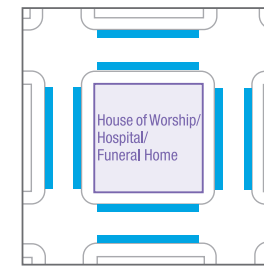
How long does it take to receive the permit?

After DOT has reviewed your application and documents, you should receive a permit within 10 business days. Before applying for a permit, you must resolve any outstanding summons with the New York City Department of Finance, Parking Violations.

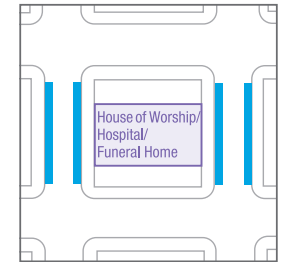
How many permits are issued?

One permit is issued to a religious organization with up to 3 license plates listed on the permit.

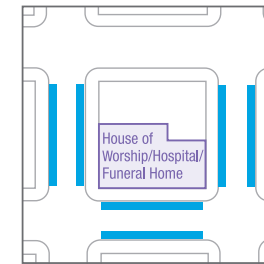
Authorized Parking Locations for Clergy



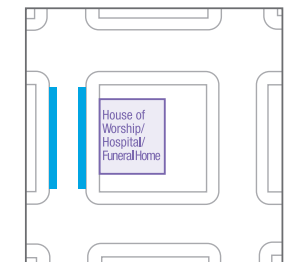
Occupies Full Square Block



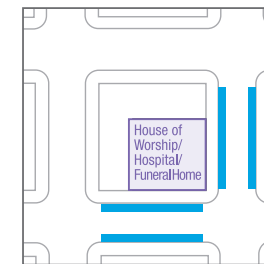
Occupies Middle of Block



Occupies Part of Block



Occupies Part of Mid-Block



Occupies Corner of Block

