

What does the permit look like?

This permit is a rectangular placard that can bear up to three license plates.

Where do I put the permit?

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

Where can I park with my permit?

Parking is permitted in "No Parking" areas designated by posted sign for up to:

- **5 hours** on a roadway adjacent to the house of worship's address;
- **4 hours** on the roadway adjacent to a funeral establishment; or
- **3 hours** on a roadway adjacent to a hospital.

What if I believe 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 is issued.

How do I renew my permit?

Approximately 60 days before your permit expires, you will receive a renewal package. Return the renewal materials with a copy of the current registration(s), driver's license for all clerics to be assigned to the permit and insurance card for each vehicle to be 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** the vehicle registration and insurance card for each new vehicle, along with the original permit to:

**New York City Department of Transportation
Permits & Customer Service
Clergy Parking Permit Unit
30-30 Thomson Avenue, 2nd Floor
Long Island City, NY 11101-4008**

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

Translated versions of this document are available by contacting 311 or by going to nyc.gov/dot



Bill de Blasio
Mayor



Polly Trottenberg
Commissioner



The Clergy Parking Permit Program was designed to allow eligible clergy to park in “No Parking” areas on the roadway adjacent to their houses of worship, funeral homes and hospitals when conducting ministerial duties.

Eligibility

Houses of worship, as defined in the New York City Traffic Rules section 4-08(o)(5), are eligible to apply for a clergy parking permit.

What type of vehicle can be used with the clergy permit?

Passenger cars owned or leased by members of the clergy, religious corporation or association. A passenger car can be equipped to carry no more than 15 people, including the driver. The permit must be used only for conducting ministerial duties at a 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 can access an application at the DOT website, nyc.gov/dot or call the NYC Department of Transportation Permits & Customer Service Unit at 718-433-3100 or 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:

... 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 the religious corporation uses property for worship or notarized statement from property owner that the 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 letterhead 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

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

plus

... Current valid driver’s license of all clerics to be assigned to 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

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

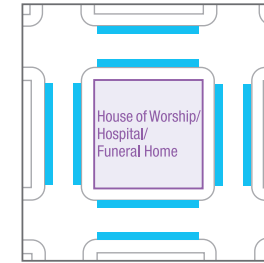
How long does it take to receive the permit?

After an application has been reviewed and approved, permits will be issued within ten business days. Before applying for a permit, you must resolve any outstanding parking violations with the New York City Department of Finance as permits will not be issued for vehicles that have unresolved violations.

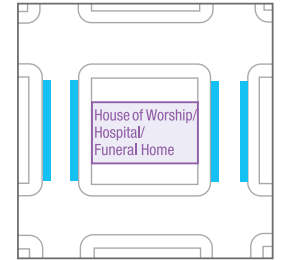
How many permits are issued?

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

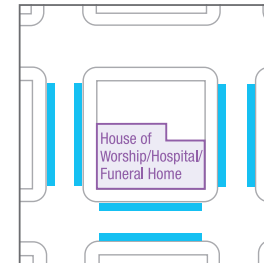
Authorized Parking Locations for Clergy



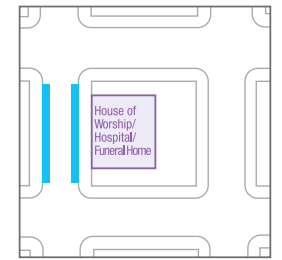
If facility occupies full square block



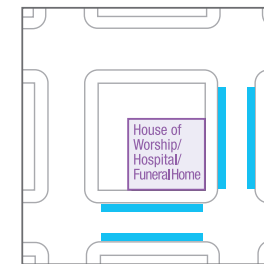
If facility occupies middle of block



If facility occupies part of block



If facility occupies part of mid-block



If facility occupies corner of block

 House of Worship/Hospital/Funeral Home
 Authorized Parking for Clergy