

New York City Department of Transportation

Clergy Parking Permit

Application



GENERAL INSTRUCTIONS

NYCDOT issues parking permits to religious corporations or associations to allow members of its clergy to park in certain "No Parking" areas designated by posted sign for limited time periods on an annual basis.

A religious corporation or association with members of clergy who work a minimum of twenty hours per week officiating at or presiding over services of a religious corporation or association of any denomination are eligible to apply for a clergy parking permit.

One permit is issued to a House of Worship with up to three (3) license plates on the permit. The permit is valid for one year. A renewal package will be mailed two months prior to the permit expiration date.

Application Process

To apply for a clergy parking permit the religious corporation or association on whose behalf the clergy person officiates must submit an application to Permits & Customer Service with the required accompanying documentation. Such documentation must verify the House of Worship's status as a religious corporation and that its location is used for religious services. Clerics whose license plate numbers will appear on the permit must submit documentation regarding vehicle information and cleric status. An approved application with all accompanied documents takes ten business days to process.

Copies of the documents listed below must be included with your application

1. 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).
2. Deed to the property or lease which demonstrates the religious corporation uses the property principally as a meeting place for worship; or a notarized written statement from the owner of the property attesting to the fact that the religious corporation has the permission of the owner to use the premises as a House of Worship; if a deed or lease cannot be located.
3. 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, a notarized letter with proof on official House of Worship stationary stating the year the property was built with the Block and Lot numbers.
4. A current valid driver's license of all the clerics to be assigned to the permit.
5. A current passenger vehicle registration card or a long-term lease (if applicable) for each vehicle that will be covered by the permit.
6. A current insurance card for each vehicle to be covered by the permit.
7. 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.
8. Provide a Notarized Statement by the Cleric attesting that he/she works a minimum of twenty hours per week on behalf of such religious corporation or association.

Clergy Parking Permit Application

House of Worship:

Name of Religious Organization _____

Address _____

City _____ State _____ Zip _____

IRS Tax Exemption # _____ Contact _____

Phone _____ Fax _____ Email _____

NOTE: Only ONE PARKING PERMIT with up to three (3) license plates per eligible House of Worship will be issued

Insurance Information

VEHICLE 1	Name of Cleric _____ Address _____ City: _____ State _____ Zip _____ Phone _____ License Plate _____ State _____ Year _____ Make _____
VEHICLE 2	Name of Cleric _____ Address _____ City: _____ State _____ Zip _____ Phone _____ License Plate _____ State _____ Year _____ Make _____
VEHICLE 3	Name of Cleric _____ Address _____ City: _____ State _____ Zip _____ Phone _____ License Plate _____ State _____ Year _____ Make _____

To qualify for the permit, the vehicle must be owned, registered, or leased and insured by the eligible Cleric or House of Worship. Vehicles registered to a third party are not eligible. If the owner has more than one vehicle registered under the same name, all summonses must be resolved before an Annual Clergy Parking Permit can be issued.

NOTE: Any vehicle with any outstanding summonses with the NYC Parking Violations Bureau will not receive a permit.

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, funeral establishments or at a hospital in the performance of such duties. I understand making any false statements in connection with this application will result in the revocation of permit privileges and may also result in criminal charges as deemed pertinent by the NYC Department of Transportation.

Name of Officer _____

Title _____

Signature _____

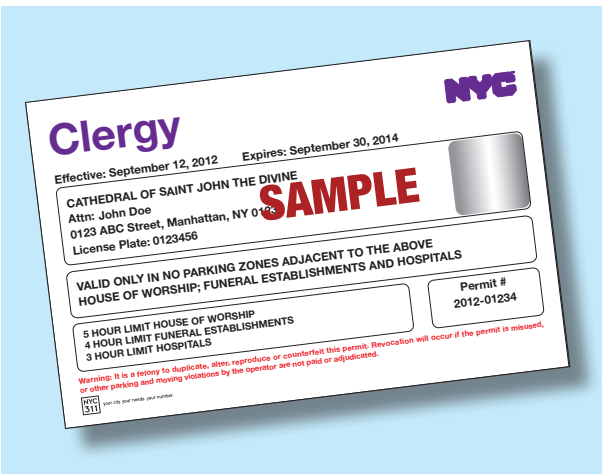
Date _____

If you have any questions, please contact NYC DOT, Permits & Customer Service

30-30 Thomson Avenue, 2nd Floor, Long Island City, NY 11101

Phone: 646-892-1428 TTY: 212-504-4115

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



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

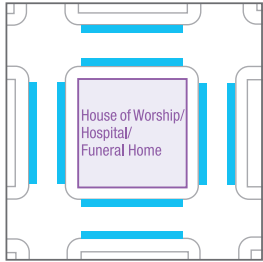
How long does it take to receive the permit?

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.

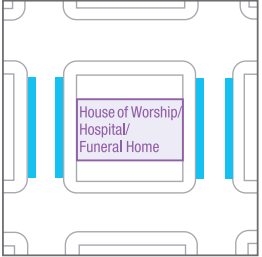
How many permits are issued?

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

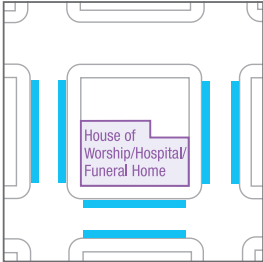
Authorized Parking Locations for Clergy



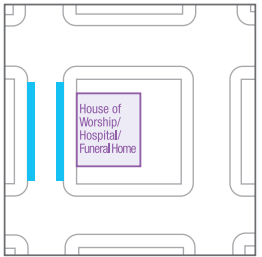
If facility occupies full square block



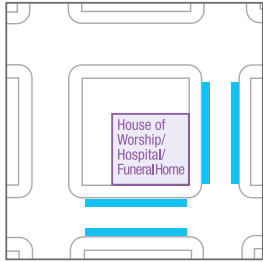
If facility occupies middle of block



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