

You must submit the Lottery Application online at nyc.gov/BusinessToolbox. Service is available 24/7. This document includes Frequently Asked Questions about the lottery.

Frequently Asked Questions: *Tobacco Retail Dealer and Electronic Cigarette Retail Dealer License Lottery*

On Tuesday, April 1, 2025, the Department of Consumer and Worker Protection (DCWP) published a notice in *The City Record* about available Tobacco Retail Dealer and Electronic Cigarette Retail Dealer licenses in the following Community Districts only:

Community District	TOBACCO RETAIL DEALER Available Licenses	ELECTRONIC CIGARETTE RETAIL DEALER Available Licenses
Manhattan Community District 3	8	
Manhattan Community District 7		11
Manhattan Community District 8		3
Manhattan Community District 9	7	
Manhattan Community District 10	13	3
Manhattan Community District 11	7	
Manhattan Community District 12	30	3
Bronx Community District 1		2
Bronx Community District 2	3	
Bronx Community District 3	14	
Bronx Community District 4	18	3
Bronx Community District 5	9	
Bronx Community District 6	4	
Bronx Community District 7		5
Bronx Community District 8	3	2
Bronx Community District 9	18	
Bronx Community District 11	4	
Bronx Community District 12	6	
Brooklyn Community District 1	17	
Brooklyn Community District 2	8	
Brooklyn Community District 3	21	
Brooklyn Community District 4	13	1
Brooklyn Community District 5	35	2
Brooklyn Community District 7	5	
Brooklyn Community District 8	17	2
Brooklyn Community District 9	7	1
Brooklyn Community District 11	3	
Brooklyn Community District 13	5	
Brooklyn Community District 14	5	
Brooklyn Community District 15	5	
Brooklyn Community District 16	16	1
Brooklyn Community District 17	6	
Queens Community District 12	18	
Queens Community District 13	1	

Who can apply for the lottery for available Tobacco Retail Dealer or Electronic Cigarette Retail Dealer licenses?

You can apply for the lottery if you operate or plan to operate a business within the Community Districts where there are available Tobacco Retail Dealer or Electronic Cigarette Retail Dealer licenses.

Exceptions:

- Pharmacies and businesses containing a pharmacy are not eligible for a Tobacco Retail Dealer or Electronic Cigarette Retail Dealer license.

Important: You can apply for the lottery for available Tobacco Retail Dealer or Electronic Cigarette Retail Dealer licenses on behalf of yourself/your business only. The license is not transferable.

Where can I get the lottery application for available Tobacco Retail Dealer or Electronic Cigarette Retail Dealer licenses?

The lottery application is available online at nyc.gov/BusinessToolbox. Search “tobacco retail dealer” or “electronic cigarette retail dealer.”

When can I submit my lottery application?

DCWP will accept lottery applications online only beginning May 1, 2025 through 5:00 p.m. on May 30, 2025.

How can I submit my lottery application?

You must submit your completed lottery application online at nyc.gov/BusinessToolbox.

Important:

- DCWP must receive your completed lottery application by 5:00 p.m. on May 30, 2025.
- Submit one lottery application per business address and indicate the license for which you are requesting to apply.
- If both licenses are available in your Community District, you must submit separate lottery applications.

How does the lottery work?

At the close of the lottery application period, DCWP will assign each accepted lottery application a randomized computer-generated priority number. If the number of accepted lottery applications exceeds the number of available licenses in a Community District, DCWP will issue offers to apply for licenses in the order of the assigned priority numbers.

How will DCWP notify applicants about whether or not they can apply for a Tobacco Retail Dealer or Electronic Cigarette Retail Dealer license?

All applicants will receive notification from DCWP by email only when they can check the status of their application online. Status will state either:

1. They are receiving an offer to apply for a Tobacco Retail Dealer or Electronic Cigarette Retail Dealer license and confirming next steps.

OR

2. They were not randomly selected to apply for a Tobacco Retail Dealer or Electronic Cigarette Retail Dealer license.

If I receive an offer to apply for a Tobacco Retail Dealer or Electronic Cigarette Retail Dealer license, what must I submit?

You must submit **ALL** of the requirements listed below within **65 days** of the date you receive DCWP's offer:

- Basic License Application
- Sales Tax Identification Number OR Application Confirmation Number
- New York State Department of Taxation and Finance Registration of Retail Dealers and Vending Machines for Sales of Cigarettes and Tobacco Products
 - ***Tobacco Retail Dealer license applicants only***
- Vapor Products Dealer Certificate of Registration with New York State Department of Taxation and Finance
 - ***Electronic Cigarette Retail Dealer license applicants only***
- Proof of Business Address
- Proof of Home Address
- Granting Authority to Act Affirmation (*if applicable*)
- License Fee (see charts)

To learn more about these requirements or to download forms, go to nyc.gov/BusinessToolbox

Tobacco Retail Dealer License:

License Period: 2 years Expiration Date: December 31 License Fee: \$200 for full 2 years		
If You File Your Application Between These Dates:	You Will Pay:	Your License Will Expire:
From January 1 to June 30 in an odd year	\$200	December 31 of Even Years
From July 1 to December 31 in an odd year	\$150	December 31 of Even Years
From January 1 to June 30 in an even year	\$200	December 31 of Odd Years
From July 1 to December 31 in an even year	\$150	December 31 of Odd Years

Electronic Cigarette Retail Dealer License:

License Period: 2 years Expiration Date: November 30 License Fee: \$200 for full 2 years		
If You File Your Application Between These Dates:	You Will Pay:	Your License Will Expire:
From December 1 to December 31 in an odd year	\$200	November 30 of Odd Years (next odd year)
From January 1 to May 31 in an even year	\$200	November 30 of Odd Years
From June 1 to November 30 in an even year	\$150	November 30 of Odd Years
From December 1 to December 31 in an even year	\$200	November 30 of Even Years (next even year)
From January 1 to May 31 in an odd year	\$200	November 30 of Even Years
From June 1 to November 30 in an odd year	\$150	November 30 of Even Years

Reminder: DCWP's offer will become void if you do not comply with all license application requirements within 65 days of the date you receive DCWP's offer.

Can I transfer a Tobacco Retail Dealer or Electronic Cigarette Retail Dealer license to someone else after getting an offer and completing all of the requirements?

No.

If I don't receive an offer to apply for a Tobacco Retail Dealer or Electronic Cigarette Retail Dealer license in this lottery, will there be another opportunity to apply?

By law, the City can only issue new Tobacco Retail Dealer and Electronic Cigarette Retail Dealer licenses when the number of current Tobacco Retail Dealer or Electronic Cigarette Retail Dealer licenses has fallen below the Community District cap. Twice each year, DCWP conducts a review to determine if there are available Tobacco Retail Dealer or Electronic Cigarette Retail Dealer licenses in each Community District. Every April and October, DCWP will publish a notice in *The City Record* confirming if Tobacco Retail Dealer or Electronic Cigarette Retail Dealer licenses are available in any Community District and the process to apply for the lottery for available Tobacco Retail Dealer or Electronic Cigarette Retail Dealer licenses. DCWP will also post this information on nyc.gov/dcwp.

What if I have additional questions?

For additional information, go to nyc.gov/dcwp or email TobaccoUnit@dcwp.nyc.gov

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