



NYC MAYOR'S OFFICE FOR INTERNATIONAL AFFAIRS
Two United Nations Plaza, New York, New York 10017

DIPLOMATIC AND CONSULAR PARKING PROGRAM
SERVICE AND DELIVERY VEHICLE DECAL REQUEST FORM

PLEASE SUBMIT TO: NYC Mayor's Office for International Affairs
E-mail: diplomaticparking@cityhall.nyc.gov Tel: (212) 319-9300 Fax: (212) 319-9304

This form is provided to diplomatic and consular officials to register the vehicle(s) that will be allowed to utilize diplomatic service or delivery on-street parking in the areas designated by the City of New York.

Please complete **all sections** below. One form must be filled out for each designated vehicle. In addition to the form, please provide one copy of each of the required documents (vehicle registration, insurance, and the identification card of the individual who will pick-up the decals.) **Please do not alter this form.**

Due to the COVID-19 pandemic, applications will be accepted electronically by e-mail. **The complete documentation package must be e-mailed to: diplomaticparking@cityhall.nyc.gov.** Please indicate the following information in the subject line of the e-mail: (a) the country, (b) the affiliation type (Consulate or Mission), and (c) the decal type (service or delivery.) Partial documents will **NOT** be accepted. Faxed documents will **NOT** be accepted.

Please note that vehicles that are not properly registered and insured cannot be issued a Delivery or Service Vehicle Decal. Once accepted, complete documentation packages will be processed and applicants will be notified once their decals are ready to be collected from the NYC Mayor's Office for International Affairs. All decals must be affixed in the lower corner of the windshield on the driver's side to the designated vehicle. Please see the second page of this document for additional information.

PLEASE PRINT OR TYPE ALL INFORMATION

PART 1 APPLICATION TYPE

Request Type: *Mark All That Apply* Delivery Vehicle Service Vehicle

PART 2 REGISTRANT INFORMATION

Last Name: _____ First Name: _____
 Address: _____ City: _____ State: _____ Zip Code: _____
 Direct Daytime Telephone: _____ Mission/Consulate: _____

PART 3 VEHICLE INFORMATION

Vehicle Plate No. _____ Vehicle Make: _____
 Vehicle Model: _____ Vehicle Year: _____
 Vehicle Identification Number: _____

PART 4 SIGNATURE AND DATE

SIGNATURE: _____ DATE: _____

Service Vehicle Decals

Under the terms of the Parking Program, each Mission may designate **only two** DOS Plate Vehicles with “D” series license plates, each Consulate that is allocated two parking spaces may designate **only two** DOS Plate Vehicles with “C” series license plates, each Consulate that is allocated one parking space may designate **only one** DOS Plate Vehicle with “C” series license plate. These designated vehicles will be issued, by the City of New York, a **non-transferable** Service Vehicle Decal.

The driver of a vehicle bearing a **non-transferable** Service Vehicle Decal may wait only in (a) an area where the driver of an ordinary passenger vehicle is permitted to wait, (b) a parking space assigned to his or her own Mission or Consulate, or (c) a parking space assigned to another Mission or Consulate, with the permission of such Mission or Consulate.

Delivery Vehicle Decals

When not in delivery service, delivery vehicles **must** park in off-street or other legal parking spaces. Under the terms of the Parking Program, the City of New York has provided 35 spaces to be used exclusively by DOS Plate Vehicles bearing non-transferable Delivery Vehicle Decals for the purpose of mission and consular deliveries.

The Delivery Vehicle Decal authorizes such vehicle to stand temporarily (no more than thirty (30) minutes) for the purpose of and while **actually engaged in delivering, loading or unloading for official business** in either (a) the parking space or spaces assigned to such Mission or Consulate, (b) the parking space or spaces of the Mission or Consulate to which the delivery is being made, with the permission of such Mission or Consulate, or (c) the 35 spaces designated for exclusive use by vehicles bearing non-transferable Delivery Vehicle Decals.

Dual-Designation

Any Mission or Consulate may **dual-designate** a vehicle as both its service vehicle and its delivery vehicle, and affix both a non-transferable Service Vehicle Decal and a non-transferable Delivery Vehicle Decal to such vehicle and such dual-designated vehicle may park in such Mission’s or Consulate’s designated parking space or spaces.

Termination

A Service Vehicle Decal or Delivery Vehicle Decal may be withdrawn and the privileges associated therewith may be cancelled by the City of New York at any time, following consultation among the NYC Mayor’s Office for International Affairs, the U.S. Department of State, the New York City Department of Finance and the affected Mission or Consulate if such privileges are abused. If the registration for a vehicle issued a decal is no longer valid, the registrant must return that decal to the NYC Mayor’s Office for International Affairs.