THE CITY OF NEW YORK
MAYOR'S OFFICE OF MEDIA & ENTERTAINMENT

Film Office

Fact Sheet on Parking Privileges and Clearing Tickets

The Film Office offers parking privileges in connection with shooting and rigging permits. To receive these privileges, (1) your vehicle must qualify for parking privileges (see table below), (2) you must input your vehicle information and license plate number onto the vehicle information tab of the on-line permit application form (as applicable), (3) your request for parking privileges must be approved by the Film Office, and (4) you must display the shooting or rigging permit on the dashboard inside the vehicle.

Type of Vehicle	Eligible for parking privileges?	List on vehicle info tab of on-line application?
Trucks, campers, honeywagons, 15-passenger vans, cargo vans, satellite trucks with NY Press license plates, process trailers/tow rigs	Yes	Yes
Picture vehicles, lifts/cranes	Yes	No
Mini vans, 7-passenger vans, personal cars, crew cars, SUVs, vehicles with NY Press license plates (that are not satellite trucks)	No	N/A, not eligible

You may park only in the following areas within 5 blocks of your location:

1. No Standing except Trucks Loading & Unloading/Commercial Vehicles (code 16)
2. Parking Meters without payment (29, 32, 33, 34)
3. No Parking - Alternate Sides (20, 21, 22, 23, 24)
4. No Parking 8am - 6pm (20)
5. No Parking Anytime in Blue Zones
6. Areas specified on the filming permit where parking has been granted with prior, authorized approval

(Numbers in parenthesis are parking violation codes; see the DOF webpage for details.)

NOTE: The registered plate number must be on your on-line application's vehicle list before the ticket is issued. If a plate number is not registered, the ticket won't be cleared.

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120 Broadway, 30th Floor, NY, NY 10271
Phone: (212) 489-6710 • Fax (212) 262-7677

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If you receive a parking ticket for an approved vehicle that has parking privileges, the Film Office may be able to get the ticket cleared. Please review your ticket carefully before you submit it to the Film Office and follow these instructions and dos and don'ts. You can get an official copy of your parking ticket here: **http://www.nyc.gov/dof.** If you don't follow these instructions, the Film Office will not clear the ticket and your production will have to take responsibility for fines.

If your vehicle is a . . .	Then submit this to the Film Office w/in 60 days:
Production Vehicle (but not a picture car)	1. Ticket/Notice of Violation or summons from the Parking Violations Bureau 2. The shooting or rigging permit for the date, time, and place where the vehicle was ticketed. 3. The vehicle information tab of the on-line permit application with the license plate of the vehicle highlighted.
Picture Car	1. Ticket/Notice of Violation or summons from the Parking Violations Bureau 2. The shooting or rigging permit for the date, time, and place where the picture car was ticketed. 3. Copy of Voucher issued to the actor indicating the vehicle was being used for picture
Resident Vehicle (ticketed due to relocation by the NYPD Vehicle Towing Unit (VTU))	1. Ticket/Notice of Violation or summons from the Parking Violations Bureau 2. Copy of VTU Tow Log with relocated vehicle information highlighted.

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Dos and Don'ts

- Do submit your ticket and supporting documents to the Film Office within 60 days of the date on the ticket. You can mail it to: Film Office, Attn: Parking Tickets; Mayor's Office of Media and Entertainment, 120 Broadway, 30th Floor; New York, NY 10271. The Film Office will not try to clear tickets over 60 days old.
- Do not submit a ticket that you want cleared to the Parking Violations Bureau.
- Do not submit tickets for locations that are not listed on the shooting or rigging permit or within the permit's start and end times.
- **Do not include the orange parking violation envelope.**
- Do not call the Film Office unless you receive more than two notices. Summonses may take up to six weeks to clear. Notices from the Parking Violations Bureau may arrive in the mail while we are working on it.
- Do not submit an appeal of a parking ticket or summons to the Film Office. Judges determine appeals. For instructions on how to appeal, please visit the Department of Finance's Dispute a Ticket webpage.

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