



## Instructions for completing Newsrack Location Registration

1. Download the “Newsrack Location Registration” template from the DOT website. This template is also available on disk upon request to the Department of Transportation.
2. The template is in Microsoft Excel spreadsheet format. Each row represents information about 1 Newsrack. Therefore, there should be 1 row of data for each newsrack you own and need to register.
3. **DO NOT INSERT COLUMNS OR CHANGE COLUMN HEADINGS.**
4. Complete as many columns as possible for each newsrack. Field definitions are listed below.
5. Completed “Newsrack Location Registration” should be submitted electronically to the Department of Transportation. Files can be emailed as attachments to [Newsracks@dot.nyc.gov](mailto:Newsracks@dot.nyc.gov) or mailed on disk to:

Department of Transportation  
 Newsracks Unit  
 55 Water Street, 7th Floor  
 New York, NY 10041

### Field Definitions:

| Column Name                        | Description   |
|------------------------------------|---|
| Company Rack ID                    | Any company or owner issued Identification number or other identifier. This field is optional                 |
| Borough (M,X,K,Q,R)                | Enter Borough Code M=Manhattan, X = Bronx, K = Brooklyn, Q = Queens and R = Staten Island                     |
| Side of Street                     | N = North, N/W = Northwest, N/E = Northeast, E = East , W = West, S = South, S/E = Southeast, S/W = Southwest |
| House Number                       | The address of the building in front of which the newsrack is located.  |
| On Street                          | Street on which the newsrack is located.  |
| Closest Cross Street               | The cross street closest to the location of the newsrack.   |
| Distance from Closest Cross Street | The approximate distance in feet from the newsrack to the curb of the closest cross street.                   |
| Second Cross Street                | The cross street located further from the location of the newsrack.   |
| In Front Of                        | Description of the adjacent property. E.g. vacant lot, Bob’s Burrito, Post Office                             |
| Additional Location Notes          | Additional notes which may be needed to identify location.  |