



DEPARTMENT OF CONSUMER AND
WORKER PROTECTION (DCWP)
LICENSING CENTER
42 Broadway, Lobby
New York, NY 10004

By Appointment Only Hours:

Monday-Thursday: 8 a.m. – 4 p.m.
Last appointment: 3:30 p.m.

NYC SMALL BUSINESS
SUPPORT CENTER
90-27 Sutphin Blvd, 4th Floor
Jamaica, NY 11435

By Appointment Only Hours:

Tuesday-Thursday: 8 a.m. – 4 p.m.
Last appointment: 3:30 p.m.

How to Transfer Your Newsstand License to a Business

Local Law 128 of 2021 allows businesses, such as corporations, partnerships, and Limited Liability Companies (LLC), to hold Newsstand licenses starting March 21, 2022.

If you already hold a Newsstand license as an individual or sole proprietor, you can apply to hold your license in the name of your business.

To apply to transfer your Newsstand license to your business, follow the instructions below.

1. **You must first create a business entity**, such as a corporation, partnership, or LLC, and be a corporate officer, director, principal, shareholder, partner, member, or manager of the business. For assistance, call 888-SBS-4NYC (888-727-4692) (NYC Small Business Services hotline) or visit nyc.gov/quickstart.
2. **Complete Request to Hold Newsstand License as a Business Entity** (enclosed). If your business has any shareholders who own less than 10% who were not listed on the Basic License Application, you must list them on this form.
3. **Attach copies of your business's formation documents**, such as the Certificate of Incorporation filed with the state if your business is a corporation.
4. **Complete DCWP's Basic License Application**, available at nyc.gov/BusinessToolbox, in the name of your business.
5. **Submit the Request form and supporting documents to DCWP** in ONE of the following ways:
 - Mail to: DCWP, 42 Broadway, New York, NY 10004
 - In person by appointment* only at DCWP Licensing Center, 42 Broadway, Lobby, New York, NY 10004 or NYC Small Business Support Center, 90-27 Sutphin Blvd, 4th Floor, Jamaica, NY 11435

*To schedule an appointment:

Email: LicensingAppointments@dca.nyc.gov

By Phone: Call (212) 436-0441 (Monday - Friday, 8 a.m. - 4 p.m.)

Note: If your license expires on March 31, 2022, you can submit Request to Hold Newsstand License as a Business Entity and supporting documents with your renewal application.

6. **You will receive a new Newsstand license document in your business name as your approval.** You may continue to operate your newsstand as long as you have an active Newsstand license while DCWP considers your transfer application.



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7. **If you have a loan with JCDecaux, you must transfer your promissory note to your business entity once DCWP approves the conversion of your Newsstand license to that entity.** Contact JCDecaux at customerservice@jcdecaux.com. JCDecaux requires that you be current with all payments before they make this change. You will be responsible for a processing fee paid to JCDecaux.

Future Changes in Corporate Ownership or Partnership

This process covers transferring your Newsstand license from your name to your business name only.

For certain future changes to your business, *you must request approval from DCWP before the change or your license will be VOID.* You need prior approval if:

- any person or organization becomes the beneficial owner of 10% or more of the stock of the business holding the license and did not own 10% or more of the stock previously; or
- the partnership holding the license adds or terminates a general partner or the partnership dissolves.

Impact on Tobacco Retail Dealer and Electronic Cigarette Retail Dealer Licenses

If you currently hold a Tobacco Retail Dealer and/or Electronic Cigarette Retail Dealer license at your newsstand location, *DCWP strongly encourages you to transfer the license(s) to your business.* Holding these licenses in the name of your business, rather than in your name, means the location can remain licensed even if you (the owner) dies.¹

If you want to convert your Tobacco Retail Dealer and/or Electronic Cigarette Retail Dealer license from your name to the name of your business, you must submit the Tobacco Retail Dealer and/or Electronic Cigarette Retail Dealer license application(s) within 30 days from when you receive your new Newsstand license document in your business name. The application(s) includes the relevant Cap Exception Certification, which you must complete; check the box (exception) that allows conversions as a result of Local Law 128 of 2021. Email the relevant license application(s) to TobaccoUnit@dcwp.nyc.gov.

If you do not want to convert your Tobacco Retail Dealer and/or Electronic Cigarette Retail Dealer license from your name to the name of your business within 30 days from when you receive your new Newsstand license, you will not be able to transfer the license. Your Tobacco Retail Dealer and/or Electronic Cigarette Retail Dealer license will stay in your name.

¹ Visit nyc.gov/BusinessToolbox for time-sensitive instructions and materials to submit following the death of a corporate officer, member, or partner, or in the event of a dissolution of the partnership.