

New York City Department of Transportation

Clergy Parking Permit

Application



GENERAL INSTRUCTIONS

NYCDOT issues parking permits to religious corporations or associations to allow members of its clergy to park in certain "No Parking" areas designated by posted sign for limited time periods on an annual basis.

A religious corporation or association with members of clergy who work a minimum of twenty hours per week officiating at or presiding over services of a religious corporation or association of any denomination are eligible to apply for a clergy parking permit.

One permit is issued to a House of Worship with up to three (3) license plates on the permit. The permit is valid for one year. A renewal package will be mailed two months prior to the permit expiration date.

Application Process

To apply for a clergy parking permit the religious corporation or association on whose behalf the clergy person officiates must submit an application to Permits & Customer Service with the required accompanying documentation. Such documentation must verify the House of Worship's status as a religious corporation and that its location is used for religious services. Clerics whose license plate numbers will appear on the permit must submit documentation regarding vehicle information and cleric status. An approved application with all accompanied documents takes ten business days to process.

Copies of the documents listed below must be included with your application

1. N.Y.S. Certificate of Incorporation or a letter from the U.S. Department of Treasury Internal Revenue Service (IRS) establishing the House of Worship as tax-exempt under section 501c.(3).
2. Deed to the property or lease which demonstrates the religious corporation uses the property principally as a meeting place for worship; or a notarized written statement from the owner of the property attesting to the fact that the religious corporation has the permission of the owner to use the premises as a House of Worship; if a deed or lease cannot be located.
3. A Certificate of Occupancy indicating classification of the property as occupancy group F-1(b) under the NYC Building Code or for properties built prior to 1938 ONLY, a notarized letter with proof on official House of Worship stationary stating the year the property was built with the Block and Lot numbers.
4. A current valid driver's license of all the clerics to be assigned to the permit.
5. A current passenger vehicle registration card or a long-term lease (if applicable) for each vehicle that will be covered by the permit.
6. A current insurance card for each vehicle to be covered by the permit.
7. Proof of Cleric Status of all Clerics to be assigned to the Permit. Provide copy of Ordination Certificate with a Notarized Translation if the certificate is not in English.
8. Provide a Notarized Statement by the Cleric attesting that he/she works a minimum of twenty hours per week on behalf of such religious corporation or association.

Clergy Parking Permit Application

House of Worship:

Name of Religious Organization _____

Address _____

City _____ State _____ Zip _____

IRS Tax Exemption # _____ Contact _____

Phone _____ Fax _____ Email _____

NOTE: Only ONE PARKING PERMIT with up to three (3) license plates per eligible House of Worship will be issued

Insurance Information

VEHICLE 1	Name of Cleric _____ Address _____
	City: _____ State _____ Zip _____ Phone _____
	License Plate _____ State _____ Year _____ Make _____
VEHICLE 2	Name of Cleric _____ Address _____
	City: _____ State _____ Zip _____ Phone _____
	License Plate _____ State _____ Year _____ Make _____
VEHICLE 3	Name of Cleric _____ Address _____
	City: _____ State _____ Zip _____ Phone _____
	License Plate _____ State _____ Year _____ Make _____

To qualify for the permit, the vehicle must be owned, registered, or leased and insured by the eligible Cleric or House of Worship. Vehicles registered to a third party are not eligible. If the owner has more than one vehicle registered under the same name, all summonses must be resolved before an Annual Clergy Parking Permit can be issued.

NOTE: Any vehicle with any outstanding summonses with the NYC Parking Violations Bureau will not receive a permit.

Please read the following before signing

I hereby certify that all member(s) of the clergy issued a permit pursuant to this application have a valid Driver's License and that only those members of the clergy will use such permit in the performance of their official duties at the House of Worship designated in this application, funeral establishments or at a hospital in the performance of such duties. I understand making any false statements in connection with this application will result in the revocation of permit privileges and may also result in criminal charges as deemed pertinent by the NYC Department of Transportation.

Name of Officer _____

Title _____

Signature _____

Date _____

If you have any questions, please contact NYC DOT, Permits & Customer Service

30-30 Thomson Avenue, 2nd Floor, Long Island City, NY 11101

Phone: 646-892-1428 TTY: 212-504-4115

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