



NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE
Thomas Farley, MD, MPH
Commissioner

NEW MOBILE FOOD VENDOR LICENSE CHECKLIST (PHOTO ID BADGE)

NEW YORK CITY LICENSING CENTER
42 Broadway, 5th Floor; New York, New York 10004
Phone: 311 for all licensing information
WWW.NYC.GOV/HEALTH

The Application Process

1. Read "General Mobile Food Vending Information" on the next page to understand what it is that receiving a mobile food vending license will entitle you to do and what your options are.
2. Determine the documentation required to submit an application (see requirements checklist). (It is at this time when you should apply for a New York State Certificate of Sales Tax Authority if you do not already have one.) You can use the paper application form enclosed or go to their website <http://www.nys-opal.com> and complete it on-line. (See more detail in checklist inside.)
3. Anyone who wishes to apply for a mobile food vending license must pass the department's [Food Protection Course for Mobile Food Vendors](#) **BEFORE** he/she can submit an application for a mobile food vending license. Registration for this course takes place at the Licensing Center at 42 Broadway, 5th floor, New York, New York. The course and exam are given at the Health Academy Annex at the Central Harlem Health Center, Basement Auditorium, 2238 Fifth Avenue, New York, NY 10035. Payment for this eight-hour course (\$53.00) must be made by certified check or money order, payable to the New York City Department of Health & Mental Hygiene.
4. Complete the Application for Mobile Food Vending License. If you intend to manufacture or sell frozen desserts, a separate [Application for Permit form](#) must also be completed. This permit is NOT for the pushcart or truck; it is for the frozen dessert machine. The fee for the Frozen Dessert Permit is \$25.00.
5. Beginning one week after you pass the [Food Protection Course for Mobile Food Vendors](#), please bring the completed forms and the required documentation to the Licensing Center between 9:00 AM and 5:00 PM. Applications must be submitted in person; none will be accepted by mail or by a representative of the applicant.
6. Once your application for the Mobile Food Vending License is reviewed and approved, you must pay for the license. Your payment, by check or money order only, (\$50 for a two year license or \$10 for a seasonal license valid from April 1 through October 31) must be made payable to the NYC Department of Health & Mental Hygiene. There is no license fee if you are an honorably discharged veteran of the United States Armed Services and present a New York State Peddler's Certificate or are the surviving spouse or domestic partner of a veteran with this certificate.
7. The Licensing Center will give you a receipt. You will then be directed to another window to have your photograph taken. You may **NOT** operate with the receipt and must wait to receive your photo ID badge and license document in the mail (about three weeks).
8. **PLEASE REMEMBER THAT YOU MAY NOT SELL FOOD FROM A PUSH CART OR TRUCK WHICH DOES NOT HAVE A VALID DOHMH PERMIT OR INSPECTION STICKER, EVEN IF YOU HAVE A PHOTO ID BADGE**

General Mobile Food Vending Information

As background, the New York City Department of Health & Mental Hygiene (DOHMH) issues both a mobile food vending operator's license, which is similar to the concept of a Department of Motor Vehicles drivers license, and a mobile food unit permit, which is similar to a motor vehicle registration. One is for the person and the other is for the cart or truck. **Both** of these items are needed for a person to legally operate a food vending business.

However, although anyone can apply for an operator's license at any time, the Department of Health & Mental Hygiene is limited by law in the total number of street vending permits which may be issued. As permit vacancies become available -- when current permittees do not renew timely or meet their inspection requirement -- the department sends notification letters to those individuals on existing waiting lists that they may now apply. There are different lists: lists for veterans and non-veterans; others for those operating citywide or in a specific borough; others for those operating in the warmer season or those operating all year, and still others for those who wish to sell only fresh fruits and vegetables in designated areas of the city. No one may apply for one of these permits unless they have been contacted from these lists.

Creation of a new list is dependent upon the turnover rate of the existing lists. For this reason, it is impossible to predict exactly when the next time the department will be creating new lists and some lists are finished faster than others. Please call '311' or check [Mobile Food Vending Permit Waiting Lists \(http://www.nyc.gov/html/doh/html/permit/permit.shtml\)](http://www.nyc.gov/html/doh/html/permit/permit.shtml) for information about when they may re-open.

Unless you have been contacted to submit an application for a permit from the established waiting lists, you do have three other options you may wish to pursue now. One is to apply for an operator's license and work someone else's permitted cart or truck. Another option is to apply for both a license and one of a different class of vending permits issued by the Department of Health & Mental Hygiene; a "restricted area" mobile food vending permit, which **does not** require a waiting list. These permits are exempt from the statutory limits which apply to street vending and, as such, **do not** authorize street vending. They do, however, authorize vending on private property in a commercially-zoned area or on property under the jurisdiction of the New York City Department of Parks & Recreation. More detailed information about the "restricted area" permit is provided in its "requirements/checklist".

The third option is to apply for multiple individual permits to operate a [Temporary Food Service Establishment \(http://www.nyc.gov/html/doh/html/inspect/ispecial.shtml\)](http://www.nyc.gov/html/doh/html/inspect/ispecial.shtml) at city street fairs. These are even more restrictive than the "restricted area" permits mentioned above since they limit you to the specific location assigned to you by the sponsors of the individual street fairs on the specific day and time of the event. Please note that a mobile food vending license is not needed in conjunction with this type of permit, but you will have to take and pass the [Food Protection Course](#).

Please call '311' for further information.



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Attached is your Mobile Food Vendor License application package. (This application package is for FIRST-TIME applicants seeking an operator's photo ID badge to work a pushcart or truck which has a Department of Health & Mental Hygiene permit or sticker on it. YOU MAY NOT SELL FOOD FROM A PUSH CART OR TRUCK WHICH DOES NOT HAVE A DOHMH PERMIT OR STICKER, EVEN IF YOU HAVE A PHOTO ID BADGE.)

FOR ALL APPLICANTS:

- An application must be filed in person by the applicant at the New York City Licensing Center; 42 Broadway, 5th floor, New York, New York between 9:00 AM and 5:00 PM. Applications will not be accepted by mail. Neither will applications for a first-time license be accepted from a duly authorized representative.
- All required documentation must be submitted when filing your application. We will not accept partial applications.
- Unless indicated otherwise, all documentation must be original documentation, not a photocopy.
- The name of the applicant must be spelled the same on all supporting documentation. If you are a woman with your maiden name on some documents but your married name on others, you will need to also bring your marriage certificate or divorce papers to establish a link between the two names. Anyone with a legal name change must provide proof of this.
- Any form or document with alterations, corrections, white-out, etc., will not be accepted.
- **YOU MUST BE AT LEAST 18 YEARS OLD TO APPLY FOR THIS LICENSE.**

[] **License Application** - Complete the pink application form and sign where indicated.

[] **Proof of Address – Original items only.** The following can be used as proof of address:

- valid driver's license or non-driver's photo identification
- recent bank statement, credit card statement or utility bill (dated within 90 days of the application date)
- valid lease.

Note: If you do not have any of the above documentation with your name on it, you can submit the attached affidavit letter with a recent utility bill or valid lease from the person with whom you reside.

[] **Social Security Number (SSN) or Individual Tax Identification Number (ITIN)** - Original social security card or ITIN card or letter from the IRS. (Laminated or altered cards, stubs, computer printouts or applications for a social security card or ITIN will not be accepted.) If necessary, you may obtain a replacement card at your local Social Security office (call 1-800-772-1213 for further information).

Note: The IRS estimates that it takes about six (6) weeks to receive a SSN or ITIN.

- [] **Photo ID - Original items only.** The following can be used as photo identification:
 - valid driver's license or non-driver's photo identification,
 - current alien registration card or naturalization certificate with photo identification,
 - current U.S. or foreign passport with photo identification, or
 - current U.S. government agency issued photo identification, including a U.S.-issued Refugee Travel Document with photo identification.

- [] **New York State Certificate of Sales Tax Authority** - Please complete Form DTF-17 (attached) (see instructions and NAICS codes) and mail it to: New York State Tax Department, Sales Tax Registration Unit, W A Harriman Campus, Albany, New York 12227, at least 20 days (but not more than 90 days) before you begin doing business in New York State. In about three weeks, you will receive a Sales Tax card from them; this card is what you need to bring when you apply for your license. (You must bring the original card: no photocopies accepted.) For faster service, you can go to their website at <http://www.nys-opal.com> and complete it on-line. Click "**Online Applications**" on the left-hand side of the screen, then click on the little triangle next to the "Department of Taxation and Finance" and then click "Application for a Sales Tax Certificate of Authority" to file Form DTF-17.

- [] **New York City Environmental Control Board Clearance** - The Department will check ECB records for you. As long as there are no outstanding fines, the Department will accept your application provided all other requirements are met. If you know you have been issued violations/fines that are still outstanding and you want a hearing, go directly to the Environmental Control Board at 66 John Street, 10th floor, New York, New York 10038; telephone # (212) 361-1400. Otherwise, you may come to the Citywide Licensing Center to settle the fines and obtain a clearance letter before you file your application. Payment for fines must be by money order or check, and separate from the payment for the license application. Clearance certificates issued by the ECB must be dated within 90 days of submitting a license application.

- [] **Child Support Enforcement Form** - Please complete the necessary identifying information and answer all questions on the attached form. Sign it and have it notarized. You must submit this form when you apply for your mobile food vending license.

- [] **Food Protection Course for Mobile Food Vendors** – Any individual who wishes to sell food must take the "Food Protection Course for Mobile Food Vendors" administered by the New York City Health Academy and pass the examination. This is an eight hour course conducted over two days (4 hours each day); usually Tuesday and Wednesday or Thursday and Friday. You must register for this course at the Licensing Center at 42 Broadway, 5th floor, New York, NY. The course is given at the Health Academy Annex at the Central Harlem Health Center, Basement Auditorium, 2238 Fifth Avenue, New York, NY 10035.
YOU WILL NOT BE ABLE TO APPLY FOR YOUR MOBILE FOOD VENDING LICENSE UNLESS YOU MEET THIS REQUIREMENT.

Course Fee: \$53.00 payable by certified check or money order.

- [] **License Fee** - The Department accepts payment by money order or check only. Please make your check/money order payable to the NYC Department of Health & Mental Hygiene. **Note:** There is no license fee if you are an honorably discharged veteran of the United States Armed Services and present an original New York State Peddlers Certificate ("Hawkers License") or are the surviving spouse or domestic partner of a veteran with this certificate.

Seasonal (April 1 - October 31) License:

\$10

(H01)

(Rev:SL 9/2011)