



**Consumer and  
Worker Protection**

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.

## Request to Hold Newsstand License as a Business Entity

I, \_\_\_\_\_, request to hold a Newsstand license  
*(your name)*

in the name of my Business, \_\_\_\_\_.  
*(your Corporation, Partnership, or Limited Liability Company, LLC)*

I affirm that I am the \_\_\_\_\_ of the Business.  
*(enter your title)*

I have authority to submit this application and sign this affirmation on behalf of the Business.

In addition to this completed form, I submit the following to support my request:

- Basic License Application (listing my Business), available at [nyc.gov/BusinessToolbox](http://nyc.gov/BusinessToolbox)
- Documents showing formation of corporation/partnership/LLC
- Chart of corporate officers, directors, shareholders, partners, principals, members, and/or managers of the Business (**see Page 2**)

### Complete this section if you are a current Newsstand licensee (individual or sole proprietor):

I understand that DCWP must approve this change before my Newsstand license is converted to the name of my Business.

I understand that the Business will still be liable for any violations or penalties issued to me prior to the conversion.

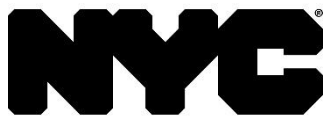
I understand that the Business will still be liable for any outstanding payments owed to JCDecaux, if applicable.

My current Newsstand license number is \_\_\_\_\_.  
*(DCWP license number)*

I currently:

- Hold a Tobacco Retail Dealer and/or Electronic Cigarette Retail Dealer license.
- Do NOT hold a Tobacco Retail Dealer or Electronic Cigarette Retail Dealer license.

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If I currently hold a Tobacco Retail Dealer and/or Electronic Cigarette Retail Dealer license at the newsstand, I will (**select one**):

- Convert my Newsstand license to the same corporation, partnership, or LLC that currently holds my Tobacco Retail Dealer and/or Electronic Cigarette Retail Dealer license.
- Convert my Tobacco Retail Dealer and/or Electronic Cigarette Retail Dealer license from my name as an individual or sole proprietor to my Business name **within 30 days from when I receive my new Newsstand license in the name of my Business.**
- Leave my Tobacco Retail Dealer and/or Electronic Cigarette Retail Dealer license in my name as an individual or sole proprietor.

**Chart of Corporate Officers, Directors, Shareholders, Partners, Principals, Members, and/or Managers of the Business**

Please list ALL corporate officers, directors, shareholders, partners, principals, members, and/or managers of the Business (*attach additional pages as needed*):

Name	Title	Percent (%) Ownership (if applicable)	<b>Individuals:</b> Enter birth date and, if individual is a general partner, enter Social Security number or Individual Taxpayer Identification Number  <b>If Owned in Whole or Part by Another Business:</b> Enter Employer Identification Number	<b>Individuals:</b> Enter Home Address  <b>Other Business:</b> Enter Mailing Address	Email

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Name	Title	Percent (%) Ownership <i>(if applicable)</i>	<b>Individuals:</b> Enter birth date and, <i>if individual is a general partner</i> , enter Social Security number or Individual Taxpayer Identification Number  <b>If Owned in Whole or Part by Another Business:</b> Enter Employer Identification Number	<b>Individuals:</b> Enter Home Address  <b>Other Business:</b> Enter Mailing Address	Email

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Title/Position