



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:**

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## Application to Transfer Newsstand Due to Death or Disability of License Holder (Individual or Sole Proprietor)

*If an individual or sole proprietor who holds a Newsstand license becomes permanently disabled or dies, the right to operate the newsstand may be transferred to a dependent spouse, domestic partner, child, employee, or other individual who was financially dependent on the licensee.*

Transferor Information (Current Newsstand Licensee)	
Name of the Transferor	
Reason for the Transfer	<input type="checkbox"/> Death of Transferor <input type="checkbox"/> Disability of Transferor
Phone Number of Transferor <i>(complete if transfer is due to disability of Transferor)</i>	
Email Address of Transferor <i>(complete if transfer is due to disability of Transferor)</i>	
DCWP License Number of Newsstand	
Location of Newsstand	
Transferee Information (Dependent Spouse, Domestic Partner, Child, Employee, Other Individual Financially Dependent on Licensee)	
Name of Transferee	
Relationship with Transferor	
Address of Transferee	
Phone Number of Transferee	
Email Address of Transferee	



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## **Transferor Affirmation (if request is due to disability of Transferor)**

**Please read this section carefully before signing at the end.**

- The Transferor shall transfer the newsstand at the location on Page 1 to the Transferee immediately upon DCWP's approval of 1) this transfer application or 2) a temporary license to operate resulting from this transfer application.
- The Transferor affirms that the reason for the newsstand transfer is due to permanent disability.
- The Transferor affirms that the Transferee is the dependent spouse, domestic partner, child, employee, or other individual financially dependent on the Transferor.
- The Transferor affirms that the Transferee has authorization to submit to DCWP all documents to support this transfer application, including but not limited to the following:
  1. documents detailing the disability of the Transferor; and
  2. documents establishing the dependent relationship between the Transferor and Transferee.
- The Transferor personally reviewed all of the information in this application and affirms that it is true, correct, and complete to the best of the Transferor's knowledge.

## **Transferee Affirmation**

**Please read this section carefully before signing at the end.**

- The Transferee shall accept the transfer of the newsstand at the location on Page 1 immediately upon DCWP's approval of 1) this transfer application or 2) a temporary license to operate resulting from this transfer application.
- The Transferee affirms that the reason for the newsstand transfer is due to the death or permanent disability of the Transferor.
- The Transferee affirms being the dependent spouse, domestic partner, child, employee, or other individual financially dependent on the Transferor.
- The Transferee affirms responsibility to timely submit to DCWP all documents to support this transfer application, including but not limited to the following:
  1. documents detailing the death or permanent disability of the Transferor; and
  2. documents establishing the dependent relationship between the Transferor and Transferee.
- The Transferee acknowledges that DCWP may request additional documents to support this application and affirms responsibility to provide those documents.
- The Transferee will have no other income that exceeds the income from operating the newsstand at the location on Page 1.
- The Transferee personally entered and reviewed all of the information in this application and affirms that it is true, correct, and complete to the best of the Transferee's knowledge.
- If the transfer is due to the death of the Transferor, Transferee will not operate the newsstand while this application is under review.
- If the transfer is due to the disability of the Transferor, the Transferee affirms being duly authorized by the Transferor to sign all of the documents submitted to support this transfer application.



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- The Transferee will comply with all DCWP laws and rules applicable to newsstands.
- Transferee acknowledges that the newsstand structure belongs to JCDecaux. It is against the law to rent or try to rent the newsstand to another person.

### Important Information About TOBACCO RETAIL DEALER and ELECTRONIC CIGARETTE RETAIL DEALER Licenses:

- You must have a Tobacco Retail Dealer license to sell tobacco products in New York City. Tobacco products include cigarettes, cigars, chewing tobacco, pipe tobacco, roll-your-own tobacco, snus, bidi, snuff, shisha, or dissolvable tobacco.
- You must have an Electronic Cigarette Retail Dealer license to sell electronic cigarettes in New York City. An electronic cigarette is a battery-operated device that delivers vapor for inhaling by heating a liquid, gel, herb, or other substance, regardless of whether it contains nicotine. Any component part, such as a cartridge or refill, is considered to be an electronic cigarette.
- A Tobacco Retail Dealer license or Electronic Cigarette Retail Dealer license held in the name of the sole proprietor or individual at the newsstand location will not be transferred automatically upon DCWP's approval of your Application to Transfer Newsstand Due to Death or Disability of License Holder.
- If you would like to request transfer of a Tobacco Retail Dealer license or Electronic Cigarette Retail Dealer license held in the name of the sole proprietor or individual at the newsstand location:
  - **You must submit a complete Tobacco Retail Dealer and/or Electronic Cigarette Retail Dealer license application within 30 days of the date you receive your new Newsstand license following the transfer.** Important:
    - The Tobacco Retail Dealer and/or Electronic Cigarette Retail Dealer license must be in "good standing" at the time of transfer.<sup>1</sup>
    - **Please note: A Tobacco Retail Dealer and/or Electronic Cigarette Retail Dealer license that is being transferred due to the death of the licensee is inactive while DCWP reviews the transfer application(s). You cannot sell tobacco or electronic cigarette products until DCWP approves the transfer and you receive a Tobacco Retail Dealer and/or Electronic Cigarette Retail Dealer license in your name.**

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<sup>1</sup> "Good standing" means:

- The Tobacco Retail Dealer license holder did not violate *any* of the following laws on more than one day in the three years before the new application date: New York City Administrative Code sections 11-1303(a), 11-1303(b), 17-703, 17-703.2, 17-704(a), 17-704.1(a), 17-705, 17-706(a), 17-706(b), 17-715, or 20-202(a).
- The Electronic Cigarette Retail Dealer license holder did not violate New York City Administrative Code section 17-704.1(b) or 17-706(a-1) on more than one day in the three years before the new application date.

For copies of the law, visit [nyc.gov/dcwp](http://nyc.gov/dcwp).



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**PENALTY FOR FALSE STATEMENTS:**

Making a false statement or submitting fraudulent materials may be punishable by fine, imprisonment, or both, and also may result in the denial of your application or revocation of your license.

Under Section 175.35 of the New York Penal Law, you may be:

- fined up to \$5,000 or
- fined an amount that is twice the amount of money you received by making the false statement and / or
- sent to jail for up to 4 years

Punishment may also include but not be limited to fines or penalties of up to \$500 for each false statement.

If DCWP denies your license application due to false statements and/or falsified documents, DCWP may prohibit you from submitting another license application for the same license category for one year.

By signing below, I understand and agree that I am swearing or affirming that I have told the truth on this application.

Transferor Section	Transferee Section
<hr/> Signature of Transferor (if applicable)	<hr/> Signature of Transferee
<hr/> Print Name of Transferor (if applicable)	<hr/> Print Name of Transferee
<hr/> Date	<hr/> Date

Updated 03/2022