



CLERGY PARKING PERMIT APPLICATION

REQUIRED DOCUMENTS

Clergy Parking Permits are issued annually to Houses of Worship for their clergy to park personal passenger vehicles that are designed for the use of carrying no more than fifteen (15) people, including the driver, when conducting ministerial duties at their house of worship and at hospitals. *Vehicles registered to the House of Worship or a third person are not eligible.*

Permits allow parking for up to four (4) hours in No Parking zones adjacent to the house of worship and for up to three (3) hours in No Parking zones adjacent to hospitals.

Clergy qualify if their principal source of income is derived from officiating at or presiding over services of a religious corporation or association of any denomination.

One permit is issued to a House of Worship with up to three (3) license plates on the permit.

Annual expiration date: One year from date of issuance.

Application Process

The religious corporation or association on whose behalf the clergyperson officiates must submit an application to the Authorized Parking & Permits Bureau with the required accompanying documentation. Such documentation verifies the House of Worship's status as a religious corporation and that its location is used for religious services. Clergypersons whose license plate numbers will appear on the permit must submit documentation regarding vehicle registration and income sources. A completed application with all accompanied documents takes ten business days to process.

COPIES OF THE DOCUMENTS LISTED BELOW MUST BE INCLUDED WITH YOUR APPLICATION:

- 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).
- 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 corporations has the permission of the owner to use the premises as a House of Worship, if a deed can not be located.
- 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 with proof*, a notarized letter on official letterhead stating the year the property was built with the block and lot numbers if a Certificate of Occupancy can not be obtained.
- A current permanent NYS registration card **OR/and** long-term lease (if applicable) for each passenger vehicle registered to an eligible cleric that will be covered by the permit.
- A current insurance card for each vehicle insured by the cleric to be covered by the permit.



Department of Transportation

JANETTE SADIK-KHAN, Commissioner

HOUSE OF WORSHIP:

NAME OF RELIGIOUS ORG: _____

ADDRESS: _____

IRS TAX EXEMPTION #:

CITY: _____

ZIP CODE: _____

#: _____

CONTACT PERSON: _____

CHURCH TELE: () _____

FAX: () _____

CLERGY: **NOTE: Only ONE PERMIT with up to three (3) license plates per eligible house of worship will be issued**

Table with 3 rows for VEHICLE 1, VEHICLE 2, and VEHICLE 3. Each row contains fields for NAME OF CLERIC, ADDRESS, HOME TELE, LICENSE PLATE, STATE (pre-filled with New York), and COLOR.

COPIES OF THE DOCUMENTS LISTED BELOW MUST BE INCLUDED WITH YOUR APPLICATION:

- NYS 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).
• Deed to the property or lease which demonstrates the religious corporation uses the property principally as a meeting place for worship OR a sworn written statement from the owner of the property attesting to the fact that the religious corporations has the permission of the owner to use the premises as a house of worship.
• 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 w/proof, the block and lot numbers of the property.
• A current permanent NYS registration card and/OR long-term lease (if applicable) for each passenger vehicle registered to an eligible cleric that will be covered by the permit.
• A current insurance card for each vehicle insured by the cleric to be covered by the permit.
• Provide a Notarized Statement by the Cleric attesting that he/she derives his/her principle income from performing religious services.

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 or at a hospital in the performance of such duties. I further certify that such members of the clergy derive their principal income from such duties and otherwise qualify for the use of this permit.

NAME OF OFFICER: _____
SIGNATURE: _____

DATE: _____
TITLE: _____

NYC Department of Transportation
Division of Traffic Operations

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