



**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:**

Monday-Thursday: 8 a.m. – 4 p.m.  
Last appointment: 3:30 p.m.

### **IN-PERSON SERVICE BY APPOINTMENT ONLY**

You must schedule an appointment to submit your license application in person at the DCWP Licensing Center and NYC Small Business Support Center. See **Application Filing Process** section.

*Note:* As in-person service is limited, we encourage you to use our online service which is available 24/7 at [nyc.gov/BusinessToolbox](https://nyc.gov/BusinessToolbox).

## **Sightseeing Guide License Application Checklist**

### **Who Must Have a Sightseeing Guide License?**

You must have a Sightseeing Guide license to guide or direct people to any place or point of public interest or to describe, explain, or lecture about any place or point of public interest to any person in connection with any sightseeing trip or tour within the city.

Sightseeing Guide applicants must be at least 18 years old.

This description is only a general explanation of who must have a Sightseeing Guide license.

### **Quick List of Requirements to Apply for a Sightseeing Guide License**

*See Requirements section for detailed descriptions. Make sure you provide all requirements; otherwise, your application is incomplete. DCWP can only consider complete applications for license issuance.*

- Basic Individual License Application
- Photo Identification (ID) of License Applicant
- One Current Color Passport-size Photograph of License Applicant
- Sightseeing Guide Exam and \$50 Exam Fee
- Granting Authority to Act Affirmation (*if applicable*)
- License Fee

*Submitting your application does not mean your license is automatically approved.*

## Additional City or State Permits/Licenses/Clearances You May Need:

A business must have a DCWP *Sightseeing Bus* license to drive a vehicle that carries eight or more paying passengers to places of interest or amusement or for a specific or special trip from a starting point within New York City.

This is not meant to be a complete list. See Additional Resources section.

## Application Filing Process



Go to [www.nyc.gov/BusinessToolbox](http://www.nyc.gov/BusinessToolbox) to submit your application online.

OR



Schedule an appointment to file in person at the DCWP Licensing Center or NYC Small Business Support Center (addresses on page 1).

**By Email:** [LicensingAppointments@dcwp.nyc.gov](mailto:LicensingAppointments@dcwp.nyc.gov)

**By Phone\*:** Call (212) 436-0441. (Monday - Friday, 8 a.m. - 4 p.m.)

\*This number is to schedule an appointment for in-person service only. For general questions, email [onlineappsdocs@dcwp.nyc.gov](mailto:onlineappsdocs@dcwp.nyc.gov).

*Free Interpretation Services* are available on-site. To request a disability-related accommodation, please email DCWP's Americans with Disabilities Act (ADA) Coordinator at [DCWPADACoordinator@dcwp.nyc.gov](mailto:DCWPADACoordinator@dcwp.nyc.gov) or visit [nyc.gov/dcwp](http://nyc.gov/dcwp) and search "accommodations."

## Requirements

**DCWP will deny your application if you do not submit these required documents and information:**

- **Basic Individual License Application** (attached).
- **Photo Identification (ID) of License Applicant.**

Acceptable forms of ID include:

- Driver's license or non-driver's license identification issued by any state in the U.S.
- License or permit issued by a government agency
- Passport
- Alien card/green card
- City, State, or Federal employee ID card
- Municipal ID card

- **One Current Color Passport-size Photograph of License Applicant.**

*In Person:* DCWP will photograph license applicants at no cost in the DCWP Licensing Center (address on page 1). Applicants can also submit a current color passport-size photograph.

*Online:* License applicants can upload an image file of digital passport photo quality. A digital camera with a resolution of 1 mega-pixel is adequate.

- **Sightseeing Guide Exam and \$50 Exam Fee.**

You must schedule an appointment with ExamBuilder to take the Sightseeing Guide Exam.

**IMPORTANT:**

- You can schedule the exam 24 hours *after* DCWP has processed your completed license application, which includes required documents and fees. *You cannot schedule the exam until DCWP has received and processed required documents and payments.* Once DCWP has processed your application, it takes 24 hours for your information to appear in ExamBuilder's system.
- **You have 60 days to take and pass the exam from the time your information appears in ExamBuilder's system.**
- Test Centers are open from 9:00 a.m. to 5:00 p.m. seven days a week in multiple locations citywide. ExamBuilder can confirm available locations when you schedule your exam.
- You can schedule the exam in ONE of two ways:
  1. Online at [dcaschedule.exambuilder.com](https://dcaschedule.exambuilder.com). Enter your Application Number, then click Continue.
    - You can find Application Number on your License Application Confirmation Page or payment receipt.
  2. By phone: (646) 974-8244
    - Customer service is available from 9:30 a.m. to 5:30 p.m. seven days a week.

The exam consists of 150 questions. You must answer a minimum of 97 questions correctly to pass. The \$50 exam fee is separate from the license fee and is nonrefundable. If you fail the exam twice, you must pay the exam fee again in order to retake the exam.

Visit [nyc.gov/BusinessToolbox](https://nyc.gov/BusinessToolbox) for **FAQs: Exams** and a **Study Reference** to help you prepare for the exam.

- **Granting Authority to Act Affirmation** (attached).

Required if someone other than the license applicant will prepare and submit this application.

*Note:* The applicant must sign the license application and all related forms.

- **License Fee.**

<b>License Period:</b> 2 years	<b>Expiration Date:</b> March 31 Even Years	<b>License Fee:</b>	
<b>If You File Your Application Between These Dates:</b>		<b>Option 1</b>	<b>Option 2</b>
From April 1 in an even year to September 30 in an even year		Pay <b>\$50</b> for a license expiring March 31 of the next even year. <i>(Valid for at most 24 months.)</i>	
From October 1 in an even year to March 31 in an odd year		Pay <b>\$38</b> for a license expiring March 31 of the soonest even year. <i>(Valid for at most 18 months.)</i>	
From April 1 in an odd year to September 30 in an odd year		Pay <b>\$25</b> for a license expiring March 31 of the soonest even year. <i>(Valid for at most 12 months.)</i>	
From October 1 in an odd year to March 31 in an even year		Pay <b>\$13</b> for a license expiring March 31 of the soonest or same even year. <i>(Valid for at most 6 months.)</i>	Pay <b>\$63</b> for a license expiring March 31 of the following even year. <i>(Valid for at most 30 months.)</i>

Pay by:

- Check or money order payable to DCWP. *(In person)*
- Credit card (Visa, MasterCard, American Express, Discover Card only).  
You will be charged a nonrefundable Convenience Fee. *(In person or online)*

### **Additional Resources for Sightseeing Guides**

- For the laws and rules that may affect your business, visit [nyc.gov/BusinessToolbox](https://nyc.gov/BusinessToolbox).
- For **Inspection Checklist: Sightseeing Bus**, visit [nyc.gov/BusinessToolbox](https://nyc.gov/BusinessToolbox).
- For resources to help your business open, operate, and grow, visit [nyc.gov/business](https://nyc.gov/business).