



CLERGY APPLICATION INSTRUCTIONS

Clergy Parking Permits are issued annually to Houses of Worship for their clergy to park a passenger car which is owned, registered or leased by a member of the clergy or by the religious corporation or association, that is designed for the use of carrying no more than fifteen (15) people, including the driver, when conducting ministerial duties at their house of worship, hospitals and funeral establishments.

Permits allow parking for up to five (5) hours in No Parking zones adjacent to the house of worship, (4) four hours adjacent to a funeral establishment and for up to three (3) hours in No Parking zones adjacent to hospitals.

Clergy qualify if they work an average of twenty hours per week 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. Clerics whose license plate numbers will appear on the permit must submit documentation regarding vehicle information and cleric status. An approved 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 or lease can not be located.
- A Certificate of Occupancy indicating classification of the property as occupancy group F-1(b) under the NYC Department of Building Code or **for properties built prior to 1938 ONLY**, a notarized letter with proof on official House of Worship stationary stating the year the property was built with the block and lot numbers.
- A current passenger vehicle registration card or a long-term lease (if applicable) for each vehicle that will be covered by the permit.
- A current insurance card for each vehicle to be covered by the permit.
- Proof of Cleric Status of all Clerics to be assigned to the Permit. Provide copy of Ordination Certificate with a Notarized Translation if the certificate is not in English.
- Provide a Notarized Statement by the cleric attesting that he/she works an average of twenty hours per week on behalf of such religious corporation or association.



CLERGY PARKING PERMIT APPLICATION

HOUSE OF WORSHIP:

NAME OF RELIGIOUS

ORG: _____

ADDRESS: _____

IRS TAX
EXEMPTION

CITY: _____

**ZIP
CODE:** _____

#: _____

CONTACT PERSON: _____

CHURCH

Email

TELE: () _____

Address: _____

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

<u>VEHICLE 1:</u>	NAME OF CLERIC:	_____		
	ADDRESS:	_____		
	HOME TELE:	_____		
	LICENSE PLATE:	_____	STATE:	_____
	YEAR/MAKE:	_____	COLOR:	_____
<u>VEHICLE 2:</u>	NAME OF CLERIC:	_____		
	ADDRESS:	_____		
	HOME TELE:	_____		
	LICENSE PLATE:	_____	STATE:	_____
	YEAR/MAKE:	_____	COLOR:	_____
<u>VEHICLE 3:</u>	NAME OF CLERIC:	_____		
	ADDRESS:	_____		
	HOME TELE:	_____		
	LICENSE PLATE:	_____	STATE:	_____
	YEAR/MAKE:	_____	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.
- A Certificate of Occupancy indicating classification of the property as occupancy group F-1(b) under the NYC Department of Building Code **OR for properties built prior to 1938 ONLY w/proof**, the block and lot numbers of the property.
- A current passenger vehicle registration card or long-term lease (if applicable) for each vehicle that will be covered by the permit.
- A current insurance card for each vehicle to be covered by the permit.
- Proof of Cleric Status of all Clerics to be assigned to the Permit. Provide copy of Ordination Certificate with a Notarized Translation if the certificate is not in English.
- Provide a Notarized Statement by the cleric attesting that he/she works an average of twenty hours per week on behalf of such religious corporation or association.

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, funeral establishment or at a hospital in the performance of such duties. I understand making any false statements in connection with this application will result in the revocation of permit privileges and may also result in criminal charges as deemed pertinent by the NYC Department of Transportation.

NAME OF OFFICER: _____

DATE: _____

SIGNATURE: _____

TITLE: _____