

## NOTICE

*Notice about Waiting List for General Vendor Licenses published on September 2, 2016 in The City Record.*

As required by Section 2-319 of Title 6 of the Rules of the City of New York, the Department of Consumer Affairs (DCA) will be establishing a new waiting list of individuals seeking General Vendor licenses.

From October 17, 2016 through 5 p.m. on November 15, 2016, DCA will accept applications from individuals requesting to be included on the waiting list. On November 15, 2016, the waiting list will close and will not open again until DCA determines that the number of individuals on the list has fallen below 300.

DCA will provide the Waiting List Application Form (Application Form) that individuals must use to be included on the waiting list. Individuals must provide their full name, contact address, date of birth, and a copy of photo identification. If an individual's contact address changes after submission of the Application Form, the individual must submit written notification of the change of address to DCA or risk losing the opportunity to apply for a General Vendor license.

DCA will accept only one Application Form from each individual. Upon the close of the waiting list application period, DCA will assign each individual a number (i.e., position) on the waiting list based on a computer-generated random number selection program. DCA will mail a notice with the number (i.e., position) to the individual's most recently provided contact address.

An individual who is determined, based on position on the waiting list, to be eligible to apply for a General Vendor license will receive a notice from DCA. DCA will mail the notice with instructions to the individual's most recently provided contact address. The individual will have 60 days to submit a complete license application, including required fees, for a General Vendor license. If DCA does not receive the completed license application and fees within the 60-day period, the offer will become void, and the individual's waiting list position is surrendered.

NOTE: An individual's number on the waiting list is not transferable.

Individuals can submit the Application Form and written notification of a change in address in one of the following ways:

- In person at:

DCA Licensing Center  
42 Broadway, Lobby  
New York, NY 10004

NYC Small Business Support Center  
90-27 Sutphin Boulevard, 4th Floor  
Jamaica, NY 11435

- Online via DCA's website at [nyc.gov/consumers](http://nyc.gov/consumers)
- By regular mail to the DCA Licensing Center address above. NOTE: The envelope containing the request form must be postmarked no later than November 15, 2016.

Visit [nyc.gov/consumers](http://nyc.gov/consumers) for more information.