



REGISTRATION FORM FOR NEWSRACK OWNERS

The owner or person in control of any newsrack placed on a New York City sidewalk ("Owner") is required to complete this form and submit it once each year by November 1st to the Department of Transportation ("DOT"). A separate registration form and up-to-date location list must be used for each publication. Owners must promptly notify DOT of any changes in their registration information by submitting the appropriate form. For example, address and/or name changes, changes in the publications offered for distribution in the newsracks and changes of ten percent or more in the number of newsracks must be submitted to DOT via a new or amended registration form, a location list or a notice of removal, respectively. All DOT forms are available at: www.nyc.gov/dot.

1. Name of Publication:

Use a separate Registration Form for each publication.

2. Name of Owner:

Individual Owner Name

Name of Entity (For all owners, the entity named here must be the same entity named on the insurance certificate and indemnification form)

Address (Must be street address. Post Office Box numbers are not acceptable.)

City

State

Zip Code

Telephone Number

E-mail Address

3. Name and Address to which all official Notices will be mailed:

The name and address listed below must be identical to the name and address for mailing of process in the Owner's Certificate of Incorporation or Application for Authority to do business in New York State. DOT will serve all Notices of Violation to this name and address via Secretary of New York State.

To view your company's information, go to:

http://appsext8.dos.state.ny.us/corp_public/CORPSEARCH.ENTITY_SEARCH_ENTRY

Name of Entity

Address

City

State

Zip Code

REGISTRATION FORM FOR NEWSRACK OWNERS

Highway Inspection and Quality Assurance (HIQA)

Newsrack Unit

55 Water Street, 7th Floor

New York, NY 10041

T: 212-839-8854 F: 212-839-8867

www.nyc.gov/dot



4. Additional Contact (Optional):

Name Telephone Number

Address

City State Zip Code

5. Number of Newsracks for this publication: _____

6. Amount of Insurance:

___\$300,000 (1-99 newsracks) ___\$1,000,000 (100+newsracks)

7. Name of Insurance Carrier:

Insurance carrier must be licensed to do business in the State of New York.

8. Owner's Statement of Compliance:

I, _____, certify that all newsracks for the publication referenced above that are under my ownership and/or control will be installed, maintained, and removed in accordance with Section 19-128.1 of the New York City Administrative Code and related rules. I have submitted to the Department of Transportation a list of newsrack locations, a signed indemnification form, and an insurance certificate, as required.

Signature: _____ Date: _____

Newsrack Owners who fail to provide all of the above required information in the prescribed manner will be subject to the Department of Transportation's enforcement remedies as provided by law.

Please return an original, signed registration form for each publication to:

New York City Department of Transportation
Highway Inspection and Quality Assurance (HIQA)
Newsrack Unit
55 Water Street, 7th Floor
New York, NY 10041

If you have any questions regarding this form, please call the Newsrack Unit at (212) 839-8854.

