



## **Frequently Asked Questions: *General Vendor Waiting List Application***

On September 2, 2016, the Department of Consumer Affairs (DCA) published a notice about establishing a new waiting list for General Vendor licenses in *The City Record*. This sheet includes Frequently Asked Questions about the General Vendor Waiting List Application.

### **Who can apply to be included on the waiting list to apply for a General Vendor license?**

Anyone can apply to be included on the waiting list.

*Important: You can apply to include yourself on the waiting list. You cannot.*

- Apply in order to transfer your waiting list position to another individual.
- Ask someone to apply in order to transfer a waiting list position to you.

### **Can I submit more than one application to be included on the waiting list?**

No. You can apply only once to be included on the waiting list.

### **What are the Waiting List Application requirements?**

You must submit a completed General Vendor Waiting List Application Form and a copy of valid photo identification (ID) that shows your date of birth. Acceptable forms of ID include:

- Driver's license or a non-driver's license identification issued by a State Department of Motor Vehicles
- Passport
- Alien card/green card
- Municipal ID card

*Note:* If you do not have any of the listed forms of acceptable photo ID, you can still apply to be included on the waiting list. Please note that photo ID is a requirement to apply for the General Vendor license. DCA advises you to secure photo ID as soon as possible so that you are prepared to apply for the license when DCA reaches your number on the waiting list. You cannot apply for a General Vendor license without photo ID.

### **Where can I get the General Vendor Waiting List Application Form?**

You can get the General Vendor Waiting List Application Form in the following ways:

- Go to [nyc.gov/dca](http://nyc.gov/dca)  
*NOTE:* DCA will post the Application Form on October 17, 2016.
- Call 311 and ask for the Service "General Vendor Waiting List - Apply."
- Go to:
  - DCA's Licensing Center at 42 Broadway, Lobby, in Manhattan. Hours of operation are 9:00 a.m. to 5:00 p.m. Monday through Friday, and from 8:30 a.m. to 5:00 p.m. on Wednesday.

OR

- NYC Small Business Support Center at 90-27 Sutphin Blvd, 4th Floor, in Jamaica, Queens. Hours of operation are 9:00 a.m. to 5:00 p.m. Monday through Friday.

### **When can I submit my General Vendor Waiting List Application?**

You can submit your completed Application Form and copy of photo identification during the application period only. The application period starts on October 17, 2016 and ends at 5:00 p.m. on November 15, 2016. **DCA cannot accept applications that are submitted outside of this period.**

### **How can I submit my General Vendor Waiting List Application?**

You can submit your completed Application Form and copy of photo identification in ONE of the following ways:

- In person starting October 17, 2016 through 5:00 p.m. on November 15, 2016 at:

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

Hours of operation are 9:00 a.m. to 5:00 p.m. Monday through Friday, and from 8:30 a.m. to 5:00 p.m. on Wednesday.

OR

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

Hours of operation are 9:00 a.m. to 5:00 p.m. Monday through Friday.

- Online via DCA's website at [nyc.gov/dca](http://nyc.gov/dca) starting October 17, 2016 through 5:00 p.m. on November 15, 2016
- By regular mail to the DCA Licensing Center at the address above. *NOTE:* The envelope containing your application must be postmarked no later than November 15, 2016.

***Important:* DCA must receive your completed application by 5:00 p.m. on November 15, 2016.**

### **What if my contact address changes after I submit my application to be included on the waiting list?**

You must notify DCA in writing of any change in contact address or risk losing the opportunity to apply for a General Vendor license. Complete the Change of Address Form available at [nyc.gov/dca](http://nyc.gov/dca) and submit it to DCA in person, online, or by regular mail to the DCA Licensing Center. See address above.

### **How will DCA determine my position on the General Vendor Waiting List?**

Upon the close of the application period, DCA will assign each accepted application a priority number (i.e., position) based on a computer-generated random number selection program. DCA will notify you in writing of your waiting list number.

**How will I know if I am eligible to apply for a General Vendor license?**

DCA will notify you in writing if you are determined, based on your position on the waiting list, to be eligible to apply for a General Vendor license. DCA will mail a notice with instructions to your most recently provided contact address.

**What do I need to do if I get an offer to apply for a General Vendor license?**

The notice that DCA mails to your most recently provided contact address will include instructions on how to apply. **You must submit the completed General Vendor license application, including required fees, within 60 days of the date of DCA's offer.** The requirements for the General Vendor license are online at [nyc.gov/dca](http://nyc.gov/dca).

*Important:* **DCA's offer will become void if you do not comply with all licensing requirements within 60 days of the date of DCA's offer.**

**If I don't receive an offer to apply for a General Vendor license, will there be future opportunities to apply for one?**

By law, the City can issue new General Vendor licenses when the number of licensed General Vendors falls below 853. When DCA determines that General Vendor licenses are available, DCA will mail a notice to the individual who is determined, based on position on the waiting list, to be eligible to apply for the license.

**What if I have additional questions?**

For additional information, go to [nyc.gov/dca](http://nyc.gov/dca) or call 311 and ask to speak with a DCA representative about the General Vendor License.