



Consumer Affairs

ATTENTION: APPLICANTS FOR GENERAL VENDOR WAITING LIST

The period to apply for the General Vendor Waiting List begins October 17, 2016 and ends November 15, 2016. **The Department of Consumer Affairs (DCA) must receive your completed General Vendor Waiting List Application Form by 5 p.m. on November 15, 2016.**

Packet Contents

- Notice published in *The City Record* on September 2, 2016
- General Vendor Waiting List Application Form
(Due by 5 p.m. on November 15, 2016)
- Frequently Asked Questions: General Vendor Waiting List Application
- Change of Address Form
(To be used to provide written notification of a change in address)
- New York State Voter Registration Form
(Whether you apply to register to vote or not, it will not affect the assistance DCA will provide you.)

Application Requirements

- Completed General Vendor Waiting List Application Form**
- Copy of Photo Identification (ID) of Waiting List Applicant**
ID must include 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

Important

- If you do not have any of the listed forms of photo ID, you can still apply to be included on the waiting list. Please note that you cannot apply for a General Vendor license without photo ID, so DCA urges you to secure photo ID as soon as possible.
- You can apply only once for a priority number (i.e., position) on the General Vendor Waiting List.
- If at any time you change your contact address, you must notify DCA in writing. Use the enclosed Change of Address Form, which is also available at nyc.gov/consumers.
- The Waiting List priority number (i.e., position) is not transferable.

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
- 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 for more information.



Consumer Affairs

GENERAL VENDOR WAITING LIST APPLICATION FORM

Last Name	Suffix <i>(e.g., Jr., Sr., Esq.) (optional)</i>	First Name	Middle Name <i>(optional)</i>
Birth Date (MM-DD-YYYY) <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <p>Under the NYC Charter and Administrative Code, the City of New York requests SSN or ITIN to maintain and update City databases, to carry out the powers and duties of the Department, and for other purposes necessary to promote the general welfare. By providing your SSN or ITIN, you give the City permission to use SSN or ITIN for these purposes.</p>	
Contact Address <i>(Building Number, Street Name, Apartment/Suite/Other)</i> NOTE: The Department of Consumer Affairs (DCA) will mail the notice with your waiting list number (i.e., position) to this address.			
City	State	ZIP Code	Country/Region
Phone 1 <i>(Primary)</i> ()		Phone 2 <i>(Alternate)</i> ()	
Email <i>(optional)</i> <p>By providing your email address, you consent to receive communications electronically from DCA, and you affirm that the email listed is a reliable form of communication for you.</p>			



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
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 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 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.

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 or call 311 and ask to speak with a DCA representative about the General Vendor License.



DCA LICENSING CENTER
 42 Broadway, Lobby
 New York, NY 10004
 Monday-Friday: 9:00 a.m.-5:00 p.m.
 Wednesday: 8:30 a.m.-5:00 p.m.

nyc.gov/dca

NYC SMALL BUSINESS SUPPORT CENTER
 90-27 Sutphin Blvd, 4th Floor
 Jamaica, NY 11435
 Monday-Friday: 9:00 a.m.-5:00 p.m.

DCA Receipt Date Stamp

Accepted by: _____

Change of Address and Contact Information Form For General Vendor Waiting List Applicants

You must notify the Department of Consumer Affairs (DCA) in writing of any change in contact address after you submit your General Vendor Waiting List Application. Use this form to update the address where DCA should mail notices about the General Vendor license. You can also use this form to update your phone number(s) or email.

NAME			
Last Name	Suffix (e.g., Jr., Sr., Esq.) (optional)	First Name	Middle Name (optional)
DCA General Vendor Waiting List Number:			
I would like to change my:		<input type="checkbox"/> Contact Address <input type="checkbox"/> Phone <input type="checkbox"/> Email	
OLD		NEW	
Contact Address: (Include Building Number, Street Name, Apartment/Suite/Other; City, State, ZIP Code)		Contact Address: (Include Building Number, Street Name, Apartment/Suite/Other; City, State, ZIP Code)	
Phone 1 (Primary):		Phone 1 (Primary):	
Phone 2 (Alternate):		Phone 2 (Alternate):	
Email:		Email:	

A DCA representative will date stamp this form and return a copy to you.

I understand that falsification of any statement made herein is an offense punishable by a fine or imprisonment or both.

 Signature

 Print Name

 Date

Updated 10/18/2016



New York State Voter Registration Form

Register to vote

With this form, you register to vote in elections in New York State. You can also use this form to:

- change the name or address on your voter registration
- become a member of a political party
- change your party membership

To register you must:

- be a US citizen;
- be 18 years old by the end of this year;
- not be in prison or on parole for a felony conviction;
- not claim the right to vote elsewhere.

Send or deliver this form

Fill out the form below and send it to your county's address on the back of this form, or take this form to the office of your County Board of Elections.

Mail or deliver this form at least 25 days before the election you want to vote in. Your county will notify you that you are registered to vote.

Questions?

Call your County Board of Elections listed on the back of this form or 1-800-FOR-VOTE (TDD/TTY Dial 711)

Find answers or tools on our website www.elections.ny.gov

Verifying your identity

We'll try to check your identity before Election Day, through the DMV number (driver's license number or non-driver ID number), or the last four digits of your social security number, which you'll fill in below.

If you do not have a DMV or social security number, you may use a valid photo ID, a current utility bill, bank statement, paycheck, government check or some other government document that shows your name and address. You may include a copy of one of those types of ID with this form—be sure to tape the sides of the form closed.

If we are unable to verify your identity before Election Day, you will be asked for ID when you vote for the first time.

Información en español: si le interesa obtener este formulario en español, llame al 1-800-367-8683

中文資料: 若您有興趣索取中文資料表格, 請電: 1-800-367-8683

한국어: 한국어 양식을 원하시면 1-800-367-8683 으로 전화 하십시오.

যদি আপনি এই ফর্মটি বাংলাতে পেতে চান তাহলে 1-800-367-8683 নম্বরে ফোন করুন

! It is a crime to procure a false registration or to furnish false information to the Board of Elections. Please print in blue or black ink.

9 **1** Are you a citizen of the U.S.? Yes No
If you answer *No*, you cannot register to vote.

2 Will you be 18 years of age or older on or before election day? Yes No
If you answer *No*, you cannot register to vote unless you will be 18 by the end of the year.

For board use only

Your name **3** Last name _____ Suffix _____
First name _____ Middle Initial _____

More information Items 6 & 7 are optional

4 Birth date / / **5** Sex M F

6 Phone **7** Email

The address where you live **8** Address (not P.O. box) _____
Apt. Number _____ Zip code
City/Town/Village _____
New York State County _____

The address where you receive mail Skip if same as above

9 Address or P.O. box _____
P.O. Box _____ Zip code
City/Town/Village _____

Voting history **10** Have you voted before? Yes No **11** What year?

Voting information that has changed Skip if this has not changed or you have not voted before

12 Your name was _____
Your address was _____
Your previous state or New York State County was _____

Identification You must make 1 selection
For questions, please refer to *Verifying your identity* above.

13 New York State DMV number
 Last four digits of your Social Security number x x x - x x -
 I do not have a New York State driver's license or a Social Security number.

Political party You must make 1 selection

Political party enrollment is optional but that, in order to vote in a primary election of a political party, a voter must enroll in that political party, unless state party rules allow otherwise.

14 **I wish to enroll in a political party**

- Democratic party
- Republican party
- Conservative party
- Green party
- Working Families party
- Independence party
- Women's Equality party
- Reform party
- Other _____

I do not wish to enroll in a political party

- No party

! **Affidavit: I swear or affirm that**

- I am a citizen of the United States.
- I will have lived in the county, city or village for at least 30 days before the election.
- I meet all requirements to register to vote in New York State.
- This is my signature or mark in the box below.
- The above information is true, I understand that if it is not true, I can be convicted and fined up to \$5,000 and/or jailed for up to four years.

16 Sign
Date

Optional questions **15** I need to apply for an Absentee ballot.
 I would like to be an Election Day worker.

MOISTEN AND SEAL

Rev. 04/2015



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 4339 NEW YORK NY

POSTAGE WILL BE PAID BY ADDRESSEE

BOARD OF ELECTIONS
32 BROADWAY FL 7
NEW YORK NY 10275-0067



Board of Elections Borough Offices



General Office
32 Broadway, 7 Fl
New York, NY 10004-1609
Tel: 1.212.487.5300 / 1.212.487.5400
Phone Bank: 1.866.VOTE.NYC
E-mail: electioninfo@boe.nyc.nyc.us
Web Page: www.vote.nyc.nyc.us

Staten Island
1 Edgewater Plaza, 4 Fl
Staten Island, NY 10305
Tel: 1.718.876.0079

Brooklyn
345 Adams Street, 4 Fl
Brooklyn, NY 11201
Tel: 1.718.797.8800

Queens
126-06 Queens Boulevard
Kew Gardens, NY 11415
Tel: 1.718.730.6730

Manhattan
200 Varick Street, 10 Fl
New York, NY 10014
Tel: 1.212.886.2100

Bronx
1780 Grand Concourse, 5 Fl
Bronx, NY 10457
Tel: 1.718.299.9017

(Optional) Register to donate your organs and tissues

If you would like to be an organ and tissue donor, you may enroll in the NYS Department of Health (DOH) *Donate Life™* Registry online at www.nyhealth.gov or provide your name and address below.

You will receive a confirmation letter from DOH, which will also provide you an opportunity to limit your donation.



Last name _____

First name _____

Middle Initial Suffix _____

Address _____

Apt. Number _____ Zip code _____

City _____

Birth date /

Sex M F

Eye color _____

Height Ft. In.

By signing below,
you certify that you are:

- 18 years of age or older;
- consenting to donate all of your organs and tissues for transplantation, research, or both;
- authorizing the Board of Elections to provide your name and identifying information to DOH for enrollment in the Registry;
- and authorizing DOH to allow access to this information to federally regulated organ procurement organizations and NYS-licensed tissue and eye banks and hospitals upon your death.

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Sign Date