



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 NYC 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 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 of the entity registered with the NYS Secretary of State where all official notices will be served and/or mailed.

To view your company's information, go to www.dos.ny.gov

Name of Entity

\_\_\_\_\_

Address

\_\_\_\_\_

City

State

Zip Code

\_\_\_\_\_



4. Additional Contact (Optional):

Name Telephone Number email address

Address

City State Zip Code

5. Number of Newsracks for this publication: \_\_\_\_\_

6. Amount of Insurance:

Input boxes for insurance amounts: \$300,000 (1-99 newsracks) and \$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: \_\_\_\_\_

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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 a question regarding this form, please call the Newsrack Unit at (212)839-8854.