



Instructions and Application
New York City Special Parking Identification Permit
(a.k.a. City Disability Parking Permit)
Parking Permits for People with Disabilities (PPPD)
[Disabilities that Severely Impair Ability to Walk]

Greetings,

In order to better serve our applicants, the New York City Department of Transportation's (DOT) Parking Permits for People with Disabilities (PPPD) Unit has put together a list of frequently asked questions that may help guide new applicants through the application process.

How do I know if I am eligible for a PPPD permit?

If you are a resident or non-resident of the City and have a permanent disability that seriously impairs mobility (YOUR ABILITY TO WALK) and requires the use of a private vehicle for transportation, you may be eligible. *Please note that commercial vehicle plates, dealer plates or plates for a rental vehicle cannot be listed on a PPPD permit.*

What documentation must I provide for a PPPD permit?

Applicants are required to provide the following documents:

- A state-issued driver license, non-driver identification card, or an NYC Municipal ID (IDNYC). Please ensure that the name and address on your application matches the address on your identification card.
- A signed application and attached additional **supporting medical documentation (dated within one (1) calendar year of your application)** of your **disability that severely impairs or limits your ability to walk** from a Medical Doctor (M.D.), or Doctor of Osteopathy (D.O.). Please see the Medical History Page and the Medical Documentation page on the types of acceptable medical documentation of your **disability that severely impairs or limits your ability to walk** to submit with your application. You can also contact the medical certification unit directly at 347- 396-6552 for any questions about the required medical documentation.

What type of vehicle information is required?

Applicants are required to provide a copy of current and valid passenger vehicle registration(s) for each license plate that will be listed with the permit (maximum of three plates). Please do not send photos of a vehicle's windshield sticker. DOT will not accept any license plate number(s) that have an outstanding parking violation judgment with the New York City Department of Finance (DOF). For more information about outstanding parking violation judgments, please visit the DOF website at nyc.gov/DOF. *Please note if you plan to list a leased vehicle, you must enclose a copy of the lease agreement for that vehicle.*

How should I submit my application?

- Review and sign the application;
- Enclose all information requested on the application form including supporting medical documentation that records your **severe impaired or limited ability to walk** and
- Mail your form to:

NYC Department of Transportation
Permits & Customer Service (PPPD Unit)
30-30 Thomson Avenue – 2nd Floor
Long Island City, NY 11101-3045

You may also drop off your application at the above address. The DOT entrance is on 30th Place, near 47th Avenue. The customer service window hours are from 9:00 AM to 4:30 PM.

Please note: An application may also be submitted on behalf of an applicant by a spouse, domestic partner as defined in the New York City Administrative Code 1-112(21), parent, guardian, or other individual having legal responsibility for the administration of such person's day to day affairs. Please enter designee information in Section D of the applicant's personal history page. Please note the name on the application is required to appear exactly the same as it appears on the identification document. Incomplete applications will be returned.

What will happen after my application is received?

- The PPPD Unit will review all documentation to make sure your application is complete. If the application is considered incomplete, they will return the information with a letter describing the missing information needed.
- The PPPD office will submit your completed application to DOHMH's Medical Certification Unit for review. A NYC designated physician will review this application and the supporting medical documents that records your **severe impaired or limited ability to walk** based on the information you provided that supports a severe impaired mobility as defined in Section 16-02 of Title 24 of the Rules of the City of New York. If the supporting medical documents meet the criteria, DOHMH will certify your supporting medical documents and PPPD will issue you a permit.
- If the medical documents reviewed do not meet the criteria DOHMH cannot certify and PPPD will mail you a letter with an explanation of the appeal process.
- Please note that the entire application process could take up to ninety (90) days.

All information submitted with this application, and any subsequent medical documentation that the applicant submits to DOHMH, will be kept confidential and will only be shared with those involved in the certification and/or permit process to the extent permitted or required by law.

If you have any questions regarding this application, you may call Customer Service at: (718) 433-3100, for TTY call (212) 504-4115.

If you have any questions about the supporting medical documents please contact the medical certification unit at (347) 396-6552.

We appreciate the opportunity to serve you and thank you for your cooperation.

New York residents may obtain a Voter Registration Form online at: vote.nyc.ny.us or call the Board of Elections: (212) 868- 3692 Phone Bank: (866) VOTE-NYC. Government services are not conditioned on being registered to vote.



New York City Department of Transportation
NEW YORK CITY SPECIAL PARKING IDENTIFICATION PERMIT
 PARKING PERMITS FOR PEOPLE WITH DISABILITIES (PPPD)
 Application for a **CITY** Disability Parking Permit

IDENTIFICATION DOCUMENT: Please attach a copy of your State Issued Driver License or Non-Driver Identification Card; or NYC Municipal ID (IDNYC)

A. APPLICANT'S* PERSONAL HISTORY		IDENTIFICATION DOCUMENT #		CIRCLE ONE, indicate State if necessary:	
*the person with the disability		_____		Driver License State _____	
				Non-driver ID State _____	
				IDNYC	
Last Name		First Name		M. Initial	
				Social Security No. (Only the Last 4 Digits Required)	
Home Address: Street & Apt. No.			Sex (circle):		Height (in feet & inches):
			M F		Weight (in lbs.):
City	State	Zip Code	Home No.	Mobile No.	
Date of Birth	Email Address:				
B. LICENSE PLATE(S): You must submit a current copy of the passenger vehicle registration(s) for each license plate number(s) listed. Please be advised passenger vehicle registration(s) you submit will be checked for New York City parking violations, any plate(s) with outstanding parking violation judgment(s) will not be printed on your permit. Only three (3) license plates are allowed on each permit.					
1.		2.		3.	
C. DECLARATION					
I declare, under the penalties of the New York Penal Law § 210.45, that statements contained herein are, to the best of my knowledge and belief, true and correct, and that I have not knowingly and willfully made a false statement or given information which I know to be false. I understand that any information given here will be shared only with those involved in the permit process, to the extent permitted or required by law.					
DATE		SIGNATURE OF APPLICANT*(only)			
NOTE: If your identification document indicates "Unable to Sign", please leave the above "Applicant Signature" field blank and please have your designee fill in Section D below. If you will require the services of an interpreter, please specify in which language:_____.					
D. DESIGNEE – If any of the statements below apply, the designee must sign.					
If applicant is under 18 years old, please provide the name and telephone number of the parent, guardian, or other individual having legal responsibility for the administration of applicant's day to day affairs.					
If the applicant is 18 years old or older and is unable to sign the application and/or requires assistance in filling out this application, please provide the telephone number of the spouse, domestic partner, guardian, or other individual assisting and/or having legal responsibility for the administration of applicant's day to day affairs.					
Name		Telephone		Relationship	
Signature of Designee					

MEDICAL HISTORY PAGE

[Disabilities that Severely Impair Ability to Walk]

NOTE: TO BE COMPLETED BY YOUR PERSONAL PHYSICIAN (M.D. or D.O.)

MEDICAL HISTORY AND STATUS for:

Name of Applicant (as listed on the State-issued Driver License or Non-Driver ID Card; or IDNYC):

Name of Applicant as it appears on Medical Records (if different):

Applicant's Date of Birth _____ - _____ - _____

Name of Applicant

A NYC designated physician will review this application and the supporting medical documents based on the information you provide that supports a severe impaired mobility as defined in Section 16-02 of Title 24 of the Rules of the City of New York.

State current medical diagnosis: _____

AND impact on patient's ABILITY TO WALK: _____

State current NEED FOR ASSISTIVE DEVICE (if any): Cane Walker Wheelchair Brace
 Prosthesis Scooter Other _____

Provide supporting medical documents such as the most recent exam notes/chart notes dated within one (1) calendar year that describes your patient's severe impaired or limited ability to walk and as indicated any diagnostic reports (e.g. X-Ray report, CT reports, MRI reports, EKG/Stress Test reports, PFT reports, EMG results, Six Minute Walk Test) to submit with this application. NO MEDICAL CDs or FILMS will be accepted.

Date of last examination: _____ - _____ - _____ **ATTACH EXAM NOTE**

In your medical opinion, does this person have a **disability that severely impairs their ability to walk** and *requires* the use of a private automobile for transportation?

Yes No

Personal Physician's Certification of the Applicant:

I affirm that I have personally examined the above named applicant and that the information presented in this application relating to this person's walking disability is accurate.

By signing below you are certifying that the information you are providing is true and complete, any false written statements may be punishable under section 210.45 of the NYS Penal Law. In addition, any of your written false statements may be reported to the NYS Department of Health Office of Professional Medical Conduct.

SIGNATURE OF M.D or D.O.

(PRINT NAME OF M.D or D.O.)

PROFESSIONAL LICENSE #,
STATE

DATE

ADDRESS

TELEPHONE NUMBER



Medical Documentation to include with your New York City Special Parking Identification Permit (a.k.a. Parking Permit for People with Disabilities Application)

Please request from your Medical Doctor or Doctor of Osteopathy:

- 1. Supporting medical documentation dated within one (1) calendar year of your application. This documentation must include diagnostic testing/reports in addition to the doctor's legible exam notes. Submitting a doctor's letter stating that you have a disability, without the documentation, will not be accepted.**
- 2. Your physician(s) exam notes must document the severity of impairment to your mobility. (Ability to walk).**

Below are examples of supporting medical documents based on medical conditions:

Cardiovascular: Exam notes, EKG, Echocardiogram, Stress Test (report only), Doppler, and Angiography. Please state exertional capacity.

Pulmonary: Exam notes, PFT's CXR CT Scan, report need for supplemental oxygen greater than 12 hours a day.

Back pain/Arthritis: Rheumatology Orthopedic, Neurology exam notes, MRI, X-Ray, EMG **reports**, summary of surgical history, **need for assistive device (cane, walker, brace, wheel chair, etc.)**.

Cancer Diagnosis: Oncology Notes – current status, ongoing therapy – Chemo, radiation etc. surgical history.

Chronic renal failure: Dialysis, transplant status, recent lab data, **documentation of ongoing treatment from dialysis unit**.

Congenital conditions (Cerebral Palsy, Downs, etc.): Physical exam notes, Orthopedics, Neurology, or appropriate specialty.

Mental Health Conditions: Psychological evaluation, Exam notes, Individual Education Program (IEP) reports, and/or Neurology exam.

Neurological Conditions (Stroke, Neuropathy, Paralysis and Dementia): Most recent exam notes, MRI EMG, **need for assistive device/home care**.

If you have any additional questions about the required medical documents to include with your application, please call the NYC Department of Health and Mental Hygiene's Medical Certification Unit at: (347) 396-6552.



CHECKLIST for a **CITY** Disability Parking Permit

To ensure completion of your application, please read all instructions on the City application and the medical history page.

All applicants: If any information listed below is missing, your application will be mailed back to you:

1. Did you attach a copy of your identification document (a state-issued Driver License, Non-Driver Identification Card; or, NYC Municipal ID card a.k.a IDNYC)? [*See **What documentation must I provide for a PPPD permit?** on Page 1, Instructions*]
2. Did you attach a copy of your passenger vehicle registration(s) for each license plate that would appear on the City permit? Are they all current (i.e. not expired)? [*See **What type of vehicle information is required?** on Page 1, Instructions*]
3. Are all of your passenger vehicle registration(s) current (i.e., not expired)? [*See **What type of vehicle information is required?** on Page 1, Instructions*]
4. Did you check to make sure that the name and address on your application matches the address on your identification card?
5. Does the name on your supporting medical documentation match the name(s) listed on your Medical History Page? [*see **Medical History, Page 4***]
6. Did your doctor completely fill out the applicant's medical information, including signing and dating the medical history page? [*see **Medical History, Page 4***]
7. **Is all of your supporting medical documentation (e.g., Exam Notes/Chart Notes, X- Ray/CT/MRI Reports, EKG/Stress Test, consultant reports, etc.) attached? Are all documents dated within one (1) calendar year of your application?** [*see **DOHMH Medical Documentation Information, Page 5***]
8. Are all of your forms completely filled out? Did you sign and date the Application?



The NY State Permit continued...

Where do I put the permit?

Hang the permit from the inside rearview mirror of your parked vehicle. You must remove the permit from the rear view mirror when your vehicle is in motion.

Where can I park with the permit?

This permit allows the driver to park in publicly accessible spaces marked by the International Symbol of Access as long as the permit holder is traveling in the car. In New York City, these spaces are all off-street, as in: parking lots for shopping centers/malls, office/apartment buildings, and college campuses.

Where else is the permit valid?

This permit is recognized as valid throughout the United States and Canada for parking in all spaces marked for persons with disabilities.

Where is this permit not valid?

This permit is not valid for parking on streets anywhere within the five boroughs of New York City (see the preceding section about the New York City Permit for more information).

How long is my permit valid?

The New York State permit is valid until the expiration date printed on the permit, up to five (5) years from the date of issue.

How do I reapply for my permit?

To reapply for the NYS disability permit, submit a new application for processing. Applications are available on our website at nyc.gov/pppdinfo or on the NYS DMV website under form MV.664.1 at <https://dmv.ny.gov/forms>. If you do not have access to a computer, you may contact 311 for the paper application form.

General Info for Both Permits

What happens if I lose a permit?

If your permit is lost or stolen, you must:

- report the loss or theft at the precinct and obtain a police incident slip;
- notify the PPPD Unit and we will send you a lost/stolen form;
- Send the police incident report and the completed lost/stolen form to:

Lost/Stolen Permit

NYC Department of Transportation (NYCDOT)
30-30 Thomson St. 2nd Floor
Long Island City, NY 11101-3045

Please be careful with your permit. These permits are valuable and are sometimes stolen. Replacement permits will only be issued by the NYC Department of Transportation (NYCDOT).

How do I get a wrongful summons dismissed?

If you receive a summons with either your New York State or New York City permit, send the original summons or notice of summons and your permit number to the following address:

The NYC Department of Finance
Advocacy Unit, 3rd Floor
66 John Street, NY, NY 10038

Additionally, if you receive a summons for your New York State permit, and you were parked in a space that was marked by the International Symbol of Access, please send the Department of Finance a letter detailing the exact location of that space.

How do I obtain a City and/or State disability parking permit application?

Visit our website at nyc.gov/pppdinfo, contact 311, or visit us on site at:

New Application Request
NYC Department of Transportation (NYCDOT)
Parking Permits and Customer Service
30-30 Thomson Avenue, 2nd Floor
Long Island City, NY 11101

If you are visiting us, please note that our entrance to the building is actually on the west side of 30th Place, near 47th Avenue.

TTY Deaf or Hearing-Impaired, dial 212.504.4115
Visit our website: nyc.gov/dot



PARKING PERMITS FOR PEOPLE WITH DISABILITIES (PPPD)



Bill de Blasio
Mayor



Polly Trottenberg
Commissioner



your city. your needs. your number.

Rev 10/18

Printed on recycled paper.

The NYC Department of Transportation's Parking Permits for People with Disabilities (PPPD) Unit issues two types of disability parking permits for people with disabilities: the NYC permit (placard) and the NY State permit (hangtag).

Translated versions of this document are available by contacting 311 or by visiting our website: nyc.gov/dot



The NYC Permit

Who is eligible?

If you are a resident or non-resident of the City and have a permanent disability that seriously impairs mobility and requires the use of a private vehicle for transportation, you may be eligible. Please note that non-drivers, such as children with qualifying disabilities, may also be eligible. Commercial vehicle plates, dealer plates or plates listed for a rental vehicle cannot be listed on this permit.

How do I complete the application?

You can obtain an application at: nyc.gov/pppinfo. Please read and follow the instructions carefully when completing the application. Have your physician fill out the medical history page and include supporting medical documentation. Mail the contents of your application with a copy of your driver license, non-driver ID or New York City Municipal ID card (IDNYC) and copies of the current vehicle registration(s) to:

New Application Request-City Permit
 NYC Department of Transportation (NYCDOT)
 Parking Permits and Customer Service
 30-30 Thomson Avenue, 2nd Floor
 Long Island City, NY 11101

The PPPD Unit will review your application for completeness and forward it to the Department of Health and Mental Hygiene (DOHMH) Medical Certification Unit. DOHMH will review your application and supporting medical documentation. If DOHMH approves your application, the PPPD Unit will issue a permit. If denied, the PPPD Unit will send you a denial letter and explain how you may appeal. The entire application process may take up to 90 days.

What does the permit look like?

The New York City Disability Parking Permit is a rectangular placard.



Where do I put the permit?

Display your permit in full view on the driver's side dashboard.

Where can I park with the permit?

- Any metered parking space (Passenger or Commercial) without charge.
- Any "No Parking" space, regardless of hours, including street cleaning regulations.
- Any space designated for use by Authorized Vehicles, including Diplomats (DPL), New York Press (NYP) or any governmental agency.
- In any "No Standing Except Trucks Loading/Unloading" or Truck Loading Only. Please read these signs carefully, as permit holders may only park during the days and times that trucks can park. Please also note that the Garment District parking area on crosstown streets W. 35th – W. 41st Streets, between 6th and 8th Avenues, is not permitted.

This parking permit should be displayed so it is visible through the windshield.

Where else is it valid?

Unlike the state permit described in this brochure, your city permit entitles you to park only on city streets within the five boroughs of New York City.

Where can I not park with the permit?

- Spaces designated for ambulances and ambulettes.
- No Stopping Zone, No Standing Anytime, No Standing School Days Zone, No Standing Zones with restricted hours, or Hotel Loading Zone.
- Bus stops, taxi stands, fire zones, driveways, crosswalks or sidewalks.
- Within 15 feet of a fire hydrant.
- For use to double park.
- Spaces in NYCDOT municipal parking fields designated for paid quarterly parking permit holders.
- In areas where the NYPD and/or the Mayor's Office of Film, Theater and Broadcasting have parking spaces reserved for a film or TV shoot.
- On streets that NYPD has closed off for parades, street fairs and similar events.

How do I renew my permit?

Approximately two months before the scheduled expiration date, you will receive a renewal notice. You will be asked to submit copies of your current driver license, non-driver ID or New York City Municipal ID card (IDNYC) and copies of the current vehicle registration(s) that you want listed on your permit. You only need to submit medical documentation if a recertification form is enclosed in your renewal; this means you are due for a re-assessment by DOHMH. Applicants requiring re-assessment may be eligible to receive a temporary permit for one vehicle during the review process.

What if I need to change vehicles listed on the permit or use a vehicle temporarily (such as a rental car) with my permit?

If you need to use another vehicle temporarily that is not listed on your permit, and you have three or fewer vehicles listed on it, you may do so by going to nyc.gov/pppinfo and filling out the TVC (Temporary Vehicle Change) form. You may also request a TVC by calling our customer service center at 718.433.3100 between the hours of 8:30 AM to 5:00 PM. A TVC is valid for up to 14 days. If you need to permanently change a vehicle on your permit, call our customer service center and request a PVC (Permanent Vehicle Change) form.

The NY State Permit

New York State has designated the PPPD Unit as the issuing agent for state disability permits for residents of the five boroughs of New York City.

Who is eligible?

You are eligible to obtain a New York State permit from the PPPD Unit only if you are certified by your physician as having a temporary or permanent disability which severely affects your ability to walk long distances.

According to the New York Vehicle and Traffic Law, Section 404-a, you must:

- have limited or no use of one or both legs;
- have a neuro-muscular dysfunction which severely limits mobility;
- have another physical or mental disability which prevents you from getting around and makes the use of public transportation difficult; or
- be legally blind.

Your disability must be diagnosed and described by a NY State licensed physician (Medical Doctor or Doctor of Osteopathy), or a podiatrist (who may only certify a below-the-ankle qualifying condition). Your physician must state whether your condition is permanent or temporary in nature and describe how severely and regularly the condition affects your ability to walk.

How do I apply?

Please see the back of this brochure to learn about the different ways of obtaining an application. Read and follow the instructions carefully and fill out the application completely.

What does the permit look like?

The permanent NY State Disability Parking Permit is a blue plastic hang tag and the temporary permit is a red plastic hang tag. Both display the universal International Symbol of Access for people with disabilities.

