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your license application online.



General Vendor License Application Checklist

Important Note about Eligibility

You can apply for a General Vendor license if:

- You are a veteran or surviving spouse or surviving domestic partner of a veteran. See Requirements.
- DCWP contacts you with a waiting list number offer letter.
*The number of licenses issued to non-veterans is limited by law to **853**. DCWP's waiting list for non-veteran applicants is currently closed. The waiting list will not reopen for further registration until DCWP has run through the current pool of non-veteran applicants.*

Who Must Have a General Vendor License?

You must have a General Vendor license to sell, lease, or offer to sell or lease goods or services in a public place that is not a store.

You do NOT need a General Vendor license to sell:

- Newspapers, periodicals, books, pamphlets, or other written matter.
- Artwork, including paintings, photographs, prints, and sculptures.
- Food and/or drinks. *Note:* Food vending requires a license from the NYC Department of Health and Mental Hygiene. Call 311 or visit nyc.gov/health for information about food cart vendor licenses and permits.
- Items at a garage sale on private property.

This description is only a general explanation of who must have a General Vendor license.

License Requirements

The Department of Consumer and Worker Protection (DCWP) will deny your application if you fail to provide the required documents and information:

☐ **Basic Individual License Application**

☐ **Proof of Eligibility to Apply for a General Vendor License**

DCWP accepts applications for a General Vendor license from the following individuals only:

- Individuals who received a letter from DCWP indicating that you are eligible to submit an application for a General Vendor license. OR
- Honorably discharged veterans*. OR
- Veterans** who received a discharge other than bad conduct or dishonorable who submit proof, in a form approved by the New York State Division of Veterans' Services, of a qualifying condition, including post-traumatic stress disorder, traumatic brain injury, or military sexual trauma. OR
- LGBT veterans** who received a discharge other than bad conduct or dishonorable who submit proof, in a form approved by the New York State Division of Veterans' Services, that discharge was due to their sexual orientation or gender identity or expression or due to statements, conduct, or acts related to their sexual orientation or gender identity or expression that were prohibited by the military or naval service at the time of discharge. OR
- The surviving spouse or surviving domestic partner* of an honorably discharged veteran, a discharged veteran with a qualifying condition, or a discharged LGBT veteran, as defined above.

*Must reside in New York State.

†Visit **veterans.ny.gov** for more information for veterans with qualifying conditions and LGBT veterans.

Please submit ONE of the following documents as proof of your eligibility to apply for a General Vendor license:

- An original letter from DCWP indicating that you are eligible to submit an application for a General Vendor license. OR
- Proof of discharge from the U.S. Department of Veterans Affairs (VA), such as:
 - Original statement of service. OR
 - Original DD Form 214, Discharge Papers, or Separation Documents. OR
 - Member 4 copy of the DD Form 214, Discharge Papers, or Separation Documents. OR
 - Other official or government records confirming your status as a discharged veteran with a qualifying condition, or a discharged LGBT veteran as stated above.

Contact information for the New York Regional Office:

245 West Houston Street
New York, NY 10014
Telephone: (800) 827-1000
Website: www.archives.gov/veterans

- If you are the surviving spouse or surviving domestic partner of a veteran, provide ALL of the following documents:
 - Proof of marriage or domestic partnership (e.g., original marriage certificate, original certificate of domestic partnership, joint lease or mortgage documents). Please note that proof is subject to DCWP's review and approval. AND
 - Original death certificate. AND
 - ONE proof of discharge. (See Page 2.)

☐ **Current Color Passport-size Photograph of License Applicant**

Online: Applicants can upload an image file of digital passport photo quality. A digital camera with a resolution of 1 mega-pixel is adequate.

Mail: Applicants can submit a current color passport-size photograph.

In Person By Appointment Only: See Questions section to contact DCWP. DCWP will photograph license applicants at no cost.

☐ **Certificate of Authority**

You must submit a copy of your New York State Department of Taxation and Finance Certificate of Authority showing your Sales Tax Identification Number.

Note: The Certificate of Authority should have your name on it.

To apply for a Certificate of Authority, visit the **New York State License Center** at aca.licensecenter.ny.gov. You will need a NY.gov ID to access the application form. To request a paper application, call (518) 485-2889. Allow four to six weeks after applying to the New York State Department of Taxation and Finance to receive your Certificate of Authority.

☐ **General Vendor Questionnaire**

☐ **Proof of Home Address**

Submit a copy of ONE of the following documents as proof of home address:

- Utility bill, dated within the last 90 days (e.g., telephone, gas, electric, cable, or water) OR
- Correspondence from any government agency that shows home address OR
- Current lease or deed OR
- Insurance document or insurance bill that shows home address OR
- Current (active) license or permit or certificate issued by a City/State/Federal government agency that shows home address OR
- College or school correspondence that shows home address OR
- Current rent or mortgage bill OR
- Driver's license OR
- State ID card OR
- Municipal ID card OR
- Bank or credit card statement, dated within the last 90 days
Please redact account information.

If you live at another person's address, provide:

- Letter signed by the leaseholder indicating that you live at the address AND
- ONE proof of home address (see above) with the leaseholder's name

Note: If you are applying as a veteran, you must be a New York State resident.

☐ **Proof of Outstanding Fine Clearance (if applicable)**

*If you are a New York State resident and an honorably discharged veteran who previously held a General Vendor license that **expired more than two years ago**, submit:*

- NYC Office of Administrative Trials and Hearings (OATH)¹ General Vendor Invoice

Follow these steps:

1. Visit nyc.gov/oath for the General Vendor Invoice Search E-Mail Request form.
2. Complete it.
3. Submit it along with the required supporting documents in one of two ways:
 - By email to: VendorInquiry@oath.nyc.gov
 - By mail to:

NYC Office of Administrative Trials and Hearings
66 John Street, 10th Floor
New York, NY 10038

¹ Formerly known as NYC Environmental Control Board (ECB).

*If you are a New York State resident and an honorably discharged veteran who previously held a General Vendor license that **expired less than two years ago**, submit:*

- Proof of clearance required on your last Renewal License Application (indicated as “Not Cleared” by OATH).
- ☐ **Proof of Service-Related Disability** *(if applicable)*
If you are a veteran with a service-related disability and would like to apply for the Citywide Specialized vending license (Yellow) and Midtown Core Zone vending license (Blue), you must:
 - Submit an original letter with a signature from the U.S. Department of Veterans Affairs (VA) confirming your service-related disability.
 - Submit a completed **Specialized Vending License/Midtown Core Waiting List Application**. The application is available at nyc.gov/BusinessToolbox.
- ☐ **General Vendor Non-NYC Resident Form** *(if applicable)*
Required if you are not a New York City resident.

☐ **License Fee**

See chart below for license fee for non-veterans.

Eligible veterans and the surviving spouses or surviving domestic partners of eligible veterans who reside in New York State do not need to pay a license fee.

License Period: 2 years	Expiration Date: September 30 Odd Years	License Fee:	
If You File Your Application Between These Dates:		Option 1	Option 2
From October 1 in an odd year to March 31 in an even year		Pay \$200 for a license expiring September 30 of the next odd year. <i>(Valid for at most 24 months.)</i>	
From April 1 in an even year to September 30 in an even year		Pay \$150 for a license expiring September 30 of the next odd year. <i>(Valid for at most 18 months.)</i>	
From October 1 in an even year to March 31 in an odd year		Pay \$100 for a license expiring September 30 of the next or same odd year. <i>(Valid for at most 12 months.)</i>	
From April 1 in an odd year to September 30 in an odd year		Pay \$50 for a license expiring September 30 of the same odd year. <i>(Valid for at most 6 months.)</i>	Pay \$250 for a license expiring September 30 of the following odd year. <i>(Valid for at most 30 months.)</i>

Pay by:

- ☐ Credit card (Visa, MasterCard, American Express, Discover Card only)
(Online or in person)
You will be charged a nonrefundable 2% Convenience Fee.
- ☐ eCheck *(Online)*
- ☐ Check or money order payable to DCWP *(In person or by mail)*

Questions? We're here to help!

- **Email:** onlineappsdocs@dcwp.nyc.gov
- **Phone:** (212) 487-4075 (Monday - Friday, 8 a.m. - 4 p.m.)

Free Interpretation Services are available on-site. To request a disability-related accommodation, visit nyc.gov/dcwp and search “accommodations” or email DCWP’s Americans with Disabilities Act (ADA) Coordinator at DCWPADACoordinator@dcwp.nyc.gov.

Additional Resources for General Vendor

- For the laws and rules that may affect your business, visit nyc.gov/BusinessToolbox.
- For education resources for street vending, visit nyc.gov/vendingenforcement.
- For resources to help your business open, operate, and grow, visit nyc.gov/business.