

FACT SHEET

****APPLYING FOR DISABILITY PARKING PERMITS****

► Who is eligible for a “Parking Permit for People with Disabilities” in New York City?

New York State (**State**) and New York City (**City**) each offer parking permits for people with certain kinds of disabilities. These permits allow access to certain parking spaces. You have to prove different things to get either a State or City permit.

To be eligible for a **State permit**, you must:

- be a New York City resident; *and*
- have one or more of the following conditions (either temporary or permanent):
 - limited or no use of one or both legs; neuro-muscular dysfunction that severely limits mobility; physical or mental disability that makes the use of public transportation difficult; legal blindness.

Note: You are not required to be a driver or a registered owner of a vehicle in order to qualify for a permit.

To be eligible for a **City permit**, you must

- require the use of a private vehicle for transportation; *and*
- have a severe, *permanent* disability that impairs mobility.

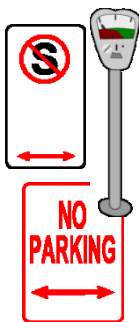
► Where can the parking permits be used?

State permits: State permits may be used everywhere in New York State, as well as in most other states in the U.S., where there are designated parking spots for people with disabilities. In New York City, all of these designated spaces are off-street, such as in parking lots at shopping malls.



City permits: City permits may be used only within New York City limits. They allow parking at most curbsides on City streets. These curbsides include the following:

- metered parking, free of charge;
- “No Parking” zones (except those marked as taxi stands);
- “No Parking” or “No Standing” spaces that press, doctors, diplomats, and government agencies may use;
- “No Standing, Trucks Loading and Unloading” zones (except during specified hours).



City permits do not allow you to park in front of fire hydrants, in crosswalks, or at bus stops, or to double park.

For either kind of permit: The permit can be used only when the permit owner is using the car.

► How do I apply for a NYS or NYC permit?



The NYC Department of Transportation (DOT) handles applications for both State and City permits in NYC, though the application process for each kind of permit is different. You may apply for a new permit or renew an existing permit by mail or online. Both the online applications and paper applications to print are available at this website: <http://www.nyc.gov/html/dot/html/motorist/pppinfo.shtml>. You may also request an application by calling DOT at 718-433-3100.

State application process:

You must fill out an application form and provide a copy of your New York State Driver's License or Non-Driver's Identification Card. A New York State-licensed doctor or podiatrist must complete part of the form, either online or on your printed application. The doctor/podiatrist must certify that you have a qualifying mobility impairment, and state whether the impairment is permanent or temporary.

NOTE: If you already own a New York **State license plate** for people with disabilities, your doctor/podiatrist does not have to fill out a medical certification for the **State permit**. Instead, you must submit a copy of your plate registration.

City application process:

You must fill out an application form provide a copy of your New York State Driver's License or Non-Driver's Identification Card. You must also provide copies of valid vehicle registrations for the vehicles in which you will use your permit. Your treating doctor must complete the medical certification page and provide relevant supporting documentation.

City permit: Permits may be assigned to up to 10 vehicles/license plates. However, the permit must be moved to whichever vehicle is being used by the permit owner at the time.

Once you submit your application, DOT will review it to make sure it is complete. If it is *incomplete*, DOT will send it back to you with instructions on how to complete it. If it is *complete*, DOT will forward your application to the Department of Health and Mental Hygiene (DOHMH) within 10 business days. A DOHMH doctor will review your application. If needed, DOHMH will call you to schedule an in-person medical assessment.

► How long is my permit valid? Can I renew it?

Each permit is valid for a different length of time. The renewal process is different for the State and City permits.



State renewal process:

- *Permanent (blue) permits:* DOT will set an expiration date for each permit. Around 6 weeks before the permit's expiration date, DOT will ask you if you want to renew your permit.
- *For temporary (red) permits:* These are valid for 6 months. You may reapply once for an additional 6 months.

City renewal process:

- Around 6 weeks before the permit's expiration date, DOT will ask you if you want to renew your permit. If you wish to renew, you will have to provide some updated information. DOT might ask you to be reexamined by its doctors.

► What happens if my permit application or renewal is denied?**City permit appeals:**

If your permit application or renewal is denied, you should receive a letter from DOT telling you it has been denied. This letter should also tell you how to appeal the denial.

If you want to appeal, you have 30 business days from the date of your denial letter to request an appeal. Either send a letter to DOT requesting an appeal, or fill out the appeal form online. (You can find the online form here: http://epermits.nyc.gov/ePermits/Wf/Login_Frame_htm.jsp). Requesting an appeal means you are asking for a reassessment.

TIP: For City permits, you may have your personal/treating doctor support your appeal. Note that any documents you give DOT from your doctor will become a part of your file.

Depending on the reason DOT denied your appeal, DOT might have DOHMH doctors review your medical files or reexamine you in person. The doctor involved in the appeal must be different from the doctor who was involved with your application.

If your appeal is denied, you cannot reapply for a permit for the same condition unless your condition significantly worsens.

State permit appeals:

If your permit application or renewal is denied and you wish to have your application reviewed again, you should call DOT at 718-433-3100 right away for information.

► How can I get more information and resources?

NYC Department of Transportation
Division of Traffic Operations
28-11 Queens Plaza North, 8th Floor
Long Island City, NY 11101

Phone: 718-433-3100
TTY: 212-504-4115

www.nyc.gov/dot

<http://www.nyc.gov/html/dot/html/motorist/pppdinfo.shtml>