

**HOW TO APPLY FOR A PARKING PERMIT OR LICENSE PLATES
FOR PERSONS WITH SEVERE DISABILITIES**

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GENERAL INSTRUCTIONS

Please read pages 1 and 2 of this packet before completing the application on page 3. You are eligible for a special parking permit or license plates if you are a New York State resident who has one or more severe **disabilities** that impair your **mobility**. For a description of **qualifying disabilities** see Part 2 of the application on page 3 of this packet (Application for a Parking Permit or License Plates, for Persons With Severe Disabilities).

1) If you are applying for the parking permit:

NOTE: DO NOT SEND YOUR APPLICATION TO THE DEPARTMENT OF MOTOR VEHICLES. DMV DOES NOT ISSUE PARKING PERMITS.

- (a) A parking permit may be issued for either a permanent or temporary disability.
- (b) Permits are **issued in the name of the person with the disability**. You **do not** have to be a driver, or the registered owner of a vehicle, to get a parking permit. Children who have a qualifying disability **are** eligible for permits at any age, as are persons who are legally blind.
- (c) Fill out Part 1 of the application on page 3. If you have a **PERMANENT DISABILITY**, have a Medical Doctor, Doctor of Osteopathy, Physician Assistant, Nurse Practitioner, or Doctor of Podiatric Medicine (if the disability involves podiatry) fill out the "permanent disability" Medical Certification section in Part 2 of the application form and return the form to you. If you have a **TEMPORARY DISABILITY**, have a Medical Doctor or Doctor of Osteopathy fill out the "temporary disability" Medical Certification section in Part 2 of the application form and return the form to you. **NOTE:** If you have a permanent disability, the need for medical certification may be waived by the issuing agent if you have an obvious, visually-identifiable disability (such as the loss of a leg) **OR** if you **already** have license plates for persons with severe disabilities. If you have plates for persons with severe disabilities, fill out Part 1 of the application and attach a copy of your registration to your application. If you have custom plates for persons with severe disabilities, bring a photo of your plate showing the wheelchair symbol.
- (d) You must take your completed application to the **appointed issuing agent for the city, town or village where you live**. If you have a driver license or a non-driver ID card issued by NYS DMV, you must show it to the issuing agent in order to obtain a permit. The issuing agent will write the last three digits of the nine-digit number that appears on your license or non-driver ID card on your permit. Marking the permit with the last three digits aids law enforcement in identifying the actual permit holder and may help limit abuse. **NOTE: IF YOU DO NOT HAVE A DRIVER LICENSE OR NON-DRIVER ID ISSUED BY NYS DMV, YOU ARE NOT REQUIRED TO OBTAIN ONE IN ORDER TO GET A PERMIT.**

NEW YORK CITY RESIDENTS - Send the application (MV-664.1) to the NYC Department of Transportation, 28-11 Queens Plaza North, 8th Floor, Long Island City, NY 11101-4008, or call (718) 433-3100. If you already have plates for persons with severe disabilities, complete Part 1 and attach a copy of your registration. If you have custom plates for persons with severe disabilities, attach a photo of your plate showing the ISA. Please read important information about "PARKING IN NEW YORK CITY" on page 2.

NASSAU COUNTY RESIDENTS - Call (516) 227-7399 (the Nassau County Office of the Physically Challenged) to find out where to apply for a permit.

ALL OTHER NEW YORK STATE RESIDENTS - Call your local city, town or village hall to find out where the nearest permit issuing agent is located. **Most city, town or village clerks, and some police departments, issue permits.** Although most agents accept the MV-664.1, some have their own application form, and not all agents issue permits for temporary disabilities.

2) If you are applying for license plates:

- (a) Your disability **must** be permanent.
- (b) The vehicle on which the special plates will be used must be **registered to the person with the disability**, whether or not that person drives. You must be at least 16 years old to have a vehicle registered in your name.
- (c) Fill out Part 1 of the application on page 3. Have a Medical Doctor, Doctor of Osteopathy, Physician Assistant, Nurse Practitioner, or Doctor of Podiatric Medicine (if the disability involves podiatry) fill out the "permanent disability" section in Part 2 of the application form and return the form to you. **NOTE:** The need for a medical certification may be waived by the Motor Vehicles office if you are permanently disabled and have an obvious, visually-identifiable disability (such as the loss of a leg) **OR** if you have a permanent (blue) parking permit for the disabled. Permit holders should bring the permit with them and, also, fill out Part 1 of the application and attach a copy of the permit application showing the medical certification or doctor's statement.
- (d) You can **obtain the plates at any Motor Vehicles office**. Bring the completed application with you.
 - If you are registering your vehicle for the first time, you must provide all of the items required for an original registration, including the proof of disability.
 - If you already have plates on your car, bring them with you to exchange them for plates for persons with severe disabilities. You will have to fill out a registration application (MV-82) and pay a fee for the new plates that show the International Symbol of Access (ISA). If this transaction is done at any time other than when renewing a vehicle registration, an additional \$3.75 transaction fee will be charged.
 - Personalized plates with up to six characters and the ISA are available from DMV's Custom Plates office. Call (518) 402-4838.

USING LICENSE PLATES AND PARKING PERMITS

- ◆ The plates and permits may be used to park in reserved parking spaces **only when the person with the disability is driving or riding in the vehicle**. People who are not disabled cannot use your parking permit and/or plates to park in a reserved space. Persons parking illegally in these spaces violate Section 1203-c(4) of the NYS Vehicle and Traffic Law and can be fined \$50 to \$75 for a first offense, and \$75 to \$150 for a second offense within two years. Municipalities can impose higher fines. Any person who abuses or misuses any parking permit or license plates for the disabled may have them revoked.
- ◆ Parking permits should be hung from the rear-view mirror when parked, but should be removed from the mirror when driving.
- ◆ Generally, the plates and permits are valid everywhere in New York State where parking spaces are reserved for persons with disabilities. However, use of the plates or permit does not exempt you from state or local parking regulations or fees or the requirement to obtain permission to park in a designated area. They are also valid in most other states, territories and foreign countries. If you are traveling outside of New York, check with the police or Motor Vehicles agency where you are traveling, to be sure your permit or plate will be accepted.
- ◆ Parking spaces reserved for people with disabilities must be marked with conspicuous and permanently installed above-grade signs displaying the wheelchair symbol. These signs are positioned at a height of five to seven feet above the parking space surface. Designation of reserved spaces may include the use of blue painted lines or markings. **Do not park in the striped access aisle next to spaces reserved for people with disabilities** even if you have a permit or plates. Access aisles provide room for people with wheelchairs and other specially equipped vehicles to transfer safely to and from their vehicles.
- ◆ Localities designate parking spaces for persons with disabilities by local law or ordinance. If you have a question about parking for the disabled on a particular street, find out if it is a county, city, town, village or state road, and contact the authorities responsible for maintaining the road. If you have a question about reserved parking at any facility with off-street parking, contact the facility manager or the local building inspector.

◆ PARKING IN NEW YORK CITY

New York City does not set aside reserved spaces on its streets for persons with disabilities. Reserved **parking spaces are only available off-street**, in parking lots for shopping centers/malls, office/apartment buildings and college campuses. You can use the state plates and permits to park in designated spaces in those off-street lots.

The NYC Department of Transportation also issues a City permit (a rectangular dashboard permit) that allows persons with severe disabilities to park at most curbsides on NYC streets. City permits are issued to New York City residents and to people who work or attend school in NYC, and who have a permanent disability that so severely affects their ability to walk that they require the use of a private automobile. The New York City parking permit is not valid outside of NYC. To obtain an application for a NYC permit, call (718) 433-3100.

◆ METERED PARKING WAIVERS

If you have a certain severe disability that limits your ability to access or put payment into a parking meter, in addition to a mobility-related disability, you may be eligible for a metered parking waiver. The metered parking waiver allows the holder to park in a metered parking space in any city, town or village of New York State (except New York City) without paying the fee. For more information, see forms MV-664.1MP (Application for a Metered Parking Waiver for Persons with Severe Disabilities) and MV-664.2MP (Metered Parking Waiver Information). These forms are available through your local issuing agent and are also available at the DMV website: www.nysdmv.com