

City of Wilmington, Delaware



OFFICE USE ONLY

Check # _____
 Amount: \$ _____
 Processed by: _____
 Comments: _____

Annual News Rack Registration Application

800 North French Street, 5th Floor
 Earned Income/Business License Division
 Wilmington, Delaware 19801

Name of Owner/Operator		Telephone Number <i>(include area code)</i> ()	Fax Number <i>(include area code)</i> ()
Business Address <i>(P.O. Boxes are not acceptable)</i>		Email Address	
<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
Contact Person <i>(if different from owner/operator)</i>		Telephone Number <i>(include area code)</i> ()	Fax Number <i>(include area code)</i> ()
Contact's Address <i>(P.O. Boxes are not acceptable)</i>		Email Address	
<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
Mailing Address <i>(if different from business address)</i>			
<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
City Business License # <i>(if applicable)</i>	Calculation of Fees:		
Federal Identification #	*Number of Boxes _____ X \$20 = \$ _____		
*Modular boxes: A separate fee is required for each individual news rack contained in a modular news rack, if applicable.			

LOCATION OF EACH NEWS RACK:

- | | |
|---|--|
| 1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____ | 11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____ |
|---|--|

(continue list of locations on back of application)

I hereby certify that the statements contained herein are true and correct to the best of my knowledge.

 Signature of Owner/Operator

 Date

Total fee enclosed: \$ _____

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800 North French Street, 5th Floor
Earned Income/Business License Division

General Instructions

- This is an annual application and must be completed each fiscal year. You will be able to access this application online at www.ci.wilmington.de.us.
- Please complete the application in its entirety.
- All locations must be listed. There is additional space on the back of the application (attach additional sheet if necessary).
- Fee must accompany the application.
- One sample color photo of your news racks must be provided with each application.
- Upon receipt and approval of your application, you will be sent individual registration stickers, which must be placed in a visible spot on each news rack. Any unregistered news rack will be impounded by the Department of Public works.
- Each news rack must have the name and address of the owner displayed in a conspicuous location.
- No impounded news rack shall be released from impoundment until all removal and storage costs are paid.
- Fees are not pro-rated, regardless of registration date.
- If you have questions concerning the application, financial issues, or registration stickers, please call the Department of Finance at (302) 576-2418.
- If you have questions concerning compliance, placement of new racks, or impoundment, please call the Department of Public Works at (302) 576-3086.