

Sign Template – Consumer Affairs Complaint Sign

Businesses licensed by the Department of Consumer Affairs (DCA) must post a complaint sign, also called Regulation #2 sign. The sign includes:

- Your business name (*Licensee*)
- Your business type (*License Title(s)*)
- Your DCA license number (*License Number(s)*)
- DCA contact information for consumers to file complaints about your business

DCA created the attached sign template for businesses to use:

- The sign is 17” wide by 11” tall. **The sign you post must be exactly this size.**
- You can type your information in the template, then print the sign.

You may receive penalties for failing to post the required complaint sign or failing to post the sign at the required size.

If you have a complaint about this business, contact:



Department of
Consumer Affairs

NYC Department of Consumer Affairs

42 Broadway, New York, NY 10004

Dial 311 or www.nyc.gov/consumers

Licensee: _____

License Title(s): _____

License Number(s): _____