BRUCE A. BLAKEMAN
COUNTY EXECUTIVE

JOHN R. CAPECE
COMMISSIONER

DEPARTMENT OF CONSUMER AFFAIRS

November 2026

****ATM SAFETY ACT REGISTRATION ****

GENERAL INSTRUCTIONS
Nassau County Law requires all merchants who operate an Automated Teller Machine (ATM) in any location other than a bank must register each ATM with the Department of Consumer Affairs. The purpose of this program is twofold: to ensure the safety of your customers transacting business at the machines and to assist law enforcement with their investigation if a crime does occur.

1. The enclosed **ATM REGISTRATION FORM** must be completed the owner of the ATM machine (Falsification of a government document is punishable to the fullest extent of the law).

2. A copy of the current lease or operating agreement for each ATM must also be submitted.

3. Under the "**ATM INFORMATION"** section of the form, you must provide the name and address of the EFT Network where the ATM is registered. An EFT network is the institution which handles the electronic transfer of funds and can be described as follows: Electronic banking, also known as electronic funds transfer (EFT), uses computer and electronic technology as a substitute for checks and other paper transactions. Automated Teller Machines or 24-hour Tellers are electronic terminals that let consumers bank any time. EFTs are initiated through devices like cards or codes that let consumers, or those they authorize, access their account. EFTs are mostly used to withdraw cash, make deposits, or transfer funds between accounts, in which the consumer generally inserts an ATM card and enters their PIN.

4. The ATM REGISTRATION FORM requires the business owner to list the **Servicing Agent.** The Servicing Agent is contracted to deal with customer service issues, financial record keeping, repairs and service to the ATM. If there is more than one Servicing Agent, please provide the additional information on a separate sheet, indicating the service that it provides.

240 OLD COUNTRY ROAD - MINEOLA, NEW YORK 11501
consumeraffairs@nassaucountyny.gov
516-571-2600

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Please be advised, you must immediately notify this Department of ANY change in location or service function with the registered ATM. This Department will provide a registration sticker for each ATM which must be affixed in a conspicuous place on the front of the machine in its registered business location.

In addition, the law requires that the following safety measures must be taken by each business owner with an ATM:

(A) Adequate lighting which allows the user to see all other persons within the vicinity of the machine must be provided.
(B) A reflective mirror that allows the user to see behind them while using the ATM must be provided.

Failure to comply with the law or falsification of any of the registration forms may result in a violation punishable by a fine up to $5000.00. Each period of fifteen days that such violation remains uncorrected shall constitute a separate offense and will result in a separate violation.

ATM Registration fees are as follows:

1. Registration Fee for a new or never registered ATM:	$180.00
2. Renewal Fee for an ATM previously registered:	$180.00
3. Duplicate copy of Registration Sticker (ONLY if lost or damaged):	$ 10.00

Write check in Amount of $180 Payable to COUNTY OF NASSAU and mail to

Nassau County Department of Consumer Affairs
240 Old Country Rd
Mineola, NY 11501
Attn: ATM Administrator

ATM registration stickers will be mailed to address as marked on the Registration Form.

Questions?
Contact the ATM Administrator by phone 516-571-3878. email consumeraffairs@nassaucountyny.gov