



MEDALLION AGENT/BROKER LICENSE NEW AND RENEWAL APPLICATION CHECKLIST

Please email at: Businessunit@tlc.nyc.gov to schedule an appointment to submit your application and supporting documents. Completed application, required documentation and fees can be submitted in person at: 31-00 47th Avenue, 3rd Floor, Long Island City, NY 11101, between the hours of 8:00 am to 3:30 pm, Monday-Friday. Please visit our website for more information at: www.nyc.gov/tlc. Please ensure all of following items are submitted together. Please be advised that if your application is not complete upon submission, it will not be accepted. Please refer to the "Instructions for Filing an application to apply for a New Agent/Broker License, Renewal License and Change of Information" for further assistance.

For All Applicants

Application for a New Broker/Agent License, Renewal License or Change of Information – You must completely fill-out and sign <u>all</u> sections on the application; incomplete applications will not be accepted. (A copy of page 2 is acceptable for additional listing of individuals).	<input type="checkbox"/>
Zero outstanding judgments to the TLC, NYS DMV Traffic Violations Bureau (TVB), Department of Finance (DOF) Parking Violations and DOF Red Light Bureau – (i.e., unpaid tickets)	<input type="checkbox"/>
Proof of "Active" Status with the N.Y. Department of State. You may verify your status via the NYS Department of State website at: http://www.dos.state.ny.us/ . Please attach a copy of <u>the on screen print-out</u> .	<input type="checkbox"/>
Affirmation - Filled out and signed by one officer representing the owner(s).	<input type="checkbox"/>
Proof of Status of Business Status - If <u>a corporation</u> , you must produce a Certificate of Incorporation and a filing receipt. If <u>a partnership</u> , you must produce a Partnership Certificate. If <u>a sole proprietor</u> , you must produce a Business Certificate.	<input type="checkbox"/>
Original Surety Bond of \$50,000 for the benefit of the City of New York , which you MUST bring in. A copy will <u>not</u> be accepted. If application (New) is considered for approval on or after July 1 st , the bond is still required to reflect coverage for one year.	<input type="checkbox"/>
Proof of EIN / Social Security No. – If a <u>corporation or partnership</u> , you must submit an IRS issued 145-C letter/notice. If a <u>sole partnership</u> , you must submit proof of social security number.	<input type="checkbox"/>
Background Questionnaire – Filled out by all officers that have 10% of the corporate shares or a title (e.g. President, Vice President, Secretary, Treasurer or Member). (This form is on page 4 of the application form).	<input type="checkbox"/>
(Agents only). Certificate Of Occupancy – Must have from the Dept. of Buildings stamped or dated no more than two years before the date of this application. In lieu of this, you must submit a "Letter of No Objection" from the Dept. of Buildings stating that said Department has no objection to the operation of this type of business at the subject premises. In addition , a Lease or statement by landlord to utilize the business address or a letter of personal ownership. If the property is owned by a TLC licensed business owner, please ensure that the lease or landlord statement includes a start and expiration date.	<input type="checkbox"/>
(Agents Only). Must answer section V and provide proof of available sufficient off-street space at or near business premises to store the lesser of twenty-five vehicles or the following: 50% of the taxicabs leased on a daily basis, and 5% of the taxicabs leased for longer than a day. The lease or contract must include the # of spaces being leased, the start and expiration date of the lease/contract and must be signed by the provider of parking (if not owned by agent). If you own the parking location, please bring in a letter affirming that you own the parking location (include # of spaces the lot holds, or the amount proposed for use).	<input type="checkbox"/>

PLEASE TURN OVER FOR ADDITIONAL REQUIREMENTS

For New Applicants Only

Name Inquiry / Name Reservation Request – Copy of approved Name Inquiry Form.	<input type="checkbox"/>
Application fee of \$500. Money Order, Company Check, Certified Check or Credit Card (Master Card, Visa, AMEX and Discover). Money Orders, Company Checks and Certified Checks are made payable to: NYC Taxi & Limousine Commission . Each license expires the 31 st of December of the year it was issued and each succeeding year. Licenses issued on or after July 1 st of any year will be pro-rated to a fee of \$250. All licenses are non-transferable and fees are non-refundable.	<input type="checkbox"/>
Seventy-five dollar (\$75) – Money Order PER Individual required to be fingerprinted or Credit Card (Master Card, Visa, AMEX and Discover). Money Orders are made payable to: NYC Taxi & Limousine Commission . Please note: Any individual that holds 10% or more of the shares OR a title (e.g. President, Vice President, Secretary, Treasurer, or Member) must be fingerprinted.	<input type="checkbox"/>
Two forms of identification for each person listed on the application – A valid government issued identification and a social security card.	<input type="checkbox"/>
(Brokers Only). Resume – Resumes for all individuals, partners, officers, principals and stockholders, together with a cover letter demonstrating their ability to assume the duties of a taxicab broker.	<input type="checkbox"/>

For Renewal Applicants Only

<p>Renewal Payment Method –</p> <p>To submit your Renewal Application, you can choose one of the two ways to make your payment:</p> <p>1. Payment BY MAIL: You MUST Mail your Renewal Form with <u>all</u> requirements to:</p> <p style="text-align: center;">New York City Taxi & Limousine Commission Attn: Owners Licensing Unit 31-00 47th Avenue, 3rd Floor Long Island City, NY 11101</p> <ul style="list-style-type: none"> • You MUST include a Money Order, Company Check or Certified Check in the amount indicated on the Renewal Form made payable to: “NYC Taxi & Limousine Commission.” • Please print the base license number on the front of the Money Order, Company Check or Certified Check. • You MUST mail <u>all</u> items in the enclosed envelope as soon as you have completed all of the requirements for licensure. A delay in mailing any requirements will cause a delay in the renewal process. <p>2. ON-LINE Payment: You can make your renewal payment online on our website.</p> <ul style="list-style-type: none"> • Upon payment, a representative from the Owners Licensing Unit will contact you to make an appointment to submit all additional required documents necessary for the base renewal. • You must meet all license renewal requirements by the expiration date of your license for your license to be renewed. If you do not meet all license requirements by the expiration date of your license your application will be denied. <p>For more information on how to make s renewal payment On-line, please visit our website at: https://www1.nyc.gov/lars/.</p>	<input type="checkbox"/>
New York State Criminal History Report for all individuals, partners, officers, principals, and stockholders of 10% or more shares. (Must also include dispositions of any convictions). For filing instructions, please go to: http://www.nycourts.gov/apps/chrs/ .	<input type="checkbox"/>
Renewal Payment Form - Filled out and signed by one officer representing the owner(s). <i>This was included in the application and renewal packet mailed to you.</i>	<input type="checkbox"/>
To get your renewal license on time you need to complete all license requirements at least sixty (60) days your license expires. If you don't, you may not receive your new license before the old one expires. Money Order, Company Check, Certified Check or Credit Card (Master Card, Visa, AMEX and Discover). Money Orders, Company Checks and Certified Checks are made payable to: NYC Taxi & Limousine Commission . Each license expires the 31 st of December of the year it was issued and each succeeding year. License issued on or after July 1 st of any year will be pro-rated to a fee of \$250. All licenses are non-transferable and fees are non-refundable.	<input type="checkbox"/>

If you are applying for a change to your current Broker or Agent license please refer to the checklist for TLC Medallion Agent/Broker License Change of Information Application Checklist