

Matthew W. Daus, Commissioner/Chair

TLC DRIVER LICENSE NEW APPLICATION INSTRUCTION GUIDE

All **NEW** "Yellow" Taxicab & For-Hire Vehicle Driver Licenses will be one (1) year only (license fee will be \$60). The first year of licensure will be considered a probationary year. At the end of your probationary year, you will be required to meet certain criteria. If you meet these criteria, a two (2) years renewal license will be issued. If you do not, you will not be issued a renewal license, and must apply for a new license, which once again begins with a probationary year. Commuter Van & Para Transit Driver Licenses remain two (2) years in length and license fee remains \$120. A checklist with all of the requirements is available at www.nyc.gov/taxi or at the TLC offices to assist you with the completion of your application.

LOCATIONS AND HOURS OF OPERATION

You may file your application at either of the facilities listed below. Customers visiting either facility must pass through a metal detector and will not be permitted into the building with any weapon or any item that may be used as a weapon. The average waiting time to be processed is approximately one to two hours.

LONG ISLAND CITY OFFICE

32-02 Queens Boulevard,
Long Island City, NY 11101

Open: 8:00 a.m. to 4:00 p.m.

Monday through Friday

No Appointments Required

STATEN ISLAND OFFICE

1893 Richmond Terrace,
Staten Island, NY 10302

Open: 8:00 a.m. to 4:00 p.m.

Monday through Friday

Appointment Required

Call (718) 815-3734 or 815-3735

APPLICATION REQUIREMENT-*All applicants*

Your application must be completely filled out and signed.

AGE REQUIREMENT-*All applicants*

You must be at least 19 years old.

PROOF OF ADDRESS REQUIREMENT-*All applicants*

If your DMV license has a different address than the one you put on your application, you must bring a document showing your current address (i.e., copy of lease, original utility bill or credit card statement). All documents must show both your name and address.

**DOCUMENTS MUST HAVE IDENTICAL NAMES AND SPELLING AND
YOUR DMV LICENSE MUST HAVE A CURRENT PHOTOGRAPH.**

**APPLICATIONS ARE VALID FOR FOUR (4) MONTHS. IF YOU DO NOT COMPLETE ALL REQUIREMENTS
FROM THE DATE YOU SUBMIT YOUR APPLICATION TO THE TLC, YOUR APPLICATION WILL BE DENIED.
ALL FEES ARE NON-REFUNDABLE.**

SOCIAL SECURITY REQUIREMENT- All applicants

You must have a valid and an original Social Security card. **Copies and Laminated social security cards will NOT be accepted.**

The TLC requires that the name on your social security card must be the same as your DMV driver's license. If you are known by more than one name and your documents do not match, you will be required to go to the agency that issued you the inconsistent document and request a name change of that document.

FOR EXAMPLE:

If your **NYS DMV driver's license name is written as **SMITH, JOHN** and **Social Security Card** is written as **JOHN SMITH**, it **WILL BE ACCEPTED**.

If your **NYS DMV driver's license name is written as **SMITH, JOHN** and **Social Security Card** is written as **JOHN M. SMITH** it **WILL NOT BE ACCEPTED**.

PLEASE NOTE: *This requirement also applies to out of state driver license holders. See requirements on out of state licenses.*

CHILD SUPPORT CERTIFICATION REQUIREMENT- All applicants

You **MUST** have a completely filled out Child Support Certification Form.

Please Note: It is required for **ALL APPLICANTS** regardless of whether or not you have children. **NO EXCEPTIONS.**

DRIVER'S LICENSE REQUIREMENT- All applicants

You must bring a valid and an original New York State Department of Motor Vehicles (DMV) Chauffeur's license with a current photo appearance (Class A, B, C, or E is ACCEPTED). Your driver's license may not be revoked, suspended, conditional, probationary, or restricted.

NYS DMV Class D driver license will not be accepted. You can obtain a chauffeur's license by visiting your local NY, NJ, CT, or PA DMV.

PLEASE NOTE: Copies of your DMV license and temporary license (interim) will NOT be accepted. The picture on your DMV driver's license must resemble your current appearance. If it does not, you will be required to get a new DMV license with a current photograph.

OUT OF STATE DRIVER'S LICENSE REQUIREMENT- All applicants

Only New Jersey (NJ), Pennsylvania (PA), or Connecticut (CT) driver's license are ACCEPTED.

If you live in NJ, PA, or CT you must bring:

A valid and an original DMV chauffeur's license or its equivalent to NYS Class A, B, C, or E chauffeur's license with a current photo appearance.

A Certified Abstract (State Driver Record) must be stamped or sealed and it cannot be older than thirty (30) days from the date you submit your application.

PLEASE NOTE: Documents downloaded online will NOT be accepted.

DMV POINTS REQUIREMENTS- All applicants

No more than 7 DMV points within an 18-month period, calculated from the date you submit your application.

ZERO OUTSTANDING JUDGMENT REQUIREMENT- All applicants

You must have no outstanding judgments to the DMV, NYC Traffic Parking Violations Bureau, or to the Taxi & Limousine Commission.

PLEASE NOTE: If any outstanding judgments are discovered (i.e., unpaid tickets), your application will not be processed. If you have a driver's license from New Jersey, Connecticut or Pennsylvania, you will need a Certified Abstract (State Driver Record) as proof that you do not owe money from the State DMV that issued your license.

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**“YELLOW” TAXICAB AND FOR-HIRE VEHICLES ONLY
DEFENSIVE DRIVING COURSE REQUIREMENT**

In addition to all requirements listed

You must bring an original certificate of completion or a temporary completion receipt of a NYS DMV Certified Defensive Driving Class (DDC) completed no older than six (6) months from the date you submit your application. Completion Certificates must indicate type of course, date course was taken, hours of instruction, name (license #) of instructor, and must indicate an official ink stamp or seal from instruction site. You can find all NYS certified DDC providers on the DMV website at <http://www.nydmv.state.ny.us/pirp.htm>

****Note:** *Online courses are accepted with original certificate of completion only. Email receipts will not be accepted.*

“YELLOW” TAXICAB MEDICAL REQUIREMENT ONLY

In addition to all requirements listed

You must provide a TLC medical form that has been completed and signed by a medical doctor. It cannot be older than six (6) months from the date you submit your application.

PLEASE NOTE: Medical certification form must include an official stamp or seal from the physician.

“YELLOW” TAXICAB SCHOOL INFORMATION AND TEST REQUIREMENT ONLY

In addition to all requirements listed

All **“YELLOW” TAXICAB DRIVER APPLICANTS** must attend an approved taxi school for either the 80-hour or the 24-hour course. Taking the 80-hour course increases your chances of passing the taxi exam because it covers additional material not covered in the 24-hour course. After completing the taxi school course you must then pass the English proficiency test and the written test with a score of 70 or above. It is important to note that you must take the required taxi course before you can take the exam and that you must take the exam at the same school where the course was completed.

Payment is made directly to the school of choice:

80 hour course-\$325

24 hour course-\$175

Taxi test and English proficiency test for each reserved date of testing- \$25

“Yellow” taxicab driver applicants may purchase supplemental study material- \$25

PLEASE NOTE: Applicants must contact the taxi school directly for information and to register for the test. Taxi schools will not let you register unless you have already filed an application with the TLC. Applications are valid for four (4) months. If you do not complete ALL requirements within four (4) months, your application will be denied.

For more information, please contact the school of choice directly. See below.

H.A.N.A.C. / NYC TAXI ACADEMY

35-11 Queens Boulevard – Suite 1
Long Island City, NY 11101

Contact Person: Hasain Shakil
Tel: (718) 433-0132 / (718) 433-0493
E-Mail: hshakil@verizon.net

LaGuardia Community College Taxi and FHV Driver Institute

31-10 Thomson Avenue
Long Island City, NY 11101- Room M142

Contact Person: Andrew Vollo
Tel: (718) 482-5335
Email: cunytaxi@lagcc.cuny.edu **Website:** www.lagcc.cuny.edu/taxi

Master Cabbie Taxi Academy

24-29 Jackson Avenue
Long Island City, NY 11101

Contact Person: Terry Gelber
Tel: (718) 472-1699 / (800) 955-8294
Website: www.mastercabbie.com

Kingsborough Community College Taxi Institute

2001 Oriental Boulevard
Brooklyn, NY 11235-Room T4122

Contact Person: Efim Vitomsky
Tel: (718) 368-5189 / (718) 368-5052
Email: taxi@kbcc.cuny.edu

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**“YELLOW” TAXICAB AND FOR-HIRE VEHICLE ONLY
DRUG TEST FEE AND REQUIREMENT**

In addition to all requirements listed

Drug Test Fee of \$25.50 – A major bank Credit or Debit card or a U.S. Postal or locally issued money order payable to: **Labcorp.**

You must go to a TLC approved lab to be tested. This requirement **MUST** be fulfilled **ONLY** after submitting your TLC application. The testing locations that new TLC applicants are recommended to go to accept new applicants (with a TLC receipt and your State Department of Motor Vehicles (DMV) driver's license) on a walk-in basis and is located near the Long Island City and Staten Island Licensing facilities. Directions are provided when you file. Failing the drug test results is an automatic denial of your application.

Drug Testing is an on-going requirement that must be fulfilled **EVERY YEAR**. For more information please see TLC rules on our website at www.nyc.gov/tlc

**PARA TRANSIT & COMMUTER VAN ONLY
ACTIVE 19-A STATUS REQUIREMENT**

In addition to all requirements listed

Must have an ACTIVE 19-A commercial driver license status (class A, B, or C). Your application will not be processed if it is IN-ACTIVE. You may visit <http://www.nydmv.state.ny.us/art19.htm> to obtain more information.

**PARA TRANSIT & COMMUTER VAN ONLY
EXAMINATION TO DETERMINE PHYSICAL CONDITION
OF A DRIVER UNDER ARTICLE 19-A REQUIREMENT**

In addition to all requirements listed

Must present a 19A medical form that was completed and stamped by a doctor. It cannot be dated older than one (1) year from the date you submit your application. You may access the form on the NYS DMV website at <http://www.nydmv.state.ny.us/art19.htm>

LICENSE FEES – NON-REFUNDABLE

“Yellow” Taxicab and For-Hire Applicants one (1) year License Fee of \$60 – Money order made payable to: **NYC Taxi & Limousine Commission** or Visa, Master Card, AMEX or Discover.

Para Transit and Commuter Van Applicants two (2) years License Fee of \$120 – Money order made payable to: **NYC Taxi & Limousine Commission** or Visa, Master Card, AMEX or Discover.

Fingerprinting Fee of \$75 for All Applicants – Money order made payable to: **NYC Taxi & Limousine Commission** or Visa, Master Card, AMEX or Discover.

PLEASE NOTE: You will be photographed and fingerprinted at the TLC facility on the day that you file your application. The fingerprints are used to check for prior criminal convictions. If you have a criminal record, you must bring in dispositions.

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