

Matthew W. Daus, Commissioner/Chair

TLC VEHICLE APPLICATION REQUIREMENTS AND CHECKLIST

LOCATE VEHICLE TYPE BELOW AND TRANSACTION TYPE ON THE RIGHT		NEW APPLICATION	RENEWAL LICENSE	VEHICLE TRANSFER	PLATE TRANSFER	BASE TRANSFER	REQUIRED DOCUMENTS You must bring CLEAR copies of all required documents ALL FEES ARE NON-REFUNDABLE
FOR-HIRE VEHICLES	✓	✓	✓	✓	✓	✓	Completed application.
	✓	✓	✓	✓	✓	✓	Completed Renewal Form. Renewals accepted by mail or TLC drop box only.
	✓	✓	✓	✓	✓	✓	Current for-hire insurance certificate (FH-1). Insurance must be issued in the applicant's name.
	✓	✓	✓	✓	✓	✓	Current Insurance Declaration page directly from your insurance company showing levels of insurance coverage. Insurance policy must be current.
	✓	✓	✓	✓	✓	✓	Current DMV registration, certificate of title, bill of sale, or leasing agreement. *NOTE: Vehicles licensed out of state must provide DMV registration showing seating capacity.
	✓	✓	✓	✓	✓	✓	Government Issued photo I.D. of applicant. State issued driver's license preferred.
	✓	✓	✓	✓	✓	✓	Filing Receipt & Corporate Resolute (minutes) electing officers, Business or Partnership Certificate, (whichever is appropriate); and leasing agreement, (if applicable.)
	✓	✓	✓	✓	✓	✓	Stretch Limousine only: In addition to all of the above requirements, limousine applicants must also bring a copy of the Coach builder's letter as proof that the vehicle was stretched by a manufacturer-certified stretch limo builder.
	✓	✓	✓	✓	✓	✓	DMV receipt for plates (FS-6T) documenting that plates have been surrendered or destroyed.
	✓	✓	✓	✓	✓	✓	NEW APPLICATION FEE: Five Hundred and Fifty Dollars (\$550) license application fee, payable to: NYC Taxi & Limousine Commission. Money orders, certified checks, Master Card and Visa accepted.
	✓	✓	✓	✓	✓	✓	TRANSFER FEE: Twenty Five Dollars (\$25) transfer fee, payable to: NYC Taxi & Limousine Commission. Money orders, certified checks, Master Card and Visa accepted.
	✓	✓	✓	✓	✓	✓	RENEWAL FEE: Five Hundred and Fifty dollars (\$550). Late renewals will be charged a late fee of Twenty Five dollars (\$25). Money orders or certified checks ONLY , payable to: NYC Taxi & Limousine Commission.
PARATRANSIT VEHICLES	✓	✓	✓	✓	✓	✓	Completed application.
	✓	✓	✓	✓	✓	✓	Completed Renewal Form. Renewals accepted by mail or TLC drop box only.
	✓	✓	✓	✓	✓	✓	Current for-hire insurance certificate (FH-1). Insurance must be issued in the applicant's name.
	✓	✓	✓	✓	✓	✓	Current DMV registration, certificate of title, bill of sale, or leasing agreement. *NOTE: Vehicles licensed out of state must provide DMV registration showing seating capacity.
	✓	✓	✓	✓	✓	✓	Government issued photo I.D. of applicant. State issued driver's license preferred.
	✓	✓	✓	✓	✓	✓	In addition to all requirements listed above, Paratransit Vehicle applicants must have a N.Y.S. Department of Transportation Inspection form (MC300) showing that the vehicle has been inspected. The front and back page of the document is required. A defect report must be provided if vehicle inspection report indicates denied. (The inspection report is valid for one (1) year, and it must be current at time of application).
	✓	✓	✓	✓	✓	✓	Filing Receipt & Corporate Resolute (minutes) electing officers, Business or Partnership Certificate, (whichever is appropriate); and leasing agreement, (if applicable.)
	✓	✓	✓	✓	✓	✓	DMV receipt for plates (FS-6T) documenting that plates have been surrendered or destroyed.
	✓	✓	✓	✓	✓	✓	NEW APPLICATION FEE: Five Hundred and Fifty Dollars (\$550) license application fee, payable to: NYC Taxi & Limousine Commission. Money orders, certified checks, Master Card and Visa accepted.
	✓	✓	✓	✓	✓	✓	TRANSFER FEE: Twenty Five Dollars (\$25) transfer fee, payable to: NYC Taxi & Limousine Commission. Money orders, certified checks, Master Card and Visa accepted.
	✓	✓	✓	✓	✓	✓	RENEWAL FEE: Five Hundred and Fifty dollars (\$550). Late renewals will be charged a late fee of Twenty Five dollars (\$25). Money orders or certified checks ONLY , payable to: NYC Taxi & Limousine Commission.

TLC VEHICLE APPLICATION REQUIREMENTS AND CHECKLIST

LOCATE VEHICLE TYPE BELOW ↓ AND TRANSACTION TYPE ON THE RIGHT →	NEW APPLICATION	RENEWAL LICENSE	VEHICLE TRANSFER	PLATE TRANSFER	BASE TRANSFER	<h2 style="margin: 0;">REQUIRED DOCUMENTS</h2> <p style="margin: 0;">You must bring <u>CLEAR</u> copies of all required documents</p> <p style="margin: 0;">ALL FEES ARE NON-REFUNDABLE</p>
COMMUTER VANS	✓		✓	✓	✓	Completed application.
		✓				Completed Renewal Form. <i>Renewals accepted by mail or TLC drop box only.</i>
	✓	✓	✓	✓	✓	Current for-hire insurance certificate (FH-1). Insurance must be issued in the applicant's name.
	✓	✓	✓	✓	✓	Current Insurance Declaration page directly from your insurance company showing levels of insurance coverage. Insurance policy must be current.
	✓	✓	✓	✓	✓	Current DMV registration, certificate of title, bill of sale, or leasing agreement. Must have TC or bus plates. *NOTE: Vehicles licensed out of state must provide DMV registration showing seating capacity.
	✓		✓	✓	✓	Government issued photo I.D. of applicant. State issued driver's license preferred.
	✓		✓	✓	✓	<ul style="list-style-type: none"> ▪ In addition to all requirements listed above, Commuter Van applicants must have a N.Y.S. Department of Transportation Inspection form (MC300) showing vehicle has been inspected. The front and back page of the document is required. Defect report must be provided if vehicle inspection report indicates denied. (The inspection report is valid for one (1) year, and it must be current at time of application). ▪ FOR NEW APPLICATIONS AND TRANSFERS ONLY: Form E (Motor Carrier Insurance) from the affiliated Van authority must be filed with the TLC. If it is filed with N.Y.S. Department of Transportation, it must have a current filing date no more than one (1) year old.
	✓		✓	✓	✓	Filing Receipt & Corporate Resolute (minutes) electing officers, Business or Partnership Certificate, (whichever is appropriate); and leasing agreement, (if applicable.)
				✓		DMV receipt for plates (FS-6T) documenting that plates have been surrendered or destroyed.
	✓					NEW APPLICATION FEE: Five Hundred and Fifty Dollars (\$550) license application fee, payable to: NYC Taxi & Limousine Commission. Money orders, certified checks, Master Card and Visa accepted.
			✓	✓	✓	TRANSFER FEE: Twenty Five Dollars (\$25) transfer fee, payable to: NYC Taxi & Limousine Commission. Money orders, certified checks, Master Card and Visa accepted.
		✓				RENEWAL FEE: Five Hundred and Fifty dollars (\$550). Late renewals will be charged a late fee of Twenty Five dollars (\$25). Money orders or certified checks ONLY , payable to: NYC Taxi & Limousine Commission.

Matthew W. Daus, Commissioner/Chair

TLC VEHICLE APPLICATION INFORMATION

Important!
(Please read carefully)

NEW LICENSE	LICENSE RENEWAL	TRANSFER
✓		✓
	✓	
✓		
✓	✓	✓
✓	✓	✓
✓		
✓		✓
✓	✓	✓
✓	✓	✓
✓	✓	✓

Applicant or Corporate officer must submit a completed new or transfer application, required documentation and all fees in person by appointment between the hours of 8:00 a.m. to 3:30 p.m. at the above address. The base must make an appointment on our website at https://www.nyc.gov/html/tlc/html/march_madness.html

If you are not the owner and/or officer and do not have an appointment, you must have a signed Power of Attorney from owner and must drop off your application for processing. Drop off hours are between 9AM and 11:30AM. Pick up hours are from 2PM and 4:30PM.

Renewals are only accepted by mail or by TLC drop box in the lobby of the Long Island City facility, located at 32-02 Queens Boulevard, Long Island City, NY 11101.

Operating as a TLC licensed vehicle while your new application is being processed is illegal and will subject the vehicle owner to fines and other penalties.

Applicant must be the registered owner or direct lease holder of the vehicle. Please provide current registration or lease agreement as proof.

Vehicle must be dispatched from a For-Hire / Paratransit Base Station or Commuter Van Authority, whichever is appropriate. The vehicle must be licensed by TLC and can only be operated by a TLC licensed driver.

Applicant is responsible for obtaining the appropriate license plates within forty-five (45) calendar days of the day you apply. If you cannot obtain your plates, your application will be automatically denied and the application fee will not be refunded.

You are responsible for inquiring about the status of your application if you do not receive your permit within thirty (30) days. To inquire about the status of your permit, you may contact our Call Center at (212)227-6324.

Vehicle cannot be painted any shade of yellow or be registered with the NYS Department of Motor Vehicle as yellow. Vehicle must have three (3) or more doors.
COMMUTER VAN ONLY: Must have a seating capacity of 10 to 20 people, including driver.

A Post Office Box is NOT accepted as a legal address. You may use a Post Office Box as a mailing address only if you provide proof of your legal address in the form of a Utility bill, bank statement or lease from landlord. Your proof must be a current bill or statement no older than thirty (30) days. **Cell phone bills are not accepted as proof of address.**

You must use the same address on your TLC application, Certificate of Liability, FH-1 and DMV registration. If your mailing address is a Post Office Box you must provide a legal address and a recent Utility bill or Bank Statement or lease from your landlord as proof of your legal address. **Cell phone bills are not accepted as proof of address.**



You must bring **CLEAR** copies of all required documents



ALL FEES ARE NON-REFUNDABLE.