

Instruction Guide

Filing Your Application for a New or Renewal Luxury/Black Car Base

General Instructions:

You must submit a completed application, with all required documents and fees (\$1500 base license fee) in person at our LIC facility, located at: 32-02 Queens between the hours of 8:00 a.m. and 3:30 pm. **All Individuals, Partners, Officers, Principals, and Stockholders owning more than ten percent (10%) of outstanding stock** must be fingerprinted at our LIC facility the day the application is submitted. You will be checked for prior criminal convictions.

Type of Business:

Please check (√) on your application form the business type you are applying.

There are three (3) basic types of businesses:

- a. **Sole Proprietorship** – The business is owned by one person, usually the individual who has day-to-day responsibility for running the business. Sole proprietors own all the assets of the business and the profits generated by it. They also assume complete responsibility for any of its liabilities or debts.
- b. **Partnership** - Two or more people share ownership of a single business. Partners should have a legal agreement that demonstrates how decisions will be made, profits will be shared, disputes will be resolved, how future partners will be admitted to the partnership, how partners can be bought out, or what steps will be taken to dissolve the partnership when needed.
- c. **Corporation** – It is considered by law to be a unique entity, separate from those who own it. It is chartered by the state in which it is headquartered. A corporation can be taxed. It can be sued. It can enter into contractual agreements. The owners of a corporation are its shareholders. The shareholders elect a board of directors to oversee the major policies and decisions. The corporation has a life of its own and does not dissolve when ownership changes.

If you are a Corporation you must write the number of shares authorized* and the number of shares outstanding/issued*: Please provide **whole numbers**. Percentages **will not** be accepted and your application will not be accepted.

*The difference between authorized and issued shares: At the time of incorporation, the Corporation documents show the total number of shares that the company can issue. These are called the “**Authorized**” shares. The Board of Directors is responsible for deciding if and when to give out the authorized shares. When shares are actually given to the shareholders, they become “**Issued/Outstanding**” shares.

Section I. Background Information:

Background information is necessary to process your base station application. Please complete this section. You must provide us with accurate information. If the information you provide is not accurate, it may delay the processing of your application.

Business Name: This is the name of your business as it was given on your base station application.

D/B/A (Doing Business As): If you are doing business by another name, write the other name your business is also known as in this part of this application. Leave the D/B/A section blank if you plan to do business under one name.

E-Mail: Each Luxury / Black Car base station is required to keep a working E-mail address on file with the TLC to get updates and important information. (Internet Affidavit Form must be completed). For more information, please read Section VI attachment on page 5 of this instruction guide.

Telephone #: Contact numbers for **all** individuals, officers, partners, principals or stockholders responsible for all inquiries related to this application.

EIN/SS#: Please provide either Social Security number or "EIN," Employer Identification Number, which is a nine digit number that the Internal Revenue Service (IRS) assigns to organizations. EIN's are used by employers, sole proprietors, corporations, and partnerships.

FCC License #: Federal Communications Commission (FCC) license number that gives permission to the applicant to use radio dispatch equipment, for communication between the base and licensed vehicles. For more information on FCC business radio licensing, please go to <http://wireless.fcc.gov/services/ind&bus/index.html>.

If you are not using a radio system with a FCC regulated frequency, please provide the type of communication system you will be using at your base station.

Section II. Luxury / Black Car Address:

Black Car Address is the proposed location of the Luxury / Black Car base.

Section III. Listing of All Officers, Partners, and Stockholders:

Please provide a **complete** list of all Officers, Partners and Stockholders associated with the business entity applying for a Luxury / Black Car base license. The following information is required for all individuals:

Name, home address, the amount of time living at this address, date of birth, Social Security number, title (which is the position held in the corporation i.e. president, secretary, etc.) and the number of shares owned by the individual.

Section IV. Financial Disclosure:

All individuals, partners, officers, principals, and stockholders must complete a Financial Disclosure Statement. In addition, the business entity must complete a Financial Disclosure Statement. A financial disclosure form is included in this application. You must provide type of bank account, account numbers, or credit card number with expiration date.

Section V. Operations Affidavit:

An officer representing the owner(s) must complete either the affidavit to operate a black car base on page 6 of this application OR the affidavit to operate a luxury limousine base on page 7 of the application, depending on the license you are applying for. The affidavit must be notarized.

Section VI. Questionnaire:

For the three (3) questions listed in this section please check (√) the box that correctly answers the questions for the individual(s) or firm whose name appears on the application.

If you answered “YES” to any of the three (3) questions you must provide a signed statement and proper documentation giving all necessary details as an addendum (attachment) to this application. The statement must include all names, dates, license numbers, certificate of disposition and any other related information to the incident being described.

False answers to any of the three (3) questions will be grounds for denial of your base license application.

Section VII. Criminal Court Affidavit:

All officers, shareholders, partners & individuals who have ten percent (10%) of the corporate share (or more) must fill out the criminal court affidavit on page 9 of the application.

Section VI. Attachments:

A. Statements and business records to disclose all individuals, partners, officers, principals, and stockholders.

Examples of acceptable records would include a Secretary’s Certificate identifying partners, officers, principals and stockholders. Entities are required to disclose their identity through statements and business records.

B. Two (2) types of Government identification (ID) for each person listed on the application.

One of the two types of ID must include a picture of the applicant, i.e., driver’s license, state identification card, passport, work authorization card, permanent resident card and US Military Identification.

Examples of a 2nd type of identification would include Certificate of Citizenship, Certificate of Naturalization, Welfare Card, a Medicaid Card, a NYS Food Stamp Card, professional license, US marriage document, a US divorce document, or a court-issued name change document, School ID Cards, health insurance card or a medical prescription card, ATM card or a debit card, or a valid credit card.

C. Lease or statement by a landlord to lease office space, and Certificate of Occupancy, or Letter of No Objection from the Department of Buildings.

The lease or statement by a landlord to lease office space and Certificate of Occupancy must be commercially zoned with appropriate use-group. If you submit a Letter of No Objection, the letter must state that the Department of Buildings does not object to the operation of a For-Hire Vehicle Base Station from the proposed location. *Bases located in New York City ONLY must fulfill this requirement.*

D. Proof of business status, i.e. partnership, sole proprietorship, or corporation.

All businesses must submit proof of filing for permission to use a corporate name. Partnerships must submit proof of filing with the County Clerk. Corporations must submit proof of filing with the Department of State.

E. Zone Rate Schedule Map or Rate of Fare book, whichever is appropriate.

Each base station is required to keep on file with the TLC, a list of current fare rates. The fares can be shown by using zones maps or can be written in a rate of fare book. The rate of fare book must show a list of possible destinations and the fares for each location. Rate of fare books should also include the base's rules on how they figure out rates that are not listed in the fare book. If at any time while the base is in business and the fares are changed, the base station must immediately submit to the TLC an updated rate of fare book or zone map.

F. A list of names, license numbers, and addresses of any other base station which are/have been operated by the applicant or its partners, officers, principals and stockholders.

Any prior TLC license information must be disclosed as part of this application. If you do not properly provide this information your base license application can be **denied**.

G. Vehicle registration and driver's licenses of the partners, officers, principals and stockholders.

Documents from the New York State Department of Motor Vehicles or equal documents from another state must be submitted as part of your application.

H. Proof of compliance with Rule 6-07(f) (ability to provide wheelchair-accessible service on demand).

As per rule 6-07(f), every Luxury / Black Car base is required to provide wheelchair-accessible service to persons with disabilities upon request, at an **equal price and quality level** as non-wheelchair-accessible transportation.

Ways to Comply:

- Your base may solely purchase an accessible vehicle, or may purchase one together with another base owner.
- Your base may contract with another TLC-licensed for-hire vehicle base station that provides wheelchair-accessible service upon request. A copy of the current contract must be provided to the TLC.
- Your base may contract with a TLC-licensed Paratransit base for provision of wheelchair-accessible service upon request. The Paratransit base must dispatch a TLC-licensed, unmarked Paratransit or livery vehicle to provide the service. The vehicle **may not** display signs that read "Ambulette," "Paratransit" or "Invalid Coach." A copy of the current contract must be provided.

Note: Vehicles to be used as **wheelchair-accessible** must be checked and approved by TLC.

For more information, and to view a list of accessible vehicle dealers, please visit our TLC Web site at www.nyc.gov/tlc.

If your corporation or business is currently “INACTIVE” you must contact the New York State Department of Taxation and Finance, Taxpayer Services, Corporate Dissolution Hotline at: (800) 327-9688 to become active.

I. Establishment of a Surety Bond of \$5,000 for the benefit of the City of New York.

Each base is required to maintain a Surety Bond of \$5,000. There is a form included with your application that can be used as proof of bond establishment.

J. Completed Internet Affidavit with working E-mail address for the proposed base station.

Each FHV base station is required to maintain a working E-mail address on file with TLC. Your base station, if approved will receive a password which can be used to access information related to your base online at the TLC’s Web site. For more information and for a copy of the Internet Affidavit form, please go to: http://www.nyc.gov/html/tlc/downloads/pdf/inet_app_affidavit.pdf

K. Payment.

Fee of \$1,500 for a three-year (3) base license. Money orders from the U.S. Postal Service, company check (*name and address must be pre-printed on checks*) payable to the NYC Taxi and Limousine Commission, or Visa, MasterCard, American Express and Discover Card is accepted.

New Applications ONLY:

Name Inquiry Request Form: Copy of approved Name Inquiry Form.

Filing an application does not grant operating authority: Operating a Luxury/Black Car base before the license application is approved is illegal and the applicant can be fined and face other penalties. Applicants found guilty of operating an unlicensed Luxury/Black car base can be disqualified from operating a base station for a period of three years.

Seventy-five dollar (\$75) money order: PER individual to be fingerprinted. *Money Orders Only*, Payable to: NYC Taxi & Limousine Commission

Copy of resumes & cover letters of all individuals, partners, officers, principals and stockholders: Must be submitted together with a cover letter demonstrating their ability to manage a base station.

Resumes: Should be up-to-date and should reflect all related work and educational experience. They should also include an applicant's current telephone number.

Cover letters: Must be submitted along with the resumes. A cover letter provides information not included in the resume and or highlights areas in the resume that are of the most significance to the applicants' future position within the base station.

Once you receive approval of your Luxury/Black Car base license application, you must submit vehicle applications to the TLC for all the vehicles you want affiliated with your base station.

Very Important!

You will be required to confirm the following:

- At least ten vehicles affiliated to your base.
- A working telephone number at the base station location.
- A number where the base owner can be reached on a twenty-four hour basis.
- Show proof of Membership in the New York Black Car Operators' Injury Compensation Fund Inc if the base owns LESS than fifty percent (50%) of the vehicles it dispatches or proof of Workers' Compensation Insurance if the base owns fifty percent (50%) or more of the vehicles it dispatches.

If you do not show proof of membership or Worker's Compensation, your base license application will be **denied.**