# LIVERY BASE STATION NEW APPLICATION AND CHECKLIST

Please visit [www.nyc.gov/tlcselfscheduling](http://www.nyc.gov/tlcselfscheduling) to schedule an appointment to submit your completed application, required documentation and fees via appointment. Please visit our website for more information at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc).

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Required</th>
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<tbody>
<tr>
<td><strong>Name Inquiry / Name Reservation Request</strong> – Copy of approved Name Inquiry Form.</td>
<td>❌</td>
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<tr>
<td><strong>Application to Operate a New Livery Base Station</strong> – Must be completely filled-out and signed.</td>
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<td><strong>Zero outstanding judgments to the TLC, NYS DMV Traffic Violations Bureau (TVB), Department of Finance (DOF) Parking Violations and DOF Red Light Bureau</strong> – If any outstanding judgement (i.e., unpaid tickets) are discovered, your application will not be processed.</td>
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<td><strong>Application fee of $1,500</strong> – 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: <a href="http://www.nyc.gov">NYC Taxi &amp; Limousine Commission</a>.</td>
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<td><strong>Seventy-five dollar ($75)</strong> – Money Order PER Individual required to be fingerprinted or Credit Card (Master Card, Visa, AMEX and Discover). Money Orders are made payable to: <a href="http://www.nyc.gov">NYC Taxi &amp; Limousine Commission</a>. 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.</td>
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<td><strong>Two forms of identification for each person being added</strong>. A valid government issued identification and a social security card. (Required for new owner, partner, officer, or stockholder of company).</td>
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<td><strong>Lease or statement by a landlord</strong> to lease office space with a start and expiration date. Lessor’s and Lessee’s printed name and signature. Contact information must be signed by both parties.</td>
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<td><strong>Letter of No Objection</strong> from the Department of Buildings for the Base Station location (stamped or dated no more than two years before the date of this application).</td>
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<td><strong>Copy of resumes of all individuals, partners, officers, principals and stockholders, together with a cover letter demonstrating their ability to manage a base station.</strong></td>
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<td><strong>Vehicle registration, driver licenses and current telephone numbers of the partners, officers, principals and stockholders.</strong></td>
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<tr>
<td><strong>Statements and business records to disclose all individuals, partners, managers, officers, principals, and stockholders.</strong> Please ensure that the # of shares per person is indicated. You may bring in a current affirmed meeting minutes.</td>
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<td><strong>Proof of business status.</strong> If a corporation, you must produce a Certificate of Incorporation and a filing receipt. If a partnership, you must produce a Partnership Certificate. If a sole proprietor, you must produce a Business Certificate.</td>
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<td><strong>Proof of “Active” Status with the N.Y. Department of State.</strong> You may verify your status via the NYS Department of State website at: <a href="http://https://www.dos.ny.gov/">https://www.dos.ny.gov/</a>. Please bring in a screen print-out.</td>
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<tr>
<td><strong>Proof of EIN / Social Security No.</strong> – If a corporation or partnership, you must submit an IRS issued 145-C letter. If a sole proprietor, you must submit proof of social security number.</td>
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<tr>
<td><strong>Dispatch App Disclosure</strong> - If you use an app (i.e. An iOS/Andriod app or web page) to dispatch, you will be required to disclose information on that app. (Please see disclosure page attached to the application forms.)</td>
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<tr>
<td><strong>Privacy and Security Policies</strong> (if collecting passenger identifying, geolocation, or credit card information)</td>
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**PLEASE TURN OVER FOR ADDITIONAL REQUIREMENTS**

1 of 2

Livery Base New Checklist 5.11.17
These requirements are required with submission of application, continued:

**Comprehensive Operating Plan (COP).** There is an additional hand-out which details what must be provided. Please adhere to the format on the hand-out. It is available on our website at: www.nyc.gov/tlc or you may visit our LIC office at: 31-00 47th Avenue 3rd Floor, Long Island City, NY 11101 to obtain more information.

**Affirmation -** Filled out and signed by one officer representing the owner(s).

**An Environmental Assessment Statement (EAS).** An EAS How-To Guide is available on our website at: www.nyc.gov/tlc or you may visit our LIC office at: 31-00 47th Avenue 3rd Floor, Long Island City, NY 11101 to obtain more information.

These requirements are required once the base application has been approved by City Council:

**Original Surety Bond of $5,000 for the benefit of the City of New York:** (Note – You MUST bring the original; a copy will not be accepted). If application (NEW) is considered for approval on or after July 1st, the bond is still required to reflect coverage for one year. The Bond on file must be current and maintained all ALL times.

**Proof of at least 10 vehicles affiliated with the base.** Upon approval, you must immediately have 10 licensed vehicles affiliated with your base.

**Proof of compliance with Rule §59B-17(c) (ability to provide wheelchair accessible service on demand).** Either a signed contract with provider -- including start and expiration date of contract -- or proof of ownership of vehicle that can provide accessible service must be provided.

**Copy of the most recent phone bill for your base station telephone number.** Please make sure the address on the phone bill is the same address as your base station.

**Certificate of Workers’ Compensation Insurance** – Bases are required to provide documentation reflecting Workers’ Compensation Insurance Coverage or exemption from providing this coverage.

These requirements are required once the base application has been approved by City Council:

**CM** ☐ **CB** ☐ **PD** ☐

**Zone Rate schedule map or Rate of Fare book, whichever is appropriate.** ☐

**Affirmation -** Filled out and signed by one officer representing the owner(s). ☐

Filing an application does not grant operating authority. Operating a base station before the license application is approved AND an actual base license is issued to the base is illegal and will subject the applicant to fines and other penalties. Applicants found guilty of operating an unlicensed base station will be subject to disqualification from operation of a base station for a period of three years.
APPLICATION TO OPERATE A NEW LIVERY BASE STATION

Please visit www.nyc.gov/tlcselfscheduling to schedule an appointment to submit your completed application, required documentation and fees via appointment. Please visit our website for more information at: www.nyc.gov/tlc.

License #: __________________________

Note: Please enter your current license #. If this application for NEW base please leave blank.

I. BACKGROUND INFORMATION ON BASE STATION

(All fields in this section must be filled-out completely for your application to be processed)

Business Name: _____________________________________________

D/B/A: _____________________________________________

Address: _____________________________________________

City: ___________________________ State: _______ Zip Code: _______

E-Mail: ___________________________ (required)

Website Address (required): _____________________________

Base Phone #: ___________________________ EIN #: ___________ or SSN#: ___________

Proof of EIN / Social Security No. – If a corporation or partnership, you must submit an IRS issued CP-575 Notice or a 145-C letter. If a sole proprietor, you must submit proof of social security number.

24-Hour Phone #: ___________________________

FCC Lic. #: ___________________________

Or indicate alternate method used to communicate with vehicles

Business Type (Please check one)

Sole Proprietorship ☐ Partnership ☐
Corporation ☐ LLC ☐

If a Corporation, please list # of shares Authorized: ___________ Please list # of shares Issued/ Outstanding: ___________

II. OFF-STREET PARKING INFORMATION (OSP) — The base must have half the number of spaces for every vehicle affiliated. (For example, if the base has 10 vehicles, you must have 5 spaces); maximum distance from Base Station to Off-Street Parking location is 1.5 miles. Please Note – The OSP must be in a location zoned for the operation of a parking facility. Please refer to the OSP requirements sheet for proper compliance.

LOCATION # 1

Address: _____________________________________________

________________________________________________________________________________________

# of Spaces: ___________________________ Mileage to Base: ___________________________

LOCATION # 2

Address: _____________________________________________

________________________________________________________________________________________

# of Spaces: ___________________________ Mileage to Base: ___________________________
### III. LISTING OF ALL OWNERS, OFFICERS, PARTNERS, MANAGERS AND STOCKHOLDERS – this page can be photocopied if needed for additional officers

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Have you ever:

A) been convicted of any crime anywhere?  
   YES  NO

B) had any type of license suspended or revoked?  
   YES  NO

C) had any TLC license with your name under any other individual, partners, corporations, officers, principle and/or stockholders?  
   YES  NO

If you answered “YES” to any of the preceding three questions you must provide a signed statement (below or on a separate document) and give pertinent documentation giving all relevant details as an addendum to this application.

---

Name (print): ____________________________________________
Signature: _________________________________________________

Today’s Date: ___________________________  Telephone #: __________________________

Title: ___________________________________________  # of Shares: __________________________

Base Name: ___________________________________________  Base #: __________________________

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PLEASE NOTE – ALL OFFICERS MUST FILL OUT THIS FORM.

Any individual that holds 10% or more of the shares OR a title as President, Vice President, Secretary, Treasurer or Member must completely fill-out this page. Please make additional copies of this page if necessary.

All questionnaires must be COMPLETED & SUBMITTED with your application.
V. WORKERS’ COMPENSATION LAW

You are required to maintain Workers’ Compensation Insurance Coverage. A Certificate must be submitted to the NYC Taxi and Limousine Commission.

You are required to submit with your Livery base renewal application a Workers’ Compensation Certificate of Insurance issued by the New York State Insurance Fund or a Certificate of Exemption issued by State of New York Workers’ Compensation Board.

You must submit the original Certificate. The certificate or exemption must be current, and it must be on the form issued by the State Insurance Fund or Workers’ Compensation Board. The Certificate MUST name the “NYC Taxi and limousine Commission” as the certificate holder. Finally, the name and address on the certificate MUST match EXACTLY with the name and address on your license application.

Please provide the following information with respect to your Workers’ Compensation insurance:

Name Of Insurer: 

Policy Number: 

Effective Dates: 

_______ _______ to _________ _______

month day year month day year

Name: 

Title: 

Signature: 

Date: 

_______ _______

month day year

VI. DISPATCH SERVICE PROVIDER

Will your base use a passenger-facing App to provide dispatches? ☐ Yes ☐ No ☐ Unknown

What type of App will the proposed base use? ☐ Proprietary ☐ DSP ☐ Both ☐ None

For proprietary Apps -- What is the name of the base's App? (List all Apps owned/operated by the base.)

For non-proprietary Apps fill in the Dispatch Service Provider Disclosure form at the end of this document.
VII. AFFIRMATION TO OPERATE A LIVERY BASE STATION

PLEASE NOTE – ONE (1) OFFICER/PARTNER/OWNER MUST FILL OUT THIS AFFIRMATION ON BEHALF OF THE OWNER(S)

This must be COMPLETED & SUBMITTED with your application.

1. I have submitted this affirmation at the request of the New York City Taxi & Limousine Commission (TLC).

2. I am currently an officer/partner/owner for __________________________ (Name of Base)

   and submit this affirmation in that capacity, (“This Base”) an entity that functions as a Livery Base Station as defined in Section 19-502(4) of the New York City Administrative Code.

3. There will be a minimum of ten (10) a Livery Base Station vehicles that are affiliated with this company and are either dispatched from or conveyed information by its facility.

4. I further certify that the vehicles affiliated with this base have personal injury insurance coverage in amounts no less than required by the rules of the TLC.

5. I recognize that the maintenance of the insurance coverage required by the rules of the TLC is a condition of this base's license and agree that the Base will maintain such coverage at all times.

6. I recognize that the TLC relies upon this affirmation in considering the company's application for a Livery Base Station and in such reliance is not applying licensing requirements applicable to other types of for-hire vehicle bases set forth in local law. I agree to promptly provide financial statements and other documents requested by the TLC.

"I hereby affirm, under penalty of law, that I have examined and reviewed the information in the submitted form(s) or application(s), including any supplemental form(s) and/ or document(s) and that these document(s) and or statement(s) do not contain any untrue statement(s) nor are they missing any material information and/ or fact(s). I also acknowledge and understand that any false statement(s) submitted is punishable under the law and may result in a denial of an application or the suspension or revocation of an existing license/permit."

Name (print): ________________________________________________________________

Signature: _________________________________________________________________

Today's Date: ______________________________

Title: ______________________________

Livery Base New Application 5.11.17
VIII. AFFIRMATION OF STATEMENTS OF APPROVAL FROM CITY COUNCIL MEMBER (CM), COMMUNITY BOARD (CB) AND LOCAL POLICE PRECINCTS (PD)

Please Note: Your application will not be accepted without this form, the Original letters of no objection from City Council Member (CM), Community Board (CB) and Local Police Precinct (PD) OR copies of the letters requesting the “Letter of No Objection” along with the original signed certified mail receipts for the three (3) entities.

I, __________________________________________________________________________ affirmed:

(print name)

That I am the (officer/owner of __________________________________________________________________________),

(Base Name)

Officer/Owner of __________________________________________________________________________.

(Base Number)

That I make this affirmation based upon personal knowledge of the facts therein stated.

That said I submitted letters to the local City Council Member, Community Board and Local Police Precinct for the address of my base station and included in the mailing copies of page 1 & 2 of the application form and a copy of my formal lease agreement or contract for the Off-Street Parking (OSP) to the addresses below:

At:

CM # _____:

(Street Address) (City) (Zip Code)

CB # _____:

(Street Address) (City) (Zip Code)

PD # _____:

(Street Address) (City) (Zip Code)

“I hereby affirm, under penalty of law, that I have examined and reviewed the information in the submitted form(s) or application(s), including any supplemental form(s) and/or document(s) and that these document(s) and or statement(s) do not contain any untrue statement(s) nor are they missing any material information and/or fact(s). I also acknowledge and understand that any false statement(s) submitted is punishable under the law and may result in a denial of an application or the suspension or revocation of an existing license/permit.”

_________________________________________  ______________________________  ______________
(Print Name) (Signature) (Date)
NAME INQUIRY OR NAME RESERVATION REQUEST

Before an application can be submitted for consideration of an entity name (New Application or Name Change Application), the name must be reviewed and approved by the Division of Applicant Licensing. Any names accepted by the TLC will be held on file for thirty (30) days from the dated stamped below.

Please email businessunit@tlc.nyc.gov for approval for Name Inquiry prior to scheduling an appointment. Please visit our website for more information at: www.nyc.gov/tlc.

Please list the proposed Trade Names by order of preference:
Names Accepted   Yes______ No______

Names Accepted   Yes______ No______

Names Accepted   Yes______ No______

Please list the proposed Doing Business As (d/b/a) Names by order of preference:
Names Accepted   Yes______ No______

Names Accepted   Yes______ No______

Names Accepted   Yes______ No______

Entity Type: Livery Base     Broker or Agent         Taxi Meter     Lux. Limo
Commuter Van     Paratransit Services     Black Car       LPEP          TPEP
EHAIL     DSP

Requested by:

If this request is for a currently licensed entity please indicate license #:

Email Address:

FOR OFFICE USE ONLY
Reviewed by: ______________________  Date: ______________________

Name Inquiry / Name Reservation 5.11.17
Please visit [www.nyc.gov/tcselfscheduling](http://www.nyc.gov/tcselfscheduling) to schedule an appointment to submit your completed application, required documentation and fees via appointment. Please visit our website for more information at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc).

Under Chapter 77 of the TLC rules, an app that contracts with licensed bases can only dispatch vehicles affiliated with those bases and must obey all TLC rules governing them, including but not limited to dispatching only to licensed drivers and vehicles, charging rates in compliance with the rates that each base it is dispatching through has on file with the TLC, and disclosing all pertinent base, vehicle, and driver license numbers to passengers in a conspicuous manner. Apps that do not have their own base license, but have contracts with licensed bases, in effect dispatch or refer jobs on behalf of those bases. Use of these apps must not result in violation of TLC rules by bases, vehicles, or drivers.

If a contract is already in use you must provide a list of all services contracted to the base. A copy of the operation agreement between the base and all services listed will need to be filed with the business unit at TLC.

Please list the Names and License numbers of all Contracted Dispatch Services:

<table>
<thead>
<tr>
<th>Dispatch Service Provider Name</th>
<th>Dispatch Service Provider License #</th>
<th>Effective date of Agreement</th>
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**NOTE:** This page may be photocopied if more space is needed for the information requested.