



LIVERY BASE STATION NEW 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 or contact our Call Center at 718-391-5501. Please ensure all of the following items are submitted together. If your application is not complete upon submission, it will not be accepted. If you need further clarification on the below items, please refer to the “Instructions for Filing an Application for a New Livery Base Station”.

Name Inquiry / Name Reservation Request – Copy of approved Name Inquiry Form.	<input type="checkbox"/>
Application to Operate a New Livery Base Station – Must be completely filled-out and signed.	<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"/>
Application fee of \$1,500 – 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 .	<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 . <u>Please note:</u> 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"/>
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 3 of the application form).	<input type="checkbox"/>
Lease or statement by a landlord to lease office space <u>with a start and expiration date</u> . Lessor’s and Lessee’s printed name and signature. Contact information must be signed by both parties.	<input type="checkbox"/>
Certificate of Occupancy, or Letter of No Objection from the Department of Buildings for the Base Station location (stamped or dated no more than two years before the date of this application).	<input type="checkbox"/>
Copy of resumes of all individuals, partners, officers, principals and stockholders, together with a cover letter demonstrating their ability to manage a base station.	<input type="checkbox"/>
Vehicle registration, driver licenses and current telephone numbers of the partners, officers, principals and stockholders.	<input type="checkbox"/>
Statements and business records to disclose all individuals, partners, managers, officers, principals, and stockholders. Please ensure that the # of shares per person is indicated. You may bring in a current affirmed meeting minutes.	<input type="checkbox"/>
Proof of business status. If a <u>corporation</u> , you must produce a Certificate of Incorporation and a filing receipt. If a <u>partnership</u> , you must produce a Partnership Certificate. If a <u>sole proprietor</u> , you must produce a Business Certificate.	<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 bring in a screen print-out.	<input type="checkbox"/>
Proof of EIN / Social Security No. – If a <u>corporation</u> or <u>partnership</u> , you must submit an IRS issued 145-C letter. If a <u>sole proprietor</u> , you must submit proof of social security number.	<input type="checkbox"/>
Dispatch App Disclosure - If you use an app (ie. 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.)	<input type="checkbox"/>
Privacy and Security Policies (if collecting passenger identifying, geolocation, or credit card information)	<input type="checkbox"/>

PLEASE TURN OVER FOR ADDITIONAL REQUIREMENTS

