

**ONE (1) YEAR PROBATIONARY DRIVER'S LICENSE RENEWAL
REQUIREMENTS CHECKLIST**



Please read the renewal requirements listed on this checklist carefully.
If your requirements are not complete by your expiration date, your renewal application will not be processed.

You can choose one of the two ways to make your renewal fee of \$168:

1. **By mail:** To the address listed on the renewal envelope with your renewal package.
Money Orders ONLY, payable to: NYC TLC. Renewal form must be completely filled-out, signed and date. Please **do not** send your renewal package via certified mail. The PO Box address will **not** accept certified mail.

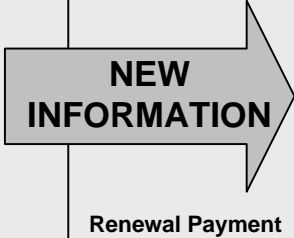
Or,

2. **Online:** You can make your payment online for your driver license renewal fee on our website at: <https://www.nyc.gov/lars/>. If you make your payment online, it does not mean that your license will be approved for renewal. You must still meet all license renewal requirements by the expiration date of your license for your license to be renewed. If you do not meet all license requirements by the expiration date of your license your application will be denied.

Important Notes:

You may submit your renewal any time after receiving your renewal form; however, to avoid a \$25.00 late fee, we **must** receive your renewal form at least (30) days before your license expires.

ABSOLUTELY NO renewal applications will be accepted after your expiration date.
(See **IMPORTANT INFORMATION FOR RENEWAL LICENSEES** mailed with your renewal package)



Renewal Payment		<input type="checkbox"/>
Drug Test	You MUST take and pass your drug test within the thirty (30) days before your expiration date. (SEE BACK OF PAGE 2 FOR ADDITIONAL REQUIREMENTS)	<input type="checkbox"/>
Defensive Driving Course (DDC)	DDC Must be current (no older than 3 years). (SEE BACK OF PAGE 2 FOR ADDITIONAL REQUIREMENTS)	<input type="checkbox"/>
Driver's license	Valid DMV chauffeur license, or its equivalent.	<input type="checkbox"/>
Abstract (State Driver Record)	If you have a license from outside of NYS, you must include an original certified "Abstract" from the state that issued your license.	<input type="checkbox"/>
No money owed	Zero outstanding judgments to the TLC, NYS DMV Traffic Violations Bureau, Department of Finance (DOF) Parking Violations and DOF Red Light Bureau.	<input type="checkbox"/>
A Clear TLC Record	No open TLC Suspensions or outstanding fines.	<input type="checkbox"/>

"Yellow" Taxicab Drivers ONLY - In addition to all the requirements listed above, must obtain a:

Continuing Education Course for "Yellow" Taxicab license holders--First time applicants are required to attend and pass a "one time" continuing education course by the first year of license renewal.
****Please read the enclosed reminder letter mailed with your renewal application package for additional information****

Stretch Limousine Drivers ONLY - In addition to all the requirements listed above

Drivers who operate a **Stretch Limousine** vehicle with NYS DOT carrier authority must have an ACTIVE 19A commercial status driver license (class A, B, or C). You may find out more about 19A status on the NYS DMV website at: <http://www.nydmv.state.ny.us/art19.htm>.

Details on Requirements

- **Original Abstract** (State Driver Record) - If you are licensed outside NYS, or have changed your license to another state in the last 2 years, you **MUST** mail an **original certified "Abstract,"** (stamped or sealed) with your renewal application. The "Abstract" can not be older than thirty (30) days from the renewal payment date.
- **Defensive Driving Course (DDC) requirement** - Your NYS DMV certified (6) hour DDC **MUST** be current on the date of your renewal (no older than 3 years). If you have recently completed a new DDC, you must mail the **original proof of completion** with your renewal application. A TLC member will review the document and then enter your new DDC in our system. Temporary completion receipts or certificates are accepted. Proof of completion must indicate type of course, date course was taken, hours of instruction, name (or license #) of instructor, and **must include** an official ink stamp or seal from instruction site. You can find all NYS DMV certified DDC providers on the DMV website at: <http://www.nydmv.state.ny.us/pirp.htm>. **Online courses are accepted with original certificate of completion only. Email receipts will not be accepted.**
- **Zero outstanding judgments to the TLC, NYS DMV Traffic Violations Bureau (TVB), Department of Finance (DOF) Parking Violations and DOF Red Light Bureau** - If any outstanding judgments (ie: unpaid tickets) are discovered, your application will not be processed. It is important you clear up all of your outstanding judgments before mailing your renewal application.
- **Open Suspensions or outstanding fines (TLC)** - It is important that you check the status of your TLC license before renewing. Please contact our Call Center at (212) 227-6324 to verify the status of your TLC license.

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Renewal Instructions

1. TLC Driver Licenses are renewed every two (2) years.
2. All Renewals **must be mailed** to the address provided in the enclosed pink envelope. **Do not bring or mail** this renewal application to our TLC offices.
3. Please **do not** send your renewal package via certified mail. The PO Box address **will not** accept certified mail.
4. If you **do not receive a renewal application** at least ninety (90) days before the date of your expiration date, you must contact our Call Center at (212) 227- 6324.
5. **Incomplete renewal applications** will not be processed. This includes the late fee, if required.
- 6 **All renewal fees are non refundable.**

Please Note: All license applications must be submitted to the TLC at least thirty (30) days **before** the expiration date to avoid a late fee of \$25. ABSOLUTELY NO renewal applications will be accepted after the expiration date. All requirements must be met by the expiration date of the license, which includes the late fee if applicable, or the application will be denied.

Probationary Drivers Review

As part of the renewal process, you must submit your renewal application and the items in the attached checklist. While we will be reviewing the renewal application and supporting documents that you submit to us, your record as a first year TLC Driver will be also be reviewed by our TLC staff during the renewal process. Based on the results of this review, TLC staff will determine if your license is qualified for renewal. If you fail background review you will not be renewed and will have to re-apply as a new driver.

We will be reviewing the following:

- Recent criminal history
- Conviction of DUI or DWI
- Refusing to submit to a breathalyzer
- Found guilty of leaving the scene of an accident
- Excessive points on Driver's license within the past year
- Convictions of 3 or more moving violations
- Convictions of 2 speeding violations
- Excessive points on TLC license
- Any Violations of TLC rules

Drug Test Information PLEASE READ CAREFULLY!

- "Yellow" Taxicab and For-Hire vehicle drivers MUST take and pass the drug test EVERY YEAR to keep the TLC driver's license valid.
- You MUST take and pass your drug test within the thirty (30) days before your expiration date.
- You will not be issued a license if you take the drug test earlier than thirty (30) days before your expiration date.

****Please read DRUG TEST REMINDER LETTER mailed with your renewal application package for additional information****

For Example:

**If your TLC Driver's license expires on 8/30/2008,
you MUST take your drug test between: 8/1/2008 and 8/30/2008**

****NEW INFORMATION****

NEW

You may submit your renewal any time after receiving your renewal form; however, **to avoid a \$25.00 late fee**, we **must** receive your renewal form and payment at least (30) days before your license expires.

ABSOLUTELY NO renewal applications will be accepted after your expiration date.

(See **IMPORTANT INFORMATION FOR RENEWAL LICENSEES** mailed with your renewal package)

Important Notes

- Your TLC driver's License **will not be renewed** if you do **not take & pass your drug test** before your expiration date.
- You are responsible for ensuring that you have no open suspensions or fines before renewing a TLC license. To check the status of your TLC driver's license, please contact our TLC Call Center at (212) 227- 6324.