

TRIP RECORD SUBMISSION

SFTP Opt-In Form

Bases are allowed to submit trip records either in an Excel spreadsheet or a comma-separated value (CSV) file. Please visit <http://www.nyc.gov/triprecords> to read about both methods.

Bases submitting CSV files must submit the files via SFTP. For access to the SFTP you must return the bottom half of this form to the TLC. The TLC will then mail you the SFTP address and your base's login credentials. Please visit <http://www.nyc.gov/triprecords> to read about the SFTP submission process.

If you choose to submit trip records in an Excel spreadsheet, **DO NOT RETURN THIS FORM.** You must use the website at <http://www.tlcrecords.com> to submit your trip records. Your username and password will be the same as the ones you use to make online appointments with TLC Licensing.

Please check the box below if you will submit records using the SFTP and return the bottom half of this form to: **33 Beaver Street, 22nd Floor, Attention: External Affairs Division, Trip Record Submission, New York, New York 10004.**

Name: _____

Base License #: _____

I will submit trip records using the SFTP.

Signature: _____