



TLC Licensing Online Self Scheduling Guide



As of 8/12/2016

Main Customer Page:

www.nyc.gov/tlcsselfscheduling



Home **Appointments** Transaction Types

Click here to return to the main NYC TLC webpage: www.nyc.gov/tlc

1. Select Location	2. Select Transaction Type	3. Select Date	4. Select Time
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Appointment Locator

Location

NYC TLC Long Island City: 31-00 ▾

Location Address

31-00 47th Avenue, 3rd floor
Long Island City, NY 11101

Select Transaction Type

Select Transaction Type ▾

Welcome to the NYC TLC online appointment system

Before requesting an appointment, please review the below information to help you select the correct transaction type.

To make your appointment, please use the drop down menus on the left.

- Select Location
- Select Transaction Type
- Choose the date and time of your appointment
- Enter the requested information
- Check your e-mail for your appointment confirmation. Note, it may take several minutes to receive the e-mail.

Street Hail Livery Permit Appointments (SHL)



Step 1: Select Location



Home **Appointments** Transaction Types

Click here to return to the main NYC TLC webpage: www.nyc.gov

1. Select Location

2. Select Transaction Type

Appointment Locator

Select location by name

- NYC TLC Long Island City: 31-00 47th Ave...
- NYC TLC Staten Island: 1139 Hylan Blvd, ...

Location Address

31-00 47th Avenue, 3rd floor
Long Island City, NY 11101

Select Transaction Type

Select Transaction Type ▼

Welcome to the NYC TLC online appointment

Before requesting an appointment, please review the below information.

To make your appointment, please use the drop down menus:

- Select Location
- Select Transaction Type
- Choose the date and time of your appointment
- Enter the requested information

Step 2: Select Transaction Type



Click here to return to the main NYC TLC webpage: www.nyc.gov/tlc

1. Select Location	2. Select Transaction Type	3. Select Date
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Appointment Locator

Location

NYC TLC Long Island City: 31-00 ▾

Location Address

31-00 47th Avenue, 3rd floor
Long Island City, NY 11101

Select Transaction Type

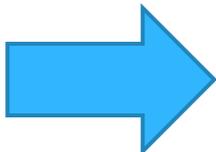
- Select Transaction Type
- SHL Permit Updates and Base Affiliations
- SHL Non-WAV New Permit Application
- SHL WAV New Permit Application
- Vehicle New Application (Not SHL)
- Vehicle New Application (with SHL Affiliation Only)
- Vehicle Transfer

Welcome to the NYC TLC online appointment system

Before requesting an appointment, please review the below information to

To make your appointment, please use the drop down menus on the left.

- Select Location
- Select Transaction Type
- Choose the date and time of your appointment
- Enter the requested information
- Check your e-mail for your appointment confirmation. Note, it may take



Step 3: Select Appointment Date

Location

NYC TLC Long Island City: 31-00 ▾

Location Address

31-00 47th Avenue, 3rd floor
Long Island City, NY 11101

Select Transaction Type

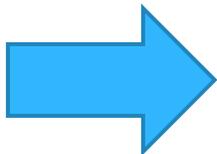
Vehicle New Application (Not SHL) ▾

These appointments are for new owners that wish to license their vehicles for hire. The requirements to file a New Vehicle Application can be found at http://www.nyc.gov/html/tlc/downloads/pdf/vehicle_new_transfer_application.pdf. New vehicle applications may also apply through the LARS system found at: <https://www1.nyc.gov/lars/>

Date

August 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
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September 2016						
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Welcome to the NYC TLC online appointment

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- Check your e-mail for your appointment confirmation. Note, it may

Street Hail Livery Permit Appointments (SHL)



Questions about SHLs? Read our frequently asked questions: [Street Hail Livery](#)

The requirements to file an SHL application or to update/Transfer an http://www.nyc.gov/html/tlc/downloads/pdf/shl_permit_app_checklist.pdf

SHL WAV New Permit Application: A Street Hail Livery (SHL) is used to file an application to purchase a New WAV SHL permit.

SHL Non-WAV New Permit Application: A Street Hail Livery to file an application to purchase a New Non-WAV SHL permit.



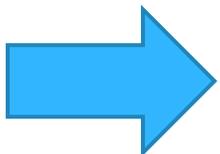
Step 4: Select Date and Time



Home **Appointments** Transaction Types

Click here to return to the main NYC TLC webpage: www.nyc.gov/tlc

1. Select Location	2. Select Transaction Type	3. Select Date	4. Select Time																																																													
Appointment Locator Location NYC TLC Long Island City: 31-00 ▾ Location Address 31-00 47th Avenue, 3rd floor Long Island City, NY 11101 Select Transaction Type Vehicle New Application (Not SHL) ▾ <p>These appointments are for new owners that wish to license their vehicles for hire. The requirements to file a New Vehicle Application can be found at http://www.nyc.gov/html/tlc/downloads/pdf/vehicle_new_transfer_application.pdf. New vehicle applications may also apply through the LARS system found at: https://www1.nyc.gov/lars/</p> Date <table border="1"><thead><tr><th colspan="7">August 2016</th></tr><tr><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th></tr></thead><tbody><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr></tbody></table>		August 2016							Sun	Mon	Tue	Wed	Thu	Fri	Sat		1	2	3	4	5	6	7	8	9	10	11	12	13	Select Appointment Time <table border="1"><tbody><tr><td>Monday, August 22, 2016</td><td>8:00am EST</td><td>Book it</td></tr><tr><td>Monday, August 22, 2016</td><td>9:00am EST</td><td>Book it</td></tr><tr><td>Monday, August 22, 2016</td><td>10:00am EST</td><td>Book it</td></tr><tr><td>Monday, August 22, 2016</td><td>11:00am EST</td><td>Book it</td></tr><tr><td>Monday, August 22, 2016</td><td>12:00pm EST</td><td>Book it</td></tr><tr><td>Monday, August 22, 2016</td><td>1:00pm EST</td><td>Book it</td></tr><tr><td>Monday, August 22, 2016</td><td>2:00pm EST</td><td>Book it</td></tr><tr><td colspan="3"><hr/></td></tr><tr><td>Tuesday, August 23, 2016</td><td>8:00am EST</td><td>Book it</td></tr><tr><td>Tuesday, August 23, 2016</td><td>9:00am EST</td><td>Book it</td></tr><tr><td>Tuesday, August 23, 2016</td><td>10:00am EST</td><td>Book it</td></tr></tbody></table>		Monday, August 22, 2016	8:00am EST	Book it	Monday, August 22, 2016	9:00am EST	Book it	Monday, August 22, 2016	10:00am EST	Book it	Monday, August 22, 2016	11:00am EST	Book it	Monday, August 22, 2016	12:00pm EST	Book it	Monday, August 22, 2016	1:00pm EST	Book it	Monday, August 22, 2016	2:00pm EST	Book it	<hr/>			Tuesday, August 23, 2016	8:00am EST	Book it	Tuesday, August 23, 2016	9:00am EST	Book it	Tuesday, August 23, 2016	10:00am EST	Book it
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Step 5: Enter Appointment Details

1. Select Location	2. Select Transaction Type	3. Select Date	4. Select Time
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Appointment Locator

Location

NYC TLC Long Island City: 31-00 ▾

Location Address

31-00 47th Avenue, 3rd floor
Long Island City, NY 11101

Select Transaction Type

Vehicle New Application (Not SHL) ▾

These appointments are for new owners that wish to license their vehicles for hire. The requirements to file a New Vehicle Application can be found at http://www.nyc.gov/html/tlc/downloads/pdf/vehicle_new_transfer_application.pdf. New vehicle applications may also apply through the LARS system found at: <https://www1.nyc.gov/lars/>

Date

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Selected Appointment

Location NYC TLC Long Island City: 31-00 47th Ave 3rd Floor, Long Island City, N.Y. 11101
Location Address 31-00 47th Avenue, 3rd floor
Long Island City, NY 11101
Transaction Type Vehicle New Application (Not SHL)
Date Monday, August 22, 2016
Start Time 8:00am

Please complete the following information.

New User

* Indicates required field

* Full Name or Company Name

This appointment is valid only for the licensee or applicant entered. All appointments are non-transferable.

* Telephone Number

* E-mail

Your appointment confirmation will be sent to this e-mail address

TLC License #

Current Licensees: Enter the TLC license number of the license that you are making an appointment for.

New Applicant: Please leave blank

VIN

For Vehicle Appointments Only: Enter the Vehicle Identification Number (VIN) of your vehicle.

Finalize Appointment



Sample Details Completed

Please complete the following information.

New User

* Indicates required field

* Full Name or Company Name

This appointment is valid only for the licensee or applicant entered. All appointments are non-transferable.

* Telephone Number

* E-mail

Your appointment confirmation will be sent to this e-mail address

TLC License #

Current Licensees: Enter the TLC license number of the license that you are making an appointment for.

New Applicant: Please leave blank

VIN

For Vehicle Appointments Only: Enter the Vehicle Identification Number (VIN) of your vehicle.

Finalize Appointment



Appointment Submission Confirmation

Select Location 2. Select Transaction Type 3. Select Date 4. Select Time

Locator

nd City: 31-00

3rd floor
11101

Type

ation (Not SHL)

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2016

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Selected Appointment

Location NYC TLC Long Island City: 31-00 47th Ave 3rd Floor, Long Island City, N.Y. 11101
Location Address 31-00 47th Avenue, 3rd floor
Long Island City, NY 11101
Transaction Type Vehicle New Application (Not SHL)
Date Monday, August 22, 2016
Start Time 8:00am



Your appointment has been confirmed!

Check your e-mail inbox for a confirmation of your appointment. Please note that it may take up to 10 minutes to appear in your e-mail account.

Your Confirmation e-mail will contain the following additional information:

- Instructions for your appointment
- A link to reschedule or cancel your appointment

Note: You must bring your appointment confirmation with you to your appointment.

Confirmation Number # XXXXXXXXXX

[Print Confirmation](#)

Appointment Activity



Print Preview (Instant Web Confirmation)

To print: [Click here](#) or select **File** and then **Print** from your browser's menu

[Close Window](#)

New York City Taxi and Limousine Commission
Appointment Confirmation
718-391-5501

Appointment Information

Location	NYC TLC Long Island City: 31-00 47th Ave 3rd Floor, Long Island City, N.Y. 11101
Transaction Type	Vehicle New Application (Not SHL)
Date	Monday, August 22, 2016
Time	8:00am EST
TLC License #	543210
Confirmation Number	██████████
Notes	None

Contact Information

John Smith
Telephone Number: (718) 391-5501



E-mail Confirmation: Print Preview

From: noreply=appointment-plus.com@mg.appointment-plus.com [mailto:noreply=appointment-plus.com@mg.appointment-plus.com] **On Behalf Of** New York City Taxi and Limousine Commission sent by AppointmentPlus
Sent: Friday, August 12, 2016 4:44 PM
To: XXXXXX
Subject: NYC TLC: Appointment Confirmation

Dear Jane Smith,

Your appointment with the NYC TLC has been confirmed. The appointment information is below:

Location: NYC TLC Long Island City: 31-00 47th Ave 3rd Floor, Long Island City, N.Y. 11101
Transaction Type: Vehicle Transfer
Date: Wednesday, August 17, 2016
Time: 11:00am EST
TLC License #: XXXXXXXXX
Confirmation Number: XXX



Confirmation # Required for Appointment

A Vehicle Transfer appointment is used to change a Vehicle, Base, or Plate on an existing FHV license.

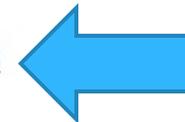
The requirements to file a transfer can be found at www.nyc.gov/html/tlc/downloads/pdf/veh_transfer_affil_app

We will send you a reminder prior to your appointment. You must bring all required documents on the date of your appointment. For information on requirements visit: www.nyc.gov/tlc

If you need to cancel or reschedule your appointment, you may do so by clicking the link below. Please note that you may not make any changes within 48 hours of your appointment.

Note: Fitness Review and Grant Intake appointments cannot be changed online. You must contact the unit using the e-mail above in order to reschedule.

https://booknow.appointment-plus.com/ams/appointment_actions?token=12345678941321658



Unique Appointment Link

Thank you,
NYC TLC



E-mail Confirmation: Reschedule Link



[Home](#) [Appointments](#) [Transaction Types](#)

Your Appointment Details

Location: NYC TLC Long Island City: 31-00 47th Ave 3rd Floor, Long Island City, N.Y. 11101
Transaction Type: Vehicle New Application (Not SHL)
Date: 8/23/2016
Time: 8:00am - 9:00am

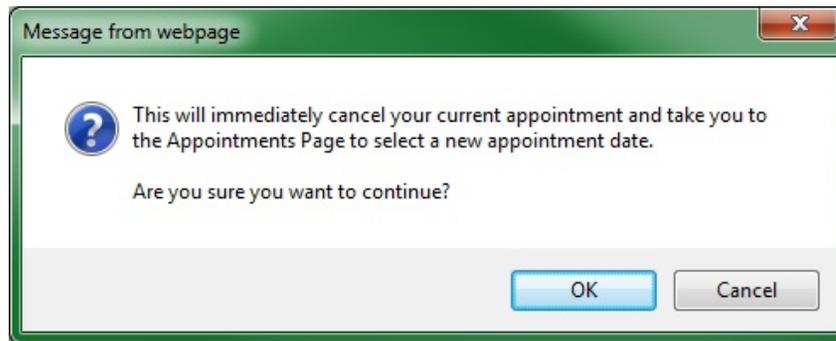
Appointment Actions

-  Appointment status: Scheduled
-  [Reschedule my appointment](#)
-  [Cancel my appointment](#)

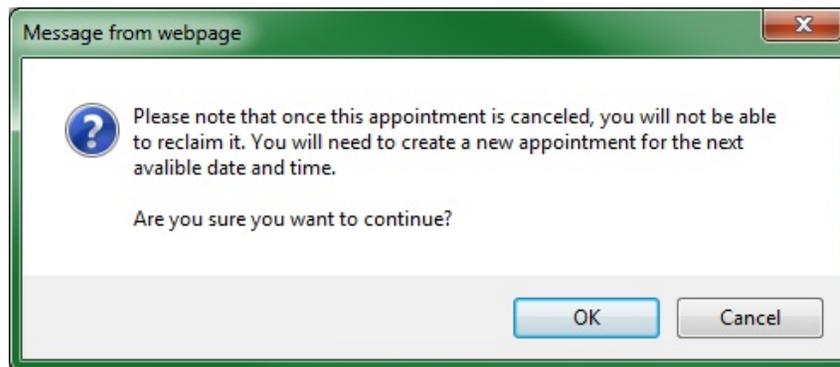


Reschedule Options

- ▶ Reschedule



- ▶ Cancel



- ▶ Note: For New Vehicle Applications submitted via LARS, reschedule requests for Part B must be sent by the Base at the following link:

- ▶ http://www.nyc.gov/html/tlc/html/industry/veh_fhv_appointment_request_form.shtml



Making Additional Appointments:

- ▶ If you need to make appointments for other licenses, you must click to the log out option at the top of the page after reaching the below confirmation page.
- ▶ Note: You are limited to one appointment per log-in session.



Home Appointments Transaction Types **Log Out**

Click here to return to the main NYC TLC webpage: www.nyc.gov/tlc

Appointment Locator

Location
NYC TLC Long Island City: 31-00 ↕

Location Address
31-00 47th Avenue, 3rd floor
Long Island City, NY 11101

Select Transaction Type
Vehicle Transfer

A Vehicle Transfer appointment is used to change a Vehicle, Base, or Plate on an existing FHV license. The requirements to file a transfer can be found at www.nyc.gov/html/tlc/downloads/pdf/veh_transfer_affil_app

Selected Appointment

Location	NYC TLC Long Island City: 31-00 47th Ave 3rd Floor, Long Island City, N.Y. 11101
Location Address	31-00 47th Avenue, 3rd floor Long Island City, NY 11101
Transaction Type	Vehicle Transfer
Date	Wednesday, August 17, 2016
Start Time	10:00am

Your appointment has been confirmed!