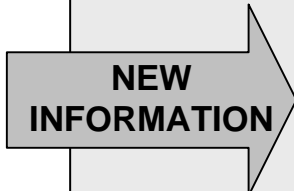


**TWO YEAR (2) DRIVER'S LICENSE RENEWAL  
REQUIREMENTS CHECKLIST**



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.



<b>NEW INFORMATION</b>	<p><b>You can choose one of the two ways to make your renewal fee of \$168:</b></p> <p>1. <b>By mail:</b> To the address listed on the renewal envelope with your renewal package. <b>Money Orders ONLY</b>, payable to: NYC TLC. Renewal form must be completely filled-out, signed and date. Please <b>do not</b> send your renewal package via certified mail. The PO Box address <b>will not</b> accept certified mail.</p> <p style="text-align: center;"><b>Or,</b></p> <p>2. <b>Online:</b> You can make your payment online for your driver license renewal fee on our website at: <a href="https://www.nyc.gov/lars/">https://www.nyc.gov/lars/</a>. 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.</p> <p style="text-align: center;"><b>Important Notes:</b></p> <p>You may submit your renewal any time after receiving your renewal form; however, <b>to avoid a \$25.00 late fee</b>, we <b>must</b> receive your renewal form at least (30) days before your license expires.</p> <p style="text-align: center;"><b>ABSOLUTELY NO renewal applications will be accepted after your expiration date.</b> (See <b>IMPORTANT INFORMATION FOR RENEWAL LICENSEES mailed with your renewal package</b>)</p>	<input type="checkbox"/>
<b>Renewal Payment</b>		
<b>Driver's license</b>	Valid DMV chauffeur license, or its equivalent.	<input type="checkbox"/>
<b>Abstract</b> (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"/>
<b>No money owed</b>	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"/>
<b>A Clear TLC Record</b>	No open TLC Suspensions or outstanding fines.	<input type="checkbox"/>
<b>"Yellow" Taxicab &amp; For-Hire Drivers ONLY - in addition to all renewal requirements listed above</b>		
<b>Drug Test</b>	You <b>MUST</b> 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"/>
<b>Defensive Driving Course (DDC)</b>	DDC Must be current (no older than 3 years). (SEE BACK OF PAGE 2 FOR ADDITIONAL REQUIREMENTS)	<input type="checkbox"/>
<b>Stretch Limousine, Commuter Van &amp; Para Transit Drivers ONLY - in addition to all renewal requirements listed above</b>		
<b>Active 19-A Status</b>	Drivers who operate a <b>Stretch Limousine, Commuter Van and/or Para Transit</b> 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: <a href="http://www.nydmv.state.ny.us/art19.htm">http://www.nydmv.state.ny.us/art19.htm</a> .	<input type="checkbox"/>

**Renewal Instructions**

- TLC Driver Licenses are renewed every two (2) years.
- 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.
- Please **do not** send your renewal package via certified mail. The PO Box address **will not** accept certified mail.
- 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.
- Incomplete renewal applications** will not be processed. This includes the late fee, if required.
- 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.



### 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.

### "YELLOW" TAXICAB & FOR-HIRE VEHICLE DRIVERS ONLY

In addition to all the requirements listed, Renewal "Yellow" Taxicab & FHV Drivers must fulfill the requirement below:

### **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 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.
- To make an appointment for your drug test, contact LabCorp at 1 (800) 923-2624. Please read the **DRUG TEST REMINDER LETTER** that is 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**

#### **NOT ABLE to take the Drug Test in the 30 day period? YOU MAY ADVANCE YOUR EXPIRATION DATE!**

- You may request a **change to your current expiration date to an earlier expiration date** at our Long Island City Facility if you are **not able** to take your drug test on time. Please visit our Web site at [www.nyc.gov/tlc](http://www.nyc.gov/tlc) to obtain a TLC Driver's License Expiration Date Advancement Request Form.

**Note 1:** Expiration dates may only be advanced during the 2nd year of your license.

**Note 2:** Requests to advance your expiration date must be done in person.

### **\*\*NEW INFORMATION\*\***

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.

**NEW**

**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 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 Call Center at 212 227-6324.