



# DROP-OFF APPLICATION

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Please visit our website for more information at: [nyc.gov/tlc](http://nyc.gov/tlc), this form is ACCEPTED ONLY AT THE LONG ISLAND CITY OFFICE located at 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101, if you have questions you may contact our Call Center at 718-391-5501.

DROP OFF 9:00AM – 11:00AM & PICK-UP 2:00 PM – 4:00PM  
THERE IS NO SAME DAY PICK-UP SERVICE ALLOWED.

NEW APPLICATION FEE:	\$550.00 AND \$75.00 INSPECTION FEE (WHERE APPLICABLE)
PLATE TRANSFER FOR EXISTING TLC LICENSED VEHICLE:	\$ 25.00
BASE TRANSFER FOR EXISTING TLC LICENSED VEHICLE:	\$ 25.00
VEHICLE TRANSFER FEE FOR EXISTING LICENSED VEHICLE:	\$ 25.00 (PLUS \$75 IF VEHICLE IS OVER 500 MILES)

**FEES: Fees are non-refundable. No International Money Orders will be accepted. Money orders or certified checks ONLY, made payable to NYC TLC**

**INSTRUCTIONS:** Fill out this original form, and submit with all of the required documents. You must submit clear photocopies of ALL required documents in order for your application to be processed. Please refer to the "TLC Vehicle Application Requirements and Check List" for a complete listing of the required documents. **Your application will be rejected if it is missing required documents or has not been completely and properly filled out.** Please review your package prior to submitting for the drop off service.

- SHL permit transactions will be NOT be accepted via the Drop-off service.
- You will NOT be able to pick up your completed work before the designated date on this form indicated below in the pick-up date/completion date area.

DROP OFF DATE: \_\_\_\_\_

TRANSACTION TYPE:  NEW APPLICATION  PLATE TRANSFER  BASE TRANSFER  VEHICLE TRANSFER

NAME OF AUTHORIZED REPRESENTATIVE OF VEHICLE OWNER: \_\_\_\_\_

DAYTIME CONTACT TELEPHONE #: \_\_\_\_\_

TOTAL DROP OFFS SUBMITTED: \_\_\_\_\_ TOTAL AMOUNT OF FEES SUBMITTED: \$ \_\_\_\_\_

SIGN WHEN PICKING UP: \_\_\_\_\_

LIST LAST 6 OF VIN # OR PLATE #

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TLC USE ONLY (Do not write below this line.)

Your application(s) will be ready by: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (PICK UP DATE)

Received by: \_\_\_\_\_

WHITE FORM-TLC COPY

PINK FORM-TLC COPY

YELLOW FORM-APPLICANT COPY