

## Inspections at the TLC Woodside Facility

### What to expect at your TLC inspection

#### YOU MUST BE ON TIME

The date and time of your inspection appointment is on the confirmation form – please ensure the vehicle scheduled is there ON TIME. If you do not show up on time, you will not be allowed to get your vehicle inspected and it will count as one (1) missed inspection.

#### INSPECTIONS

Listed below are *some* of the items the vehicle will be reviewed for:

Properly affixed Registration Stickers and License Plates	Air Bag Warning Light & ABS Warning Light stays off
Trouble Light in proper working order (if required)	No broken/loose/missing Mirrors or Door Components
Camera System in proper working order (if required)	Required Interior Decals/Notices
Interior Dome Light(s) in proper working order	No Unauthorized Advertisements
Properly installed partition (if required)	No Unauthorized Exterior Decals & Markings
Heating/AC System works properly	Headlight is working and not loose
Required Exterior Markings are within TLC specifications	Seat belts clearly visible, accessible and in good working order.
Window tints on the vehicle are within the NYS DMV specifications	A protective holder mounted behind the driver's seat (if required)
No leaking fluids- coolant, engine oil, etc.	Exterior free of torn/sharp/loose body parts



**\*\*INTERIOR & EXTERIOR FOR HIRE VEHICLE MARKINGS\*\***

#### Operating a For-Hire Vehicle? Not sure what documents should be displayed inside your vehicle?

Your TLC driver's license • Your TLC vehicle license • The Livery Passenger's Bill of Rights (Livery only)

#### Base markings on the outside of your vehicle: (Livery only)

You must have the base name, the base license number, and the base telephone number on the outside of your vehicle. **The TLC has set specific requirements on where this information should be displayed.**

Please see our Web site for more information at [www.nyc.gov/tlc](http://www.nyc.gov/tlc), or you may contact our Call Center at 212.227.6324.

Missed your Inspection? Contact your base so they can email the TLC to request another inspection date.



Licensing and Standards Division  
32-02 Queens Boulevard  
Long Island City, NY 11101-2324

+1 212 227 6324 tel, [www.nyc.gov/tlc](http://www.nyc.gov/tlc)

## Vehicle Application and Inspection

### Quick Reference Guide for Vehicle Owners

This guide will help you understand the **NEW CHANGES** to the process for Vehicle Applications and Inspections.

Please review the steps carefully so there is no delay in processing your vehicle application. Also, see the checklist and instructions available on our Web site at [www.nyc.gov/tlc](http://www.nyc.gov/tlc).

- PLEASE NOTE -

**VEHICLE APPOINTMENT REQUESTS (with two exceptions\*) MUST BE MADE ON OUR WEB SITE.** Appointments can only be made by the affiliated or affiliating base.

- We try to process email/fax appointment confirmations within three (3) business days of when they are received.
- Some inspection appointments will be issued on the same day the application is accepted so please pay close attention to the instructions in this guide – especially those for your application type.

*Application Appointment – Licensing appointment to submit a vehicle application at our Long Island City facility.*

*Inspection Appointment – Appointment for an inspection at our Woodside facility.*

- To see the schedule of application appointments, please go to [http://nyc.gov/html/tlc/html/licenses/schedule\\_veh\\_appt.shtml](http://nyc.gov/html/tlc/html/licenses/schedule_veh_appt.shtml)
- To see the schedule of inspection appointments, please go to [https://www.nyc.gov/html/tlc/html/dmv\\_app\\_req\\_form.html](https://www.nyc.gov/html/tlc/html/dmv_app_req_form.html).
- You will be turned away if you do not bring your application or inspection appointment confirmation form to your appointment.

**Don't forget! – You MUST bring copies of ALL required supporting documents/paperwork and required payment (Money Orders or Credit Card) with you to your Vehicle Appointment. Please see the "TLC Vehicle Application Requirements and Checklist" for more details."**

#### \*Exceptions:

1. Inspections for License Renewal will be scheduled directly by the TLC, after we receive and process your payment and renewal application. You and your affiliated base on record will be notified by mail of any missing requirements.
2. Limited application appointments are available at our Staten Island location. Appointments must be made by phone - 718.815.3734. No inspections are conducted in Staten Island.

## NEW APPLICATIONS and PLATE TRANSFERS

- FOR VEHICLES with TC PLATES

### How do I submit an application for one of the application types above?

- Your base** must request an appointment for you. This is done on our Web site at [www.nyc.gov/tlcappointment](http://www.nyc.gov/tlcappointment). The **base** MUST indicate what application type is being requested.
- The appointment confirmation form will be e-mailed or faxed to your base. They are responsible for providing you with the appointment form – you MUST have this to be accepted for your appointment – You should check with your base every day until you have the form.
- New Information:** You must be on time for your assigned appointment at our **Long Island City Facility** with your application, supporting documents and fees.
- If your application is accepted, you will be issued a plate letter.

### What do I need to do after I submit my application to the TLC?

- Go to the New York State (NYS) DMV with your “Plate Letter” and get your TC license plates. Your “Plate Letter” is only valid for 10 days from the date of your application -- **so go soon!**
- As soon as you get your TC license plates – **TELL YOUR BASE!** Call or visit **your base** and tell them you are ready for them to request an inspection appointment for your vehicle.
- Your base must request your inspection appointment! They will contact the TLC directly.

**You will receive an appointment for an inspection. See chart below:**

APPLICATION TYPE	INSPECTION
New FHV with <u>500 or more miles*</u>	Inspection fee of \$75 is required together with the New application fee.
New FHV with less than 500 miles	No Inspection fee is required.
New Commuter Van <u>OR</u> Paratransit	No Inspection fee is required.
Plate Transfer – TC Plates	No Inspection fee is required.

*\*Mileage will be verified during inspection.*

- After your base requests your appointment with us, we will schedule you for an inspection. We will send the appointment confirmation form via email or fax to **your base**. Check with them every day. If your base has not received an appointment within three (3) days, they should contact TLC at [718.391.5635](tel:718.391.5635).
- Your base **MUST** give you the confirmation form. Your appointment date and time are on the form. **Talk to your base often!** We try to schedule you quickly if there are no problems. Make sure you find out about your appointment so you don't have to reschedule or be marked for a missed inspection.
- Bring your inspection confirmation form to your appointment at our Woodside Facility. You will not be allowed in without it!
- You have 4 tries in 60 days to PASS your inspection! You lose 1 try every time you do not show up for a scheduled appointment! The 60 days begin on your 1<sup>st</sup> scheduled inspection appointment date.

**Please Note:** The vehicle is not licensed by the TLC until it has passed its inspection and issued decals at our Woodside facility.

Transfer applications will **NO LONGER** be accepted at the Woodside facility. The base must request an appointment for you to come to our Long Island City Facility, located at 32-02 Queens Blvd., 2<sup>nd</sup> floor, to submit a transfer application.

## NEW APPLICATIONS

- FOR VEHICLES with NON-TC PLATES (Eg: OL, WC, NC) -

## VEHICLE and BASE TRANSFERS

- All Plate Types -

## PLATE TRANSFERS

- FOR VEHICLES with NON-TC PLATES (Eg: OL, WC, NC) -

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- The application appointment confirmation form will be e-mailed or faxed to your base. They are responsible for providing you with the appointment form – you MUST have this to be accepted at your appointment - You should check with your base every day until you have the form. If your base has not received an appointment within three (3) days, they should contact TLC at [718.391.5635](tel:718.391.5635).
- New Information:** You must be on time for your assigned appointment at our **Long Island City Facility** with your application, supporting documents and fees.
- If your application is accepted, an inspection appointment will be made for the vehicle. A copy of the inspection confirmation form will also be forwarded to the base.
- Bring your inspection confirmation form to your appointment at our Woodside facility. You will not be allowed in without it!

Transfer applications will **NO LONGER** be accepted at the Woodside facility. The base must request an appointment for you to come to our Long Island City Facility, located at 32-02 Queens Blvd., 2<sup>nd</sup> floor, to submit a transfer application.

**You will receive an appointment for an inspection. See chart below:**

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New FHV with <u>500 or more miles*</u>	Inspection fee of \$75 is required together with the New application fee.
New Commuter Van <u>OR</u> Paratransit <u>OR</u> a New FHV with LESS than 500 miles	No Inspection fee is required.
Vehicle Transfer (VT) FHV with <u>500 or more miles*</u>	Inspection fee of \$75 must be paid together with the transfer fee.
VEHICLE TRANSFER (VT) Commuter Van <u>OR</u> Paratransit <u>OR</u> a VT FHV with LESS than 500 miles	No Inspection fee is required.
All Plate Transfers - FOR VEHICLES with NON-TC PLATES (Ex: OL, WC, NC)	No Inspection fee is required.

*\*Mileage will be verified during inspection*

**Please Note:** The vehicle is not licensed by the TLC until it has passed its inspection and issued decals at our Woodside facility.