

TLC VEHICLE RENEWAL INFORMATION

- All renewal requirements MUST be mailed to the address listed on the renewal envelope.
- MAIL YOUR RENEWAL EARLY TO AVOID DELAYS** and please be sure to sign your renewal card.
- Operating your vehicle with an expired Decal/Permit is illegal and will subject the vehicle owner to fines and penalties.
- Renewals submitted with missing requirements, will be returned to the applicant without being processed. This will cause a delay in processing the renewal.
- Your vehicle MUST be affiliated with a TLC licensed Base / Authority.
- To avoid a late fee of \$25, **ALL** renewals **MUST** be received at least thirty (30) days before your expiration date. If a late fee payment is required and not submitted, your license will NOT be renewed.
- ABSOLUTELY NO** renewal applications will be accepted after your expiration date.

PLEASE CAREFULLY REVIEW NEW INFORMATION BELOW.

REQUIRED DOCUMENTS

You must provide CLEAR copies of all required documents:

YES NO

☆ New Information

☆ New Information

☆ New Information

FHV	Paratransit	Commuter Van
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

To avoid a late fee of \$25, **ALL** renewals **MUST** be received at least thirty (30) days before your expiration date. **ABSOLUTELY NO** renewal applications will be accepted after your expiration date.

Completed Renewal Form. ***Renewals accepted by mail only.***

No outstanding fees/fines with the TLC, DOF Parking violations, DOF Red light Bureau or NYS DMV Traffic Violations.

Current for-hire insurance certificate (FH-1). Insurance must be issued in the applicant's name.

Current Insurance Declaration page directly from your insurance company showing levels of insurance coverage. **Insurance policy must be current.**

Current DMV registration with seating capacity for vehicles registered **out of state** only. NOTE: NYS registered vehicles are exempt and do not need to provide registration.

In addition to all requirements listed above, Commuter Van and Paratransit Vehicle Renewals must have a N.Y.S. Department of Transportation Inspection form (MC300) showing vehicle has been inspected. The front and back page of the document is required. Defect report must be provided if vehicle inspection report indicates denied. (The inspection report is valid for one (1) year, and it must be current at time of application).

Stretch Limousine, Commuter Van and/or Para Transit that are required to have NYS DOT carrier authority, can only be operated by drivers that have an ACTIVE 19A Status.

All FHV's with an expiration date of **February 1, 2010 and after** must PASS an Inspection at our Woodside Inspection Facility to renew their vehicle license. ***Please see Inspection fee below.***

INSPECTION FEE*: At the time of your renewal, you must pay a seventy five Dollar (\$75) Inspection fee together with your \$550 renewal fee. Seventy-Five (\$75) required if vehicle has 500 miles or more.

RENEWAL FEE*: Five Hundred and Fifty dollars (\$550). Late renewals will be charged a late fee of Twenty Five dollars (\$25). If a late fee payment is required and is not submitted, your license will NOT be renewed.

* FEES can be paid by Money orders or certified checks **ONLY**, payable to: **NYC Taxi & Limousine Commission.**

ALL FEES ARE NON-REFUNDABLE.

Please see important information in back 



*****All Vehicles Must Be Inspected at the TLC's Inspection Facility for their License to be Renewed!***
Please Read the below Carefully. It has important information you need to know.**

IMPORTANT FOR ALL VEHICLE OWNERS: Renew **EARLY** so you can be scheduled for an inspection appointment before your license expires! *Remember, your renewal application must be **COMPLETE** before you can be processed and scheduled for an inspection appointment.

1. If your vehicle renewal application is received and accepted on or before your license expiration date, a TLC staff member will schedule your vehicle for an **inspection appointment** at our Woodside facility. If your renewal application is incomplete, you will receive a letter from the TLC telling you what is missing. You will not be scheduled for an inspection appointment until **ALL** requirements are received. Your application must be completed **BEFORE** your expiration date or it will be denied.

When your application is complete, you will receive an appointment for an inspection. See chart below:

FHV with 500 or more miles	Inspection Fee of Seventy – five (\$75) is required.
Commuter Van OR Paratransit OR FHV with less than 500 miles	No inspection fee is required.

**If the FHV is model year 1995 or older, you will be scheduled for an Inspection. However, on the day of your inspection you will be required to show proof of a Passed DMV inspection (which you can obtain at any local licensed NYS DMV inspection facility).*

2. A TLC staff member will fax/email an appointment confirmation form to your vehicle's affiliated base. The base is responsible for giving you this important piece of paper. You can also check to see if your appointment has been scheduled by checking our appointment lists on the Web site. Don't forget – even if you see that you are scheduled, you still need your appointment confirmation – **YOU NEED TO GET THIS FROM YOUR BASE!**
3. ***NEW INFORMATION:** Your vehicle (or its replacement) must **PASS** inspection within **60 days** of the first scheduled inspection. During these 60 days, the vehicle has up to 4 tries to pass inspection. If your vehicle does not pass, your license will not be renewed.
4. On the day of your inspection appointment, drive your vehicle to our Woodside facility located at: 24-55 BQE West, Woodside, NY 13771. **BE ON TIME & BRING THE APPOINTMENT CONFIRMATION FORM.**
You will not be admitted without it.
5. **When you PASS** your inspection, TLC Officers will place the appropriate decals on your vehicle. You will receive your renewal vehicle license in the mail within the next ten (10) days.

NOTE: To reschedule your 1st appointment, you or your base must send an EMAIL request to: renewaldmv@tlc.nyc.gov.
The request must be made at least 2 business days **BEFORE** your 1st scheduled appointment. **You cannot choose the date/time.**

SUBMITTING A TRANSFER APPLICATION WITH YOUR VEHICLE RENEWAL

If you want to submit a Transfer Application together with your Vehicle Renewal, you can submit it either by:

1. Mailing your completed Transfer Application with your Vehicle Renewal to the address listed on the envelope included in your renewal package
- Or**
2. **HAVE YOUR BASE** request an appointment on our Web Site at www.nyc.gov/tlcappointment to submit your completed Transfer Application at our Licensing Facility, located at: 32-02 Queens Blvd, Long Island City, NY, 11101, 2nd floor.
Tell us when you arrive that you also want to process your renewal.

If your Vehicle Renewal and Transfer Applications are received and accepted on or before your license expiration date, a TLC staff member will schedule your vehicle for an **inspection appointment** at our Woodside facility. If your Vehicle Renewal or Transfer Application is incomplete, you will be informed by the TLC telling you what is missing. You will not be scheduled for an inspection appointment until **ALL** requirements are received. Your appointment must be completed **BEFORE** your expiration date or your it will be denied.

If you want to submit a Transfer Application and you have already received a date and time for your Vehicle Renewal Inspection at our Woodside Facility:

1. Your Base must request an appointment on our Web Site at www.nyc.gov/tlcappointment to submit a completed Transfer Application at our Licensing Facility.
2. When you arrive for your appointment at our Licensing Facility, **please let the TLC staff member know that you have already received an Inspection Date and Time in the mail** so that we may properly re-schedule your inspection appointment date. If your Transfer Application is complete, a TLC staff member will schedule your vehicle for an **Inspection Appointment** at our Woodside facility and issue to you an updated Appointment Confirmation Form.

Please note: The date and time of your initial inspection appointment will change when you submit your transfer application.

Transfer Applications will NOT be accepted or processed at the Woodside Facility.