

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) -

1. The base must request an appointment for a vehicle owner. This is done on our Web site at www.nyc.gov/tlcappointment. The **base** must tell us what type of appointment the vehicle needs. (For example - base, vehicle, plate transfer or multiple transfers.)
2. The application appointment confirmation form will be e-mailed or faxed to the **base** (You choose to receive it by email or fax.) **You must give the vehicle owner the appointment confirmation form.** The **base** is responsible for contacting the vehicle owner to give them the appointment form **** The vehicle owner must have this form to be accepted at the appointment.**
3. **New Information:** The vehicle owner goes to their assigned appointment at our **Long Island City Facility** with their application, supporting documents and fees.
4. If the application is accepted, an inspection appointment will be made for the vehicle and will be issued a copy of the appointment. The confirmation will also be forwarded to the base.
5. The vehicle cannot be dispatched until it is inspected and receives decals.

Transfer applications will **NOT** be accepted at the Woodside facility. The base must request an appointment for the vehicle owner to come to our Long Island City Facility, located at 32-02 Queens Blvd., 2nd floor, to submit a transfer application.

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

| Application Type | Inspection |
|--|---|
| NEW FHV with 500 or more miles* | Inspection fee of \$75 is required together with the New application fee. |
| NEW Commuter Van OR a NEW Paratransit Vehicle OR a NEW FHV with LESS than 500 miles | No Inspection fee is required. |
| VEHICLE TRANSFER (VT) FHV with 500 or more miles* | Inspection fee of \$75 must be paid together with the transfer fee. |
| VEHICLE TRANSFER (VT) Commuter Van OR a VT Paratransit Vehicle OR a VT FHV with LESS than 500 miles | No Inspection fee is required. |
| All PLATE Transfers | No Inspection fee is required. |



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THE BASE STATION'S QUICK REFERENCE GUIDE TO VEHICLE APPLICATION PROCESSING

The Base plays an important role in making sure Vehicle Applications are successfully processed!

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

We have bolded the word **base** where the **base** plays a role in the process.

Please review the steps carefully so that your vehicle applications are processed quickly. Also, see the checklists and instructions available on our Web site at www.nyc.gov/tlc.

- IMPORTANT -

- We try to process email/fax appointment confirmations within three (3) business days of when they are received by the TLC.
- **Vehicle Owners** - Inspection appointment confirmations will be given to vehicle owners on the same day the application is accepted for the following transaction(s):
 - New Applications (For Cars with Non-TC Plates (Eg: OL, WC, NC)
 - Vehicle AND Base Transfers (All Plates types)
 - Plate Transfers (for cars with Non-TC Plates (Eg: OL, WC, NC)

****Please read page 4 of this guide for more detailed information****
- **Base Owners**- Application & Inspection appointment confirmations will be sent to the Base via e-mail/fax for the following transaction(s):
 - Renewals, New Applications & Plate Transfers (For cars with TC Plates)

***The Base MUST give the appointment confirmations to the Vehicle Owner.**

****Please read page 3 of this guide for more detailed information****

If you submit an application that is incorrect or not complete, it will not be processed so don't forget to review the instructions in this guide when completing an application!

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
- To see the schedule of **inspection** appointments, please go to https://www.nyc.gov/html/tlc/html/dmv_app_req_form.html.
- The vehicle owner **must** bring the TLC confirmation form issued for the appointment or they will be turned away.

INSPECTIONS

- If a re-inspection is required, the vehicle owner has to pay for it.
- The vehicle (or its replacement) has up to 4 tries to **pass** an inspection from the first inspection date. A try is a pass, fail or missed appointment.
- If a vehicle misses its inspection appointment, it will count as one (1) missed inspection.

Renewals

Vehicles will need to pass an inspection at our Woodside facility to receive their renewal license.

- We send the renewal applications (90 days in advance) to the vehicle owners.
- Vehicle owners must submit their applications by mail (NO EXCEPTIONS) to the address on the renewal envelope.
- We must accept and process the vehicle application by the expiration date.
After the expiration date, the vehicle license will expire, will not be renewed, and can no longer operate.
- We must receive the vehicle's renewal thirty (30) days before the vehicle license expiration date, or the vehicle owner will have to pay a \$25 late fee.
- After we process the vehicle renewal application, we will schedule the vehicle for an inspection appointment at our Woodside facility.

The base should not request an inspection appointment for a vehicle renewal. We will schedule an appointment after the application has been processed and notify the base and the vehicle owner.

| Application Type | Inspection |
|--|---|
| FHV with <u>500 or more miles*</u> | Inspection fee of \$75 is required together with the Renewal application fee. |
| Commuter Van <u>OR</u> Paratransit <u>OR</u> a FHV with <u>LESS than 500 miles</u> | 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).*

** THE ROLE OF THE BASE**

1. The inspection appointment confirmation form will be e-mailed or faxed to **the base** (You choose to receive it by e-mail or fax). **The base** does not request the appointment. *Once we have processed the vehicle renewal we will send the base the inspection confirmation form. **You, the base owner, must give this form to the vehicle owner.***

The vehicle must be at the scheduled inspection on the date and time noted on the inspection appointment confirmation form.

**** The vehicle owner must have this form to be accepted at the appointment.**

2. **You** can follow up on your renewing vehicles by checking the schedule of inspection appointments on our Web site at:
http://nyc.gov/html/tlc/html/licenses/schedule_dm_v_appt.shtml

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

Missed an Inspection? The base must request another inspection date.

For Renewals – RenewalDMV@tlc.nyc.gov

New Applications and Plate Transfers

- FOR VEHICLES with TC Plates-

- 1) The **base** must request an application appointment for a vehicle owner. This is done on our Web site at www.nyc.gov/tlcappointment. The **base** must tell us what type of appointment the vehicle needs. (For example - plate transfer).
- 2) The application appointment confirmation form will be e-mailed or faxed to the **base** (You choose to receive it by e-mail or fax). **You must give the vehicle owner the application appointment confirmation form.** The **base** is responsible for contacting the vehicle owner to give them the appointment form - **** The vehicle owner must have this form to be accepted for the appointment.**
- 3) **NEW INFORMATION** - The vehicle owner goes to the assigned appointment at Long Island City Facility. If their application is accepted, they are issued a plate letter. The vehicle owner must take this letter to the DMV to get their TC plates.

What happens after the application is submitted to the TLC?

The vehicle owner must go to the New York State (NYS) DMV with the "Plate Letter" and get TC license plates. The "Plate Letter" is only valid for 10 days from the application date.

As soon as they obtain their TC license plates – **THEY SHOULD LET THE BASE KNOW!**

- 4) The **base** must request the inspection appointment on our Web site – if we do not receive a request we will not schedule the vehicle. **Please make sure to use the right form on the Web site to request your appointment. See Below:**

| Application Type | Inspection |
|--|---|
| NEW FHV with <u>500 or more miles*</u> | The base must request an <u>inspection appointment</u> at: www.nyc.gov/tlcdmvappointment |
| New Commuter Van <u>OR</u> Paratransit <u>OR</u> NEW FHV with LESS than 500 miles | The base must request an <u>inspection appointment</u> at: www.nyc.gov/tlcappointment |
| ALL PLATE Transfers | The base must request an <u>inspection appointment</u> at: www.nyc.gov/tlcappointment |

**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).*

- 5) After the request is received, we will schedule the vehicle for an inspection at our Woodside Facility. We will send the inspection appointment confirmation form to **the base**. We try to schedule appointments quickly but if there are issues with the application it will not be scheduled and the Vehicle Owner will be contacted by mail and a letter will be sent to the base.
- 6) The base **MUST** give the confirmation form to the vehicle owner. The appointment date and time are on the form. **** The vehicle owner must have this form to be accepted at the inspection appointment at our Woodside facility.**

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

Missed an inspection? The base must request another inspection date.

For New Applications - TLCLicensingDMV@tlc.nyc.gov