

## 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) -

- The base must request an appointment for a vehicle owner. This is done on our website at: [www.nyc.gov/tlcappointment](http://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.)
- The vehicle application appointment confirmation form will be e-mailed to the **base** (You choose to receive it by email.) **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.**
- New Information:** If the vehicle application is accepted and processed, you will be scheduled for an inspection. A **Woodside Inspection Confirmation Form** will be issued, or if your vehicle is affiliated to a Staten Island base, you will receive **Staten Island Inspection Authorization Form**. *“Only vehicles affiliated to a Staten Island base will be processed at our Staten Island Facility”.*

### What do I need to do after I pass my inspection?

**Woodside inspection only:** Once you passed your inspection, please do not leave the Woodside facility. A TLC Inspector will place your new decals on your vehicle.

**Staten Island Only:** If you pass your DMV inspection on the first attempt from one of our TLC approved Staten Island off-site inspection facilities, you must return to our Staten Island facility at: 1893 Richmond Terrace, Staten Island, NY 10301 for a visual inspection and be issued the appropriate decals. If you pass your inspection on the 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> attempt, you must first go to the TLC's temporary office located at: 209 Bay Street, Staten Island, NY 10301 to pay all re-inspection fees. Once all fees have been paid a TLC Inspector will update your information in our system, perform visual inspection and then place the appropriate decals on your vehicle. The vehicle cannot be dispatched until it is inspected and receives decals.

**NOTE:** The vehicle must be affiliated to a Staten Island base to receive an **inspection** at our TLC approved Staten Island off-site inspection facility.

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

APPLICATION TYPE	INSPECTION
<b>NEW FHV with 500 or more miles*</b>	DMV inspection fee of \$75 is required together with the new application fee.
<b>NEW Commuter Van OR a NEW Paratransit Vehicle OR a NEW FHV with LESS than 500 miles</b>	Visual inspection. No fee is required.
<b>VEHICLE TRANSFER (VT) FHV with 500 or more miles*</b>	DMV inspection fee of \$75 must be paid together with the transfer fee.
<b>VEHICLE TRANSFER (VT) Commuter Van OR a VT Paratransit Vehicle OR a VT FHV with LESS than 500 miles</b>	Visual inspection. No fee is required.
<b>All PLATE Transfers</b>	Visual inspection. No fee is required.



## 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!**

Please review the steps carefully so that your vehicle applications are processed quickly. Also, see the checklists and instructions available on our website at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc).

### - IMPORTANT -

- We try to process email appointment requests within three (3) business days of when they are received by the TLC.
- Vehicle Owners** - Inspection appointment form 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))
- Base Owners**- Application & Inspection appointment form will be sent to the Base via e-mail for the following transaction(s):
  - Renewals, New Applications & Plate Transfers (For cars with TC Plates)

**The Base MUST give the appointment form to the Vehicle Owner (see page 3 for more information.**

If you submit a vehicle 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!

- To see the schedule of vehicle application appointments, please go to [http://www.nyc.gov/html/tlc/html/industry/schedule\\_veh\\_appt.shtml](http://www.nyc.gov/html/tlc/html/industry/schedule_veh_appt.shtml)
- To see the schedule of inspection appointments, please go to [http://www.nyc.gov/html/tlc/html/industry/schedule\\_dm\\_v\\_appt.shtml](http://www.nyc.gov/html/tlc/html/industry/schedule_dm_v_appt.shtml)

**Staten Island facility is no longer taking appointment requests by phone. All appointment requests must be made through our website at: [www.nyc.gov/tlcappointment](http://www.nyc.gov/tlcappointment)**

### NEW INSPECTION INFORMATION

**Inspection at Woodside facility only:** If you cannot make your first (1<sup>st</sup>) initial inspection appointment, your base must request another appointment date. This request must be made two (2) days before the first (1<sup>st</sup>) schedule date otherwise you will be marked as having missed your first (1<sup>st</sup>) appointment and will lose one (1) of your four (4) tries within sixty (60) days. You cannot choose the date and time. The vehicle owner is responsible for inspection fee.

**Inspection at a TLC approved Staten Island off-site inspection facility:** If your vehicle is affiliated to a Staten Island base, you will receive a **Staten Island Inspection Authorization Form** which you will take with you the day of your inspection. You have four (4) tries within sixty (60) days from the date of issuance to pass your inspection. The sixty (60) days begin on the date of issuance listed on your Staten Island Inspection Authorization Form. When you have passed your DMV inspection, you must return to our TLC Staten Island facility located at: 1893 Richmond Terrace, Staten Island, NY or to the Woodside facility located at: 24-55 BQE West, Woodside NY 11377 with your receipt and inspection report for a Visual Inspection. If your vehicle passes inspection on the 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> attempt, you must first go to the TLC's temporary office located at: 209 Bay Street, Staten Island, NY 10301 to pay all re-inspection fees. No visual inspection or decal will be given if the re-inspection fees are not paid.

**NOTE:** Only vehicles affiliated to a Staten Island base can visit our Woodside facility or Staten Island facility to have a Visual inspection.

## Renewals

Vehicles will need to pass an inspection at our Woodside facility or Staten Island off-site inspection 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 license will not be renewed, and can no longer operate.**
- To get your renewal license on time you need to complete all license requirements at least **30 days before** your license expires. If you don't, you may not receive your new license before the old one expires.
- After we process the vehicle renewal application, we will schedule the vehicle for an inspection appointment at our Woodside or Staten Island off-site inspection facility. We will send either the Woodside Inspection Confirmation Form or the Staten Island Authorization Form to your base via email once we have processed the vehicle renewal.

**Note:** The base does not request the appointment. The base owner must give this form to the vehicle owner. The vehicle owner must have this form to be accepted for inspection.

APPLICATION TYPE	INSPECTION
<b>FHV with 500 or more miles*</b>	DMV inspection fee of \$75 is required together with the Renewal application fee.
<b>Commuter Van <u>OR</u> Paratransit <u>OR</u> a FHV with LESS than 500 miles</b>	Visual inspection. No fee is required.

*\*Mileage will be verified during inspection.*

### RENEWAL INSPECTION INFORMATION

**Inspection Woodside facility only:** If you cannot make your first (1<sup>st</sup>) initial inspection appointment, your base must request another appointment date. This request must be made two (2) days before the first (1<sup>st</sup>) scheduled date otherwise you will be marked as having missed your first (1<sup>st</sup>) appointment and will lose one (1) of your four (4) tries within sixty (60) days. You cannot choose the date and time. The vehicle owner has to pay an inspection fee.

**Inspection at a TLC approved Staten Island off-site inspection facility:** If your vehicle is affiliated to a Staten Island base, you will receive a **Staten Island Inspection Authorization Form** which you will take with you the day of your inspection. You have four (4) tries within sixty (60) days from the date of issuance to pass your inspection. The sixty (60) days begin on the date of issuance listed on your Staten Island Inspection Authorization Form. When you have passed your DMV inspection, you must return to our TLC Staten Island facility located at: 1893 Richmond Terrace, Staten Island, NY or to the Woodside facility located at: 24-55 BQE West, Woodside NY 11377 with your receipt and inspection report for a Visual Inspection. If your vehicle passes inspection on the 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> attempt, you must first go to the TLC's temporary office located at: 209 Bay Street, Staten Island, NY 10301 to pay all re-inspection fees. No visual inspection or decal will be given if the re-inspection fees are not paid. **NOTE:** Only vehicles affiliated to a Staten Island base can visit our Woodside facility or Staten Island facility to have a Visual inspection.

### Missed renewal Inspection?

**Woodside Inspection Only:** If you cannot make your inspection appointment, your base must request another appointment date, in order to obtain a confirmation form for your inspection. Your base **must** send a request for another appointment on our website at: [www.nyc.gov/tlcappointment](http://www.nyc.gov/tlcappointment).

**Staten Island Inspection Only:** You have sixty (60) days or four (4) tries from the date of issuance to pass your inspection. The sixty (60) days begin on the date of issuance listed on your Staten Island Inspection Authorization Form. If you misplace your **Staten Island Inspection Authorization Form**, you must return to TLC's temporary office located at: 209 Bay Street Staten Island, NY 10301 to request a replacement during normal business hours. Bring your registration and identification to facilitate the process.

**Please Note that the compliance date will remain the same.**

## New Applications and Plate Transfers

- FOR VEHICLES with TC Plates-

1. The **base** must request a vehicle application appointment for a vehicle owner. This is done on our website at: [www.nyc.gov/tlcappointment](http://www.nyc.gov/tlcappointment). The **base** must tell us what type of appointment the vehicle needs. For example - plate transfer).
2. The vehicle application appointment confirmation form to go to our Long Island City facility or to our Staten Island facility will be e-mailed to the **base** (you choose to receive it by e-mail). **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.**

### 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!**

3. The **base** must request the inspection appointment on our Web site – if we do not receive a request we will not schedule the vehicle for an inspection.
4. After the request is received, we will schedule the vehicle for an inspection. We will send the inspection appointment to **your base via e-mail**. We try to schedule appointments quickly but if there are issues with the application review it will not be scheduled and you will be contacted by mail (a letter will also be sent to the base).

### New Information:

- If you are scheduled for an inspection at our Woodside facility, you will receive a **Woodside Inspection Confirmation Form**.
- If your vehicle is affiliated to a Staten Island base, you will receive a **Staten Island Inspection Authorization Form** which you will take to one of our TLC approved Staten Island off-site inspection facilities. *"Only vehicles affiliated to a Staten Island base will be processed at our Staten Island Facility"* (See page 4 for additional information).

Please make sure to use the right form on the Web site to request your appointment. See Below:

APPLICATION TYPE	INSPECTION
<b>NEW FHV with 500 or more miles*</b>	The <b>base</b> must request a <b>DMV inspection appointment</b> at: <a href="http://www.nyc.gov/tlcvdmvappointment">www.nyc.gov/tlcvdmvappointment</a>
<b>New Commuter Van <u>OR</u> Paratransit <u>OR</u> NEW FHV with LESS than 500 miles</b>	The <b>base</b> must request a <b>visual inspection appointment</b> at: <a href="http://www.nyc.gov/tlcappointment">www.nyc.gov/tlcappointment</a>
<b>ALL PLATE Transfers</b>	The <b>base</b> must request a <b>visual inspection appointment</b> at: <a href="http://www.nyc.gov/tlcappointment">www.nyc.gov/tlcappointment</a>

*\*Mileage will be verified during inspection.*

5. The base **MUST** give the confirmation/authorization form to the vehicle owner. The appointment date and time are on the form. **\*\* The vehicle owner must have this form to be accepted for inspection\*\***

### Missed your initial Inspection?

**Woodside Inspection Only:** If you cannot make your inspection appointment, your base must request another appointment date, in order to obtain a confirmation form for your inspection. Your base **must** send a request for another appointment on our website at: [www.nyc.gov/tlcappointment](http://www.nyc.gov/tlcappointment).

**Staten Island Inspection Only:** You have sixty (60) days or four (4) tries from the date of issuance to pass your inspection. The sixty (60) days begin on the date of issuance listed on your Staten Island Inspection Authorization Form. If you misplace your **Staten Island Inspection Authorization Form**, you must return to TLC's temporary office located at: 209 Bay Street Staten Island, NY 10301 to request a replacement during normal business hours. Bring your registration and identification to facilitate the process. **Please Note that the compliance date will remain the same.**