Daniel D. Brownell
Commissioner and Chair

Notify BIC Online Portal

You may now use the BIC portal to report safety related events to BIC. Please visit https://nycbic.force.com/ or follow the links from our website, www.nyc.gov/bic/ to access the portal.

As a reminder, as of November 16, 2018, all BIC licensees and registrants must notify BIC of the following events within 10 business days from the day the event occurs:

- *Vehicle and Traffic Summonses*. You must notify BIC of all vehicle and traffic tickets issued to the company or the company's drivers while operating a vehicle on behalf of your company. You do not need to report parking tickets.

- *Driver License Suspensions or Revocations*. You must notify BIC if one of the company's vehicle operator's driver's license is suspended or revoked.

- *Crashes*. You must notify BIC if any vehicle used in the course of your business is involved in any crash, as defined by 17 RCNY § 1-01. If the company is required to file a Report of Motor Vehicle Accident (MV-104) or other forms with the New York State of DMV, you must also provide those documents to BIC.

- *Determinations by Federal, State, or Local Authorities*. You must notify BIC of all determinations by any federal, state, or local government agency or authority that result in (1) the suspension or revocation of a permit or license required for the operation of the company's business, (2) any injunctive relief against the company or its employees or agents, (3) a fine or penalty of more than $1,000, or (4) the determination relates to a violation of the Vehicle and Traffic Law or any other laws relating the safe operation of a vehicle.

Failure to report these events within ten business days and/or submitting false information may subject your company to administrative penalties of up to $10,000 per violation. *See* 17 RCNY § 1-04.