



APPLICATION TO CHANGE INFORMATION OF A BASE /AUTHORITY

Collect the application requirements & complete the application. Submit the documents by email to businessmr@tlc.nyc.gov.

TLC will review your submissions electronically; once TLC confirms your application is complete, you will be contacted to make an appointment to submit licensing fees in person

This form can be used to apply for an ownership change, a location change and / or a name change of a TLC base / authority.
Please check all changes you are applying for.

Base License #:

License Type:

Livery Base ☐

Black Car ☐

Lux. Limo ☐

Paratransit ☐

Commuter Van ☐

Base/Authority Name Change:

Please check appropriate box(es) to indicate the type of change you are applying for:

Changing Business Name ☐

Changing or Adding a D/B/A Name ☐

Per TLC Rule §59B-25(b), A Base Owner must not hold himself out for business as a "taxi" or "taxicab" service or in any way use the word "taxi," "taxicab," "cab," "hack," or "coach" to describe the business.

Location Change:

Please check appropriate box(es) to indicate the type of change you are applying for:

Moving base station location ☐

Moving Off-Street parking location (Livery Only) ☐

Change from LX to BK or Luxury Base to Black Car Base ☐

Ownership Change:

Please check appropriate box(es) to indicate the type of change you are applying for:

Selling the base from one entity to another ☐

Adding an Officer / Shareholder ☐

Adding a Manager ☐

NOTE: Bases/Authorities may NOT change ownership if the EIN# is changing; if there is a change in the EIN, one must file for a NEW base or authority license.

I. CURRENT INFORMATION ON BASE /AUTHORITY – This is the information currently on record with the TLC.

(All fields in this section must be filled-out completely for your application to be processed)

Business Name:

D/B/A:

Address:

City:

State:

Zip Code:

E-Mail (required):

Website Address
(if any):

Telephone #:

24-Hour Phone #:

FCC Lic. #:
Or list alternative
form of communication

EIN #: ☐

or

SSN#: ☐

Proof of EIN / Social Security No. – If a corporation or partnership, you must submit an IRS issued CP-575 Notice or a 145-C letter. If a sole proprietor, you must submit proof of social security number.

"I hereby affirm, under penalty of law, that I have examined and reviewed the information in the submitted form(s) or application(s), including any supplemental form(s) and/ or document(s) and that these document(s) and or statement(s) do not contain any untrue statement(s) nor are they missing any material information and/ or fact(s). I also acknowledge and understand that any false statement(s) submitted is punishable under the law and may result in a denial of an application or the suspension or revocation of an existing license/permit."

Name (printed):

Name (signature):

Title:

Date:

II. LISTING OF ALL OWNERS, OFFICERS, PARTNERS, MANAGERS AND STOCKHOLDERS – this page can be photocopied if needed for additional officers

Last Name:			First Name:						
Address:									
City:			State:		Zip Code:				
# of Shares:		DMV License #:			DMV License State:		Title:		
Date of Birth:	____ Month Day Year			EIN/SSN#:					
Individual E-mail address:				Phone #:					

Last Name:			First Name:						
Address:									
City:			State:		Zip Code:				
# of Shares:		DMV License #:			DMV License State:		Title:		
Date of Birth:	____ Month Day Year			EIN/SSN#:					
Individual E-mail address:				Phone #:					

Last Name:			First Name:						
Address:									
City:			State:		Zip Code:				
# of Shares:		DMV License #:			DMV License State:		Title:		
Date of Birth:	____ Month Day Year			EIN/SSN#:					
Individual E-mail address:				Phone #:					

Last Name:			First Name:						
Address:									
City:			State:		Zip Code:				
# of Shares:		DMV License #:			DMV License State:		Title:		
Date of Birth:	____ Month Day Year			EIN/SSN#:					
Individual E-mail address:				Phone #:					

III. CHANGE OF INFORMATION – this is the new information submitting to the TLC.

Business Name:

D/B/A:

Address:

City:

State:

Zip Code:

E-Mail (required):

Website Address
(if any):

Telephone #:

EIN #: or SSN#:

Proof of EIN / Social Security No. – If a corporation or partnership, you must submit an IRS issued CP-575 Notice or a 145-C letter. If a sole proprietor, you must submit proof of social security number.

24 Hour Phone #:

IV. CURRENT OFF-STREET PARKING INFORMATION – This is where your vehicles are currently authorized to park. Please note that you must have ½ the number of spaces for every vehicle you have affiliated. (For example, if you have 10 vehicles, you must have 5 spaces)----- **FOR LIVERY BASE ONLY**

LOCATION # 1

Address:

City:

State:

Zip Code:

of Spaces:

LOCATION # 2 (If applicable)

Address:

City:

State:

Zip Code:

of Spaces:

V. PROPOSED OFF-STREET PARKING INFORMATION – This is where you are applying to have your vehicles park. If you are **ONLY** applying to relocate your base station location, please leave blank----- **FOR LIVERY BASE ONLY**

LOCATION # 1

Address:

City:

State:

Zip Code:

of Spaces:

LOCATION # 2 (If applicable)

Address:

City:

State:

Zip Code:

of Spaces:

VI. BACKGROUND QUESTIONNAIRE

PLEASE NOTE – ALL OFFICERS MUST FILL OUT THIS FORM.

Any individual that holds 10% or more of the shares OR a title as President, Vice President, Secretary, Treasurer or Member must completely fill-out this page. Please make additional copies of this page if necessary.

All questionnaires must be COMPLETED & SUBMITTED with your application.

Name (print): _____

Signature: _____

Today's Date: _____

Title: _____

of Shares: _____

Base Name: _____

Base #: _____

Have you ever:

A) been convicted of any crime anywhere?

YES ☐

NO ☐

B) had any type of license suspended or revoked?

YES ☐

NO ☐

If you answered "YES" to any of the preceding two questions you must provide a signed statement (below or on a separate document) and give pertinent documentation giving all relevant details as an addendum to this application.

Do you have or have you ever had any TLC license with your name (either individual, or as a partner, officer, principal and/or stockholder, or as part of a corporation?

YES ☐

NO ☐

If yes, please provide the license number(s):

Please Note for Livery Bases Only: Your application will not be accepted without this form, the Original letters of no objection from City Council Member (CM), and Community Board (CB) OR copies of the letters requesting the "Letter of No Objection" along with the original signed certified mail receipts for the three (3) entities.

VII. AFFIRMATION OF STATEMENTS OF APPROVAL FROM CITY COUNCIL MEMBER (CM), and COMMUNITY BOARD (CB) - - - FOR LIVERY BASE ONLY

I, _____ affirm:
(print name)

That I am the (officer/owner of _____),
(Base Name)

Officer/Owner of _____.
(Base Number)

That I make this affirmation based upon personal knowledge of the facts therein stated.

That said I submitted letters to the local City Council Member, and Community Board for the address of my base station and included in the mailing copies of page 1 & 2 of the application form and a copy of my formal lease agreement or contract for the Off-Street Parking (OSP) to the addresses below:

At:

CM # ____: _____
(Street Address) (City) (Zip Code)

CB # ____: _____
(Street Address) (City) (Zip Code)

"I hereby affirm, under penalty of law, that I have examined and reviewed the information in the submitted form(s) or application(s), including any supplemental form(s) and/ or document(s) and that these document(s) and or statement(s) do not contain any untrue statement(s) nor are they missing any material information and/ or fact(s). I also acknowledge and understand that any false statement(s) submitted is punishable under the law and may result in a denial of an application or the suspension or revocation of an existing license/permit."

(Print Name)

(Signature)

(Date)

VIII. AFFIRMATION OF TRIP RECORD SUBMISSIONS

All licensed For-Hire Vehicle bases and licensed Paratransit bases are required to electronically submit trip records to TLC every month. This data helps support safety, accountability, and transportation planning initiatives across the city.

You can find all the detailed technical requirements and instructions directly on the page below:
<https://www.nyc.gov/site/tlc/tlc-online/fhv-trip-record-submission.page>

The page includes updated instructions on how to upload trip records via TLC UP or FTP as well as instructions on how to submit an affirmation.

If you have a question regarding submitting trip records that is not answered on that page, you may email triprecords@tlc.nyc.gov.

I affirm I will comply with this TLC rule and submit trip records or an Affirmation of No Dispatch monthly.

(Print Name)

(Signature)

(Date)



BUSINESS NAME RESERVATION REQUEST

Before an application (New Business/Base Application or Name Change Application) can be submitted, the name must be reviewed and approved by the Business Unit of TLC. **Any names accepted by the TLC are valid for (45) days** from the date indicated below and must be re-submitted thereafter for additional approval. *You must submit a valid approved name request along with your Business Application.*

Please email form to name-reservation@tlc.nyc.gov for review of Business Name prior to submitting your application via email.

Please visit our website for more information at: www.nyc.gov/tlc.

Please list the proposed Business Names by order of preference:

Business Name

Business Name

Business Name

Please list the proposed Doing Business As (d/b/a) Names by order of preference:

DBA Business Name

DBA Business Name

DBA Business Name

Entity Type:

☐

Livery Base

☐

Black Car Base

☐

Luxury Limo Base

☐

Commuter Van Authority

☐

Paratransit Base

☐

Broker

☐

Agent

☐

Taxi Meter

☐

Meter Manufacturer

☐

EHAIL Provider

☐

Technology Service Provider (TSP)

Requested by:

If you currently own a licensed business with TLC please indicate license #:

Email Address:

Contact
telephone #:

DISPATCH APP DISCLOSURE

An app that contracts with a TLC licensed base(s) can dispatch vehicles affiliated with that base and must obey all TLC rules and regulations governing bases, including but not limited to: only dispatching to TLC licensed drivers and vehicles; and disclosing all pertinent base, vehicle, and driver license numbers to both the contracted base as well as to TLC in the form of trip records. Apps that do not have their own TLC base license, but have contracts with TLC licensed bases, in effect dispatch or refer jobs on behalf of those bases. Use of these apps must not result in any violation of TLC rules by bases, vehicles, or drivers.

Date: _____

License Number: _____ Business Name: _____

Will your base use a passenger-facing App to provide dispatch? ☐ Yes ☐ No

Do you own the Application your proposed base will use?

☐ Yes, the base owns the app

☐ No, the base does not own the app (base will use contracted app)

☐ N/A: Our/my base will not use any mobile application

Please list the Names of all Proprietary or Contracted Dispatch Services:

List all Apps owned/operated by the base. If a contract is already in use you must provide a list of all services contracted to the base. A copy of the operating agreement between the base and all services listed must be filed with the Base/Business Unit at TLC.

Dispatch APP Name

Owned by Base or contracted

Effective date of Agreement

Dispatch APP Name

Owned by Base or contracted

Effective date of Agreement

Dispatch APP Name

Owned by Base or contracted

Effective date of Agreement