



## LIVERY BASE STATION NAME CHANGE CHECKLIST

Please visit [www.nyc.gov/tlcsselfscheduling](http://www.nyc.gov/tlcsselfscheduling) to schedule an appointment to submit your completed application, required documentation and fees via appointment.

Please visit our website for more information at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc).

If you would like to change the name or d/b/a of your base station, you must submit all of the requirements listed below. Please ensure all of following items are submitted together. If your application is not complete upon submission, it will not be accepted.

<b>Name Inquiry / Name Reservation Request</b> – Copy of approved Name Inquiry Form.	<input type="checkbox"/>
<b>Application to Change Status of a Livery Base</b> – Completely filled out and signed.	<input type="checkbox"/>
<b>Zero outstanding judgments to the TLC, NYS DMV Traffic Violations Bureau (TVB), Department of Finance (DOF) Parking Violations and DOF Red Light Bureau</b> – (i.e., unpaid tickets)	<input type="checkbox"/>
<b>Application Fee of \$500</b> – Money Order, Company Check, Certified Check or Credit Card (Master Card, Visa, AMEX and Discover). Money Orders, Company Checks and Certified Checks are made payable to: <b>NYC Taxi &amp; Limousine Commission</b> .	<input type="checkbox"/>
<b>Lease or statement by a landlord</b> to lease office space <u>with a start and expiration date</u> . Lessor's and Lessee's printed name and signature. Contact information must be signed by both parties.	<input type="checkbox"/>
<b>Proof of business status</b> - If a <u>corporation</u> , you must produce a Certificate of Incorporation and a filing receipt. If a <u>partnership</u> , you must produce a Partnership Certificate. If a <u>sole proprietor</u> , you must produce a Business Certificate.	<input type="checkbox"/>
<b>A business corporation</b> - May be voluntarily dissolved by filing a <b>Certificate of Dissolution</b> pursuant to Section 1003 of the Business Corporation Law with the New York State Department of State.	<input type="checkbox"/>
<b>Proof of compliance with Rule §59B-17(c) (ability to provide wheelchair accessible service on demand)</b> - Must provide either a signed contract with provider—including <u>start and expiration date</u> of contract—or proof of ownership of vehicle that can provide accessible service.	<input type="checkbox"/>
<b>Certificate of Workers' Compensation Insurance</b> – Bases are required to provide documentation reflecting Workers' Compensation Insurance Coverage or exemption from providing this coverage.	<input type="checkbox"/>
<b>Original Surety Bond of \$5,000 for benefit of the City of New York</b> - This bond must reflect the name change. (note - you <b>MUST</b> bring in the original; a copy will not be accepted).	<input type="checkbox"/>
<b>Proof of "Active" Status with the N.Y. Department of State</b> - You may verify your status via the NYS Department of State website at: <a href="https://www.dos.ny.gov">https://www.dos.ny.gov</a> . Please attach a copy of the <u>on screen</u> print-out.	<input type="checkbox"/>
<b>Proof of EIN / Social Security No.</b> – If a <u>corporation</u> or <u>partnership</u> , you must submit an IRS issued 145-C letter. If a <u>sole proprietor</u> , you must submit proof of social security number.	<input type="checkbox"/>
<b>Proof of at least 10 vehicles affiliated with the base</b> - This should be obtained via the website base system.	<input type="checkbox"/>
<b>Dispatch App Disclosure</b> - If you use an app (ie. An iOS/Andriod app or web page) to dispatch, you will be required to disclose information on that app. (Please see disclosure page attached to the application forms.)	<input type="checkbox"/>
<b>Privacy and Security Policies</b> (if collecting passenger identifying, geolocation, or credit card information)	<input type="checkbox"/>