

**PARATRANSIT BASE NEW  
 APPLICATION 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).

Please ensure all of following items are submitted together. If your application is not complete upon submission, it will not be accepted. If you need further clarification on the below items, please refer to the “Instructions for Filing an Application for a New or Renewal Paratransit Base License”.

**These requirements must be submitted with your application:**

<b>Name Inquiry / Name Reservation Request</b> – Copy of approved Name Inquiry Form.	<input type="checkbox"/>
<b>Application for a New Paratransit Base License</b> - You must answer <u>every</u> question; incomplete applications will not be accepted. (A copy of page 2 is acceptable for additional listing of individuals).	<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 \$1,500 three (3) year license:</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><u>NYC Taxi &amp; Limousine Commission</u></b> .	<input type="checkbox"/>
<b>Photo of identification for each person listed on the application</b> – A valid government issued identification.	<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 bring in the on- screen printout.	<input type="checkbox"/>
<b>Certificate of Convenience</b> - This certificate is issued to carriers that serve the general public and is issued from the NYS Department of Transportation. See <i>Instructions for Paratransit License application for mailing address and telephone phone</i> .	<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>Statements and business records</b> to disclose all individuals, partners, managers, officers, principals, and stockholders. You can bring in a current affirmed minutes of the meeting.	<input type="checkbox"/>
<b>Rate Schedule</b> - Please provide a copy of the current rate schedule.	<input type="checkbox"/>
Minimum of <b>One (1) vehicle affiliated</b> to the Paratransit Base.	<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>Proof of EIN / Social Security No.</b> – If a <u>corporation or partnership</u> , you must submit an IRS 145-C Letter /Notice. If a <u>sole proprietor</u> , you must submit proof of social security number.	<input type="checkbox"/>
<b>Address Verification</b> - If dispatching five (5) or more vehicles, applicant <u>must</u> submit, a <b>Certificate of Occupancy or Letter of No Objection</b> (must have from the Dept. of Buildings stamped or dated no more than two years before the date of this application). If four (4) or less vehicles, applicant <u>must</u> submit two (2) proofs of current address. Example: Utility Bills.	<input type="checkbox"/>

**The following are required once the application (new) has been approved**

<b>Paratransit vehicle licensing application</b> – A base license application must be accompanied by at least one Paratransit vehicle licensing application.	<input type="checkbox"/>
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