



## New Street Hail Livery (SHL) Base Endorsement Livery, Paratransit and Commuter Van Checklist

Please visit our website at: [www.nyc.gov/tlcappointment](http://www.nyc.gov/tlcappointment) to make an appointment.

For more information please visit our website at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc) or our office at 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, LIC, NY 11101 or contact our Call Center at 718-391-5501.

Please ensure all of the 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 items below, please refer to the "Instructions for Filing an Application to Purchase New or Renew a Livery, Paratransit and Commuter Van Street Hail Livery Base Endorsement".

<b>Application to purchase a New or Renew a Street Hail Livery Base Endorsement</b> – Must be completely filled-out and signed.	<input type="checkbox"/>
<b>Application fee of \$3,000</b> – Money Orders, Company Checks, or Credit Card (Master Card, Visa, AMEX and Discover). <u>Money Orders</u> and <u>Company Checks</u> are payable to: <u>NYC Taxi &amp; Limousine Commission</u>	<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><u>LIVERY ONLY:</u></b>  <b>Off-Street Parking (OSP) Information</b> – A Base with an SHL Endorsement must continue to have half the number of spaces for every vehicle affiliated to it that is NOT affiliated with an SHL Permit. Vehicles attached to an SHL Permit are not counted towards your OSP requirements. Please refer to the OSP requirements sheet and the SHL Rules for proper compliance.  For example: If you have 100 vehicles affiliated with your Base and 30 are attached to an SHL Permit you will need to maintain an OSP requirement for 35 vehicles, half of the remaining vehicles. (100 – 30 SHL = 70 vehicles. An OSP requirement for half, 35 vehicles, is required)	<input type="checkbox"/>
<b>Rate Schedule</b> - Please provide a copy of your most current rate schedule. Please note that if the rates of fare for a vehicle that operates as both a Street Hail Livery and a Dispatch Vehicle are different than your standard rates of fare then a complete rate schedule with the differences noted is required.	<input type="checkbox"/>
<b><u>Pro-rated Term:</u></b> An additional pro-rated license fee will be charged at the time the SHL Base Endorsement application is filed. This is being done so that your existing Base license will expire on the same date that the Street Hail Livery Base Endorsement expires.  <p style="text-align: center;"><b><u>For Example:</u></b></p> <p style="text-align: center;">If your <u>Livery Base license</u> expires on <b>6/30/14</b>,          and a <u>Street Hail Livery Endorsement for Base</u> is <b>issued</b> to the <u>Livery Base</u> on <b>6/30/12</b>,          the <b>new expiration date</b> will be on <b>6/30/15</b>.          The Livery Base license will be extended for one year and an additional one (1) year license fee of \$500 will be charged.</p>	<input type="checkbox"/>
<b>Note:</b> This pro-rated term does not apply to Paratransit Base.	
<b>SHL Base Endorsement Original Surety Bond of \$5000 for the benefit of the City of New York.</b> <b>Note:</b> Additional SHL Base Endorsement Surety Bond of \$5000 is required.	<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"/>