

How-To Guide for: (LARS) License Application Renewal and Summonses

[NYC.GOV/LARS](https://nyc.gov/lars) (LARS) is a quick, easy and convenient way to initiate applications, pay fees, update license information, and handle summonses.

This guide will provide step-by-step instructions about how to use LARS.



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TLC Driver license

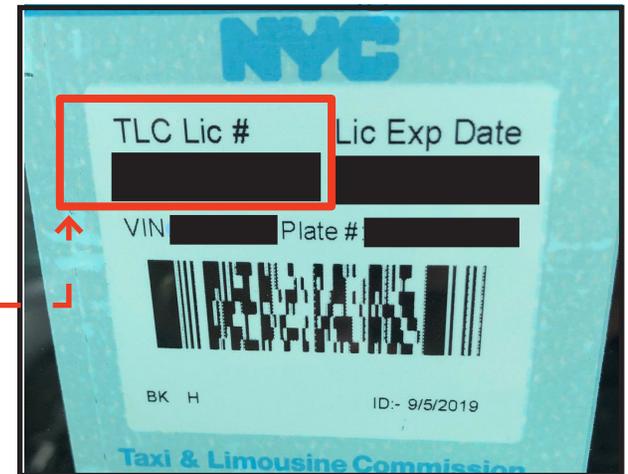


TLC Medallion



TLC Vehicle License

Your TLC vehicle license number can be found on the decal of your vehicle.



1. Select 'Summonses/Settlements' from the navigation bar on the left.

If you want to see all summonses/settlements that are open for a specific license numbers, go to the 'Option 1' section and follow the instructions outlined below in 1.A

If you want to look up a specific summons/settlement by number, go to the 'Option 2' section and follow the instructions outlined below in 1.B.

1.A Option 1 — Search By License Number

1.A.1 Select the license type (example: driver).

1.A.2 Enter your license number, license expiration date, and last 5 digits of your social security number (SSN) or employer identification number (EIN).

1.A.3 Click the box next to the words 'I'm not a robot' and complete the "CAPTCHA".

1.A.4 Click 'Search' and then follow the instruction listed below in step 2.

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Renewal Payment

Apply for New License

Update Info

1 **Summonses/Settlements**

Fees

SUMMONS/SETTLEMENT PAYMENT

To either make a summons/settlement payment or to plead guilty and pay the summons/settlement, please select your license type or search by a summons/settlement number.

Note: Only a summons/settlement where no personal appearance required can be paid via LARS. On the summons/settlement, if the 'Personal Appearance Required' box is checked, you will not be able to pay or plead guilty and pay the summons/settlement via LARS.

1.A **Option 1:** Search ALL Summonses/Settlements by License Type

Driver Vehicle Business Metallion SHL Permit Hold

1.A.1 **Continue**

Option 2: Search by Summons/Settlement #

Continue

Driver Search

1.A.2

TLC Drivers License Number

Expiration Date of TLC Drivers License

Last 5 Digits of SSN

 No dashes or spaces

Please check the box

I'm not a robot

1.A.3 reCAPTCHA Privacy - Terms

1.A.4 **Search** **Cancel**

1.B Option 2 — Search By Summons/Settlement Number

1.B.1 Enter your summons/settlement number (with no dashes/spaces)

1.B.2 Click the box next to the words 'I'm not a robot' and complete the "CAPTCHA".

1.B.3 Click 'Search' and then follow the instruction listed below in step 2.

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The screenshot shows a web page titled "SUMMONS/SETTLEMENT PAYMENT". On the left is a vertical navigation menu with yellow buttons: "Renewal Payment", "Apply for New License", "Update Info", "Summons/Settlements" (highlighted with a red box and a circled "1"), and "Fees". The main content area contains the following text: "To either make a summons/settlement payment or to plead guilty and pay a summons/settlement, please select your license type or search by a specific summons/settlement number." Below this is a note: "Note: Only a summons/settlement where no personal appearance is required can be paid via LARS. On the summons/settlement, if the 'Personal Appearance Required' box is checked, you will not be able to pay or plead guilty and pay the summons/settlement through LARS." There are two search options: "Option 1: Search ALL Summonses/Settlements by License Type" with radio buttons for "Driver", "Vehicle", "Business", "Medallion", and "SHL Permit Holder", and a "Continue" button; and "Option 2: Search by Summons/Settlement #" with a "Continue" button. A red box highlights the "Continue" button for Option 2, with a circled "1.B" next to it.

The screenshot shows the search input area. At the top, it says "Enter Summons/Settlement Number" with a text input field, "No dashes or spaces", and "Please check the box". A red box highlights the input field, with a circled "1.B.1" and a red arrow pointing to it. Below is a CAPTCHA section with a checkbox, the text "I'm not a robot", and the reCAPTCHA logo. A red box highlights the checkbox area, with a circled "1.B.2". At the bottom, there are "Search" and "Cancel" buttons. A red box highlights the "Search" button, with a circled "1.A.3".

2. Review the language in the 'Respondent Authentication' and 'Declaration' sections. If you agree, click the box next to the words 'I Agree'

3. You will be shown a pop up warning. If you agree to the language, select 'OK'.

Continued on next page >>

Summons/Settlement

TLC LARS | LICENSEE AUTHENTICATION

2 Respondent Authentication

Please review the information below. If it is not correct or your information has changed, you may need to update your information. If you need to update your information, you may do so by:

- 1) Return to the LARS main page by selecting Cancel.
- 2) Choose Update Info from the LARS main page and proceed through the process.

Declaration

Under penalties of perjury, I declare that I have examined the information shown herein, to the best of my knowledge and belief, all the information shown herein is true, correct, and complete. I have read and understand the summons or settlement agreement and have reviewed all information contained therein. I agree to the terms, conditions, and follow, and am subject to, all rules and regulations of the New York City Taxi and Limousine Commission and applicable local and state laws which govern my license. I further understand that the summons or settlement is non-refundable, and are only a payment and do not guarantee the satisfaction and completion of the summons or settlement. In addition, additional requirements to close said summonses/settlements are required. In the event I am found guilty here to violation(s) issued by the New York City Taxi and Limousine (TLC) or a court of law, I agree to pay the fine(s) by a judge and that by doing so I have waived my rights to any administrative appeal, hearing, matter and any claims for damages, costs, attorney's fees or other related expenses. If I am found guilty, my guilty plea I am required to pay the fine(s) listed on the summons or settlement agreement. I also acknowledge and understand that any false statement(s) submitted is perjury and may result in action being taken by the TLC against my existing license or the denial of my license. I acknowledge that if the rule in this summons or settlement agreement is violated, my guilty plea in this summons or settlement agreement will count toward the calculation of my license and/or civil forfeiture of my vehicle.

I Agree

Continue Cancel

3 This site says...

Warning: Attempts to change payment amount will void the entire transaction and your request will not be processed.

OK Cancel

4 Review the language at the top of the 'Make a Summons Payment' page along with the information in the table about your summons.

(Depending on the type of summons, there might be points associated.)

5 Review the language in the 'Guilty Acceptance' section. If you agree, click the box next to the words 'I Agree'.

6. Finally, click 'Continue'. You will then be taken to the City of New York's payment portal (CityPay) and be provided additional instructions on how to complete the transaction.

7. Following payment in the CityPay portal, you will receive an email-based receipt.

MAKE A SUMMONS PAYMENT

The following summons(es)/settlement(s) are associated with the information you provided. Be advised that this listing may not be inclusive as there may be other pending summons(es)/settlement(s) which require you to appear before an Administrative Law Judge.

*Please note that payment of the penalty amount due on a summons/settlement does not guarantee closure of the summons/settlement if there are other required actions you must take.

Respondent	Respondent Number	Respondent Type	Mailing Address
[REDACTED]	[REDACTED]	TLCHDR	[REDACTED]

Summons/Settlement						
Settlement Agreement /Summons #	Rule Charged	Date Issued	Hearing Date	Amount Due	Points	Suspension/Revocation
[REDACTED]		02/22/2019		\$300.00	2	

Summons/Settlement Amount: \$300.00

5 Guilty Acceptance

I understand that by checking the following box I am pleading guilty to the New York City Taxi and Limousine (TLC) violation(s) listed above, which is the same as being found guilty by a judge. I also understand that as part of my guilty plea I am required to pay the fine(s) listed on the summons/settlement for the violation. I understand that by pleading guilty I have waived my rights to any administrative and/or judicial review or appeal of this matter and any claims for damages, costs, attorney's fees or other related expenses. I understand that failure to pay the fines will result in action being taken by the TLC against my existing license or the denial of an application submitted by me for licensure.

I Agree

The city of New York offers multiple payment options. As a convenience to you, the City of New York accepts credit and debit cards. If you choose to pay with a credit or debit card, you will be charged a convenience fee. This fee is nonrefundable. You will see this amount before you check out. The fee will be shown as a separate charge on your credit or debit card statement, and the New York City Department of Finance will be the merchant. **If you pay by E-Check, you will not be charged a fee.**

6

1. Select 'Fees and returned payments' from the navigation bar on the left.
2. Select the License status that best describes your license and then click 'Continue'.
3. Enter your license number, license expiration date, and last 5 digits of your social security number (SSN) or employer identification number (EIN).
4. Click the box next to the words 'I'm not a robot', complete the "CAPTCHA" and then click 'Search'.
5. Review the language in the 'Fee TLC Authentication' and 'Declaration' sections as well as the information in the table. If you agree, click the box next to the words 'I Agree'.
6. Click 'Continue'

1 Renewal Payment
Apply for New License
Update Info
Summons/Settlements
Fees and Returned

2 **FEES AND RETURNED PAYMENTS**
Select the license status that applies:
 New TLC License Application
 Existing TLC License
 Former TLC License
Continue

3 **Fees Search**
TLC License or Application Number
Mailing Zip Code
Last 5 Digits of your EIN or SSN
Please check the box

4 I'm not a robot
reCAPTCHA
Search Cancel

5 **LARS**
Fee Payment
TLC LARS | LICENSEE AUTHENTICATION
Fee TLC Authentication
Please review the information below. If it is not correct or your information has changed, you may need to update your information, you may do so by:

- Return to the LARS main page by selecting Cancel
- Choose Update Info from the LARS main page and proceed through the information

You will have 20 minutes to review the information on this page and proceed to the next page within the allotted time, your "session" will expire and you will have to log in again.
Be advised that a payment made using this service means that you are making payment for the fee.
NOTE: Due to processing requirements, payments made after 5:00 PM using this service will be processed on your account until the next full business day.
Licensee
Mailing Address
TLC License Number
Declaration
Under penalties of perjury, I declare that I have examined the information shown above and, to the best of my knowledge and belief, all the information shown herein is true, correct, and complete. I am obligated to follow, and am subject to, all rules and regulations of the New York City Department of Transportation and all applicable local and state laws which govern my license. I further understand that these fees are non-refundable, are only a payment with respect to the specific fee(s) being paid, and do not guarantee settlement of any action with respect to my license or obligation to pay more than the specified fee.
 I Agree

6 Continue Cancel

Continued on next page >>

7. Review the fees in the 'Fees and Returned Payments' section.

8. Tap the "+" sign on the left of the fee types to see individual fees.

9. Click the box next to the fees that you want to pay. The 'Total Amount' in the 'Summary' section will update to reflect your selections. (You can select up to 60 fees at a time.)

10. Review the language in the 'Declaration of Payment' section. If you agree, click the box next to the words 'I agree'.

11. Finally, click 'Continue'. You will then be taken to the City of New York's payment portal (CityPay) and be provided additional instructions on how to complete the transaction.

12. Following payment in the CityPay portal, you will receive an email-based receipt.

Make a Payment

The following fees are associated with the information you provided.

Licensee or Applicant	License or Application Type	License or Application Number	Mailing Addresses
TEST-TEST,TEST, TEST, TEST	HDR	[REDACTED]	[REDACTED]

The maximum number of line items that can be selected for payment purposes is 60. If there are more than 60 fees that you would like to pay, you will need to log in multiple times or click the 'Pay More Fees' button on the receipt page to process all our fee payments.

To proceed with the payment process, please select all items that you would like to make payment on. By selecting any of the item(s) listed you are agreeing to pay the total amount due as listed below, no partial payments are allowed.

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Fees and Returned Payments

Fee Type	Fee Description (Open item number)	Start Date	End Date	Amount Due
8 +	Late Fee	<input type="checkbox"/>	<input type="checkbox"/>	

9

10

Declaration of Payment

Under penalties of perjury, I declare that I have examined the information shown above and, to the best of my knowledge and belief, all the information shown herein is true, correct, and complete. I understand that I am obligated to follow, and am subject to, all rules and regulations of the New York City Taxi and Limousine Commission and all applicable local and state laws which govern my license. I further understand that the fee(s) submitted today are non-refundable, are only a payment with respect to the specific fee(s) being paid. The payment being made today does not guarantee settlement of any action with respect to my license or obligations required of my license other than the specified fee.

By checking this box I am confirming that I have read and fully understand the Declaration of Payment above.

I Agree

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Summary

0 Fees selected	\$0.00
Total Amount:	\$0.00

Continue

6. You will then be shown your existing email, phone, mailing and residence addresses on the left. On the right, you will see empty fields.

7.A If you want to update your phone number, enter your new phone number in the field titled 'Telephone'. You do not need to fill in any other fields.

7.B If you want to update your email address, enter your new email address in the 'Email Address' and 'Confirm Email Address' fields. You do not need to fill in any other fields.

7.C If you want to update where your mail gets sent (mailing address), fill in the fields under the 'New Mailing Address' header.

7.D If you want to update where you live (residence address), fill in the fields under the 'New Residence Address' header.

(If you want to update both your mailing and residence address with the same location, fill in the fields under the 'New Mailing Address' header and then tap the box next to the words 'Same as mailing address'. This will automatically fill in your residence address for you.)

Continued on next page >>

The screenshot shows a mobile application interface for updating contact information. At the top is a dark blue header with the text 'Update Information'. Below this is a 'License Number' field with the value '444444'. The main content is divided into three sections: 'Contact Information', 'Address Information', and 'Residence Information'. Each section has a 'Current' and 'New' sub-section. Callouts 6, 7.A, 7.B, 7.C, and 7.D are placed over the 'New' sub-sections of each category. Callout 6 points to the 'Contact Information' section. Callout 7.A points to the 'Telephone' field in the 'New Contact Information' section. Callout 7.B points to the 'Email Address' and 'Confirm Email Address' fields in the 'New Contact Information' section. Callout 7.C points to the 'New Mailing Address' section, which includes fields for Building Number, Street, Apt#, City, State (with a 'Select' dropdown), ZIP Code, and Borough (with a 'Select' dropdown). Callout 7.D points to the 'New Residence Address' section, which includes a checkbox for 'Same as mailing address' and fields for Building Number and Street.

8. Review the language in the 'Review & Confirm' and 'Affirmation' sections. If you agree, click the box next to the words 'I Agree'.

9 Finally, click 'Submit Updated Information'. You will then be provided a confirmation.

Review & Confirm

Please review and confirm that the changes that you have made here are correct, accurate and complete. If your contact information is incorrect, click Edit to return to previous page. You are responsible for confirming the accuracy of the data you submit here.

8

Applicant Information

Licensee: [Redacted]

License Type: [Redacted]

License Number: [Redacted]

ZIP Code: [Redacted] ZIP Code: [Redacted]

Borough: [Redacted] Borough: [Redacted]

9

Affirmation

I affirm my understanding that any changes I make here to any of my contact information will result in a similar change being made to my license record on file with the TLC. I further affirm my understanding that it is my responsibility under TLC Rules to maintain complete and proper contact information on file with the TLC as all official correspondence will be sent in accordance with the information I have provided. By checking the box below I indicate my understanding of the above.

I agree **9**

9

Submit Updated Information [Redacted] Cancel

Updated Information ▼

Information Updated as of: 09/30/2020 02:29:00

1. Select 'Apply for New License' from the navigation bar on the left.

2. For the 'application type' question, select 'Driver'.

3. Select the 'License Type' that you want to apply for from the drop down, and then click on the 'Apply' button to continue.

4. Review the language on the 'Getting Started' page. If you agree, click the box next to 'I have read and understand the above' and then click 'continue'.

5. Review the language on the 'Fitness Review Notice' page. If you agree, click the box next to 'I agree' and then click 'continue'.

Continued on next page >>

6. Fill out the application questions and review the language on the 'Apply' page. If you agree, click 'Review and Confirm'.

7. Review the application preview and language under the 'Declaration' section on the 'Review & Confirm' page. If you agree, click the box next to the words 'I'm not a robot', complete the "CAPTCHA", and then click 'Submit Application'.

8. You will then be taken to the City of New York's payment portal (CityPay) and be provided additional instructions on how to complete the transaction.

9. After payment, you will be sent an email-based receipt as well as instructions on what to do next. Additionally, you will be shown the 'Complete' page with a summary of the transaction and information about what to do next.

C | License Applications, Renewals & Summonses

NYC Taxi & Limousine Commission

Getting Started Fitness Rule Notice **Apply** Review & Confirm Payment Complete

New Driver License Application
Please complete all fields.

* = Required Field

Application Details

Application Type Driver
License Type TLC Driver's License (Medallion/For-Hire/Street Hail Livery)

DMV License Details

New York State DMV Class D licenses will not be accepted! Class A, B, C or E is accepted. If your New York State, a valid DMV Chauffeur's License or its Equivalent is required. Check with your state.

Motorist ID - Licensing State* New York
License Class* A B C **E**
Note: NYS DMV Class D license is not accepted.
Driver's License Number*

Questionnaire (All questions must be answered)

Have you ever:

1. (a) received any NYC TLC license before?* Yes No
Please provide explanation. If applicable include license number(s) and dates.

(b) applied for any NYC TLC license before?* Yes No

2. been convicted of a crime (any misdemeanor or felony)?* Yes No
You should answer YES if you were convicted of a misdemeanor or felony, even if the conviction was not on your record.

You should answer NO if your only misdemeanor or felony convictions were as a delinquent or person in need of supervision. (See note below)

3. been convicted of driving while ability impaired by alcohol or drugs, driving while intoxicated, or driving while under the influence of alcohol or drugs?* Yes No

PLEASE NOTE: A conviction does not necessarily mean you will not get a license. However, the amount of time that has passed since the conviction and your age are considered (see Article 23-A of the New York State Corrections Law). However, you must disclose a conviction in response to the above questions. If you answered YES, you must provide appropriate documentation including any final dispositions.

Review and Confirm

Getting Started Fitness Rule Notice **Apply** **Review & Confirm** Payment Complete

Review & Confirm
Please review and confirm that the information you entered is correct. Once you submit your application, you will not be able to go back and make changes.

Application Details

Application Type Driver
License Type TLC Driver's License (Medallion/For-Hire/Street Hail Livery Driver)

DMV License Details

Motorist ID - Licensing State NY
License Class E
Driver License Number

Applicant Information

First Name test Cell Phone
Middle Name Telephone
Last Name test03 Email Address

I agree to receive communications, including text messages and email, at the address that I have provided in this application.

Please check the box:

I'm not a robot

The city of New York offers multiple payment options. As a convenience, we accept credit and debit cards. If you choose to pay with a credit or debit card, you will see this amount before you check out. This amount is nonrefundable. You will see this amount before you check out. This amount includes the credit or debit card statement, and the New York City Department of Finance fee. If you choose to pay with a credit or debit card, you will not be charged a service fee.

Submit Application

1. Select 'Apply for New License' from the navigation bar on the left.
2. For the 'application type' question, select 'Vehicle'.
3. For 'License Type', select 'For Hire Vehicle – Non SHL' from the drop down.
4. Next, select your business type and indicate if you have previously contacted a base to affiliate your vehicle. Then, click on the 'Apply' button to continue.
5. Review the language on the 'Getting Started' page. If you agree, click 'Continue'.
6. On the validation page, enter your base's 'Base Number'. The base's name and type will automatically fill in. If the information looks correct, select 'yes' to the question 'Is this your Base Information?'.
7. Enter your vehicle's vehicle identification number (VIN) in the field and again in the field titled 'Re-enter Vehicle Identification Number (VIN)'.
8. Enter your social security number (SSN) or employer identification number (EIN) and indicate if you plan to affiliate the vehicle license with an SHL permit. Finally, click 'Continue'.

Step 1: APPLY FOR NEW LICENSE

Navigation: Renewal Payment, **Apply for New License**, Update Info, Summonses/Settlements, Fees

Please select application type:
 Driver Vehicle

Select License Type
For Hire Vehicle - Non SHL

Select Business Type
 Individual Corporation Partnership LLC

Have you contacted a base regarding your base affiliation?
 Yes No

Apply

Step 2: Getting Started

This application will take about 60 minutes to complete.

For-Hire-Vehicles MUST be either a wheelchair accessible vehicle (WAV) or a Battery Electric Vehicle (BEV) in order to be licensed by TLC

Basic Requirements: Required Documents:

Step 3: Validation

* = Required Field

Your Base Number *
Please enter the 6 digit Base Number

Base Entity Name

Base DBA Name

Base Type

Is this your Base information? *
 Yes No

Step 4: Validation

Vehicle Identification Number (VIN) *

Re-enter Vehicle Identification Number (VIN) *

Employer Identification Number/Social Security Number *

Do you intend to affiliate to SHL Permit? *
 Yes No

Continue Cancel

Continued on next page >>

9. On the 'Vehicle info' page, enter information about your vehicle's year, make, model, number of seats, if it is stretched, if it has for-hire plates, and if it is wheelchair accessible. Then, click 'continue'.

10. On the 'Owner Info' page, enter your name, phone number, email, language preference, and mailing address. Then, click 'continue'.

11. On the 'Insurance' page, enter your vehicle's insurance policy number, insurance policy start date, insurance policy end date, and indicate if you have an excess insurance policy. Then, click 'continue'.

Continued on next page >>

This screenshot shows the 'Vehicle Information' form. The navigation tabs at the top are Validation, Vehicle Info (highlighted), Owner Info, Insurance, Questionnaire, Review/ Confirm, Payment, and Complete. A red box highlights the form fields, and a circled '9' is in the top right corner. The form includes fields for Year, Make, Model, Seating Capacity, Has the vehicle been stretched?, Do you have For-Hire Vehicle plates attached to your vehicle?, If yes: From which state?, What is your plate number?, and Is your vehicle wheelchair accessible?. There are 'Back', 'Continue', and 'Cancel' buttons at the bottom.

This screenshot shows the 'Insurance Information' form. The navigation tabs at the top are Validation, Vehicle Info, Owner Info, Insurance (highlighted), Questionnaire, Review/ Confirm, Payment, and Complete. A red box highlights the form fields, and a circled '11' is in the top right corner. The form includes fields for Policy#, Start Date, End Date, Do you have an excess insurance policy?, and What is your excess policy number?. There are 'Back', 'Continue', and 'Cancel' buttons at the bottom.

This screenshot shows the 'Vehicle Owner Information' form. The navigation tabs at the top are Validation, Vehicle Info, Owner Info (highlighted), Insurance, Questionnaire, Review/ Confirm, Payment, and Doc Upload. A red box highlights the form fields, and a circled '10' is in the top right corner. The form includes fields for First Name, Last Name, Cell Phone#, Email Address, Confirm Email Address, D/B/A (Optional), Fax# (Optional), and What is your language preference?. There are 'Back', 'Continue', and 'Cancel' buttons at the bottom.

This screenshot shows a dropdown menu for 'Borough'. The dropdown is open, showing 'Queens' as the selected option. A red box highlights the dropdown, and a circled '10' is in the top right corner. There are 'Back', 'Continue', and 'Cancel' buttons at the bottom.

12. On the 'Questionnaire' page, indicate if your vehicle has over 500 miles, is taller than seven feet, or weights over 8,500 lbs.

13. Review the application and the language in the 'Affirmation' section. If you agree, click the box next to the words 'I affirm' as well as the box next to the words 'I'm not a robot', complete the "CAPTCHA", and then click 'Review and Confirm'.

14. You will then be taken to the City of New York's payment portal (CityPay) and be provided additional instructions on how to complete the transaction.

15. After payment, you will be sent an email-based receipt as well as instructions on what to do next. Additionally, you will be shown the 'Complete' page with a summary of the transaction and information about what to do next.

Validation Vehicle Info Owner Info Insurance **Questionnaire** Review/ Confirm Payment

For Hire Vehicles Only

* = Required Field

All vehicles must go through a TLC Visual inspection at the TLC inspection site.

If your vehicle has more than 500 miles on the odometer at the time of the TLC Visual inspection it will require a NYS DMV inspection at the TLC inspection site.

1. Will your vehicle have more than 500 miles on the odometer at the time of inspection? * Yes No

Vehicles over 7 feet tall or more than 8,500 lbs cannot be inspected at the TLC inspection site and inspection no more than four months before the TLC Visual inspection.

2. Is your vehicle taller than 7 feet? * Yes No

3. Does this vehicle weigh over 8,500 lbs? * Yes No

Back **Continue**

Validation Vehicle Info Owner Info Insurance **Questionnaire** Review/ Confirm Payment

For Hire Vehicles Only

* = Required Field

All vehicles must go through a TLC Visual inspection at the TLC inspection site.

If your vehicle has more than 500 miles on the odometer at the time of the TLC Visual inspection it will require a NYS DMV inspection at the TLC inspection site.

1. Will your vehicle have more than 500 miles on the odometer at the time of inspection? * Yes No

You will be charged \$75 for an inspection fee.

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Vehicle Info Owner Info Insurance Questionnaire **Review/ Confirm** Payment

New Vehicle Application Information

Application Type: Vehicle
License Type: For Hire Vehicle - Non SHL
Business Type: Individual

Validation Information

Base Number: b02999
Base DBA Name: TEST BASE
Base Entity Name: TEST BASE, TEST TEST

Affirmation

I hereby affirm and certify under penalty of perjury that the information in the application is accurate and all documents uploaded are true copies of the original documents, to the best of my knowledge.

I affirm

Please check the box

I'm not a robot

The city of New York offers multiple payment options. As a convenience to you, the City of New York accepts credit and debit cards. If you choose to pay with a credit or debit card, you will be charged a convenience fee. This fee is nonrefundable. You will see this amount before you check out. The fee will be shown as a separate charge on your credit or debit card statement, and the New York City Department of Finance will be the merchant. **If you pay by E-Check, you will not be charged a fee.**

Review and Confirm **Cancel**

NYC Taxi & Limousine Commission

Validation Vehicle Info Owner Info Insurance Questionnaire Review/ Confirm Payment Doc Upload **Complete**

Payment Receipt

Application Payment Receipt [Printer Friendly Format](#)

This receipt is for your records. THIS TRANSACTION CANNOT BE CANCELED.

Application Number: [REDACTED]
Order Number: [REDACTED]
Applicant Name: [REDACTED]
Transaction Type: New Vehicle Application
Payment Transaction Date: 09/30/2020 03:39 PM
Convenience Fee: \$0.00 (added to total amount)
Total Amount Charged: \$0.00

Next Steps in the Licensing Process

To complete the licensing process you must do all of the following within 45 days of today:

- You must upload all remaining documentation to the TLC using the information listed below:

Information needed to upload documentation	
TLCUP link	www.nyc.gov/tlcup
Application Number	[REDACTED]
Mailing Zip Code	[REDACTED]
Last 5 Digits of SSN or EIN	[REDACTED]

- You must have or obtain for-hire license plates:
If you do not have For-Hire license plates, TLC will email you a plate letter to bring to NYS DMV for your new plates.
- You must notify TLC once you receive your "TC" license plates by completing the **Plate Notification Form** at our website to receive an inspection appointment.

1. Select 'Renewal Payment' from the navigation bar on the left.
2. Select 'Driver' and then click 'Continue'.
3. Enter your driver license number, driver license expiration date, and last 5 digits of your social security number (SSN).

The screenshot shows a navigation menu on the left with four options: 'Renewal Payment' (highlighted with a red box and circled 1), 'Apply for New License', 'Update Info', and 'Summonses/Settlements'. To the right, the 'RENEWAL PAYMENT' screen is displayed, featuring a heading and a prompt: 'Please select your license type to submit your license renewal payment:'. Below this, there are radio button options for 'Driver' (selected), 'Vehicle', 'Business', 'Medallion', and 'Sr/L Permit Holder'. A yellow 'Continue' button is located at the bottom right of the selection area, with a red arrow pointing to it.

4. Click the box next to the words 'I'm not a robot', complete the "CAPTCHA" and then click 'Search'.

The screenshot shows the 'Driver Search' form with three input fields: 'TLC Drivers License Number', 'Expiration Date of TLC Drivers License', and 'Last 5 Digits of SSN'. Below the fields is a checkbox labeled 'I'm not a robot' with a red arrow pointing to it, and a reCAPTCHA logo. At the bottom are 'Search' and 'Cancel' buttons. A red box highlights the search area, and a circled 4 is placed over the CAPTCHA area.

5. Review the language in the 'TLC Authentication' and 'Declaration of Applicant' sections. If you agree, click the box next to the words 'I agree'.

The screenshot shows the 'TLC LARS | LICENSEE AUTHENTICATION' section with a sub-heading 'TLC Authentication'. Below the heading is a line of text: 'Please review the information below. If it is not correct or y...'. A red arrow points down from this section to the Declaration of Applicant section.

The screenshot shows the 'Declaration of Applicant' section. It contains a paragraph of text: 'Under penalties of perjury, I declare that I have examined... knowledge and belief, all the information shown herein is t... that, in accordance with law, all license applications are pu... the application and all other documents and information fil... City, Taxi and Limousine Commission may verify any docum...'. Below the text is a checkbox labeled 'I Agree' with a red arrow pointing to it. A red box highlights the declaration area, and a circled 5 is placed over the 'I Agree' checkbox.

6. You will be shown a pop up warning. If you agree to the language, select 'OK'.

The screenshot shows a warning pop-up dialog box with the title 'Warning: Attention' and the text: 'Warning: Attention: Changing payment amount will void the entire transaction and your request will not be processed.' At the bottom are 'OK' and 'Cancel' buttons. A red box highlights the dialog, and a circled 6 is placed over the 'OK' button.

The screenshot shows the 'Declaration of Applicant' section with the 'I Agree' checkbox selected. A red arrow points down from the 'I Agree' checkbox to the 'Continue' button at the bottom right of the section. A red box highlights the declaration area, and a circled 5 is placed over the 'I Agree' checkbox.

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7. Click the box next to 'Total Renewal Fee' to select the fee. The renewal amount will then update to show you how much you owe. To pay, click 'Continue'. You will then be taken to the City of New York's payment portal (CityPay) and be provided additional instructions on how to complete the transaction.

8. After payment, you will be sent an email-based receipt.

TLC | License Applications, Renewals & Summonses Return to TLC Home

NYC Taxi & Limousine Commission

Renewal Payment

The following item(s) are associated with the information you provided.

*Please note that payment of renewal fee does not guarantee license renewal if there are other required actions you must take.

All Driver Licenses renewed will now be processed on a three-year term. Your payment will reflect an \$84.00 increase to account for the additional year added. Three-year renewal payments will reflect \$252.00.

Licensee	TLC License Number	Mailing Address	License Type
[REDACTED]	[REDACTED]	[REDACTED]	DRIVER

License Renewal

7

Item	Amount Due
*By selecting the Total Renewal Fee, you are agreeing to pay all renewal items listed.	
<input checked="" type="checkbox"/> Total Renewal Fee	\$252.00
Renewal Fee	\$252.00

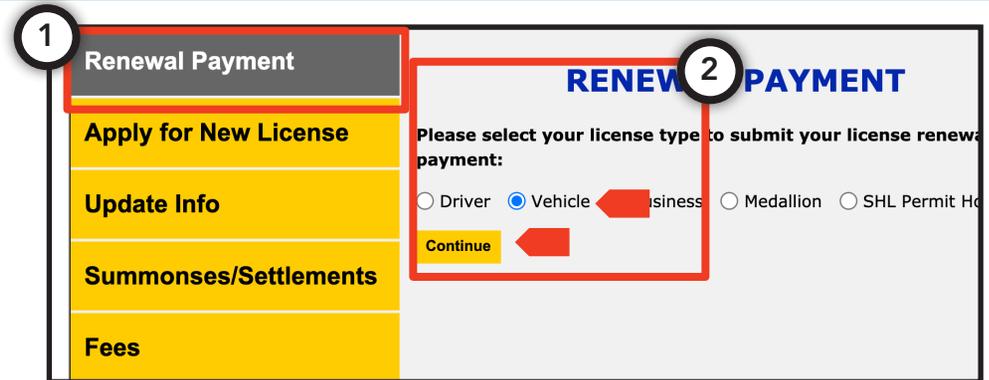
Payment Summary

Renewal Amount: \$252.00

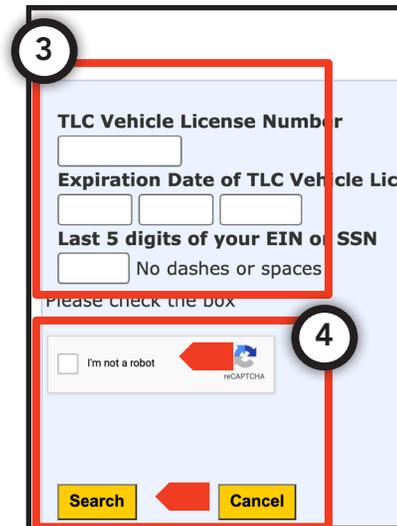
The city of New York offers multiple payment options. As a convenience to you, the City of New York accepts credit and debit cards. If you choose to pay with a credit or debit card, you will be charged a convenience fee. This fee is non-refundable. You will see this amount before you check out. The fee will be shown as a separate charge on your credit or debit card statement, and the New York City Department of Finance will be the merchant. **If you pay by E-check, you will not be charged a fee.**

Continue

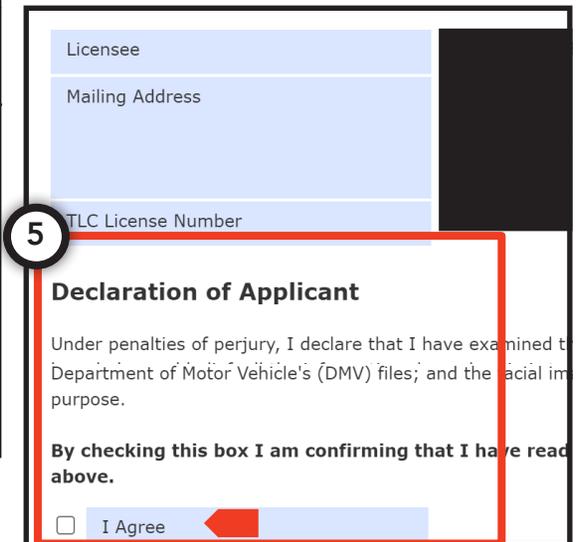
1. Select 'Renewal Payment' from the navigation bar on the left.
2. Select 'Vehicle' and then click 'Continue'.
3. Enter your vehicle license number, vehicle license expiration date, and last 5 digits of your social security number (SSN) or employer identification number (EIN).



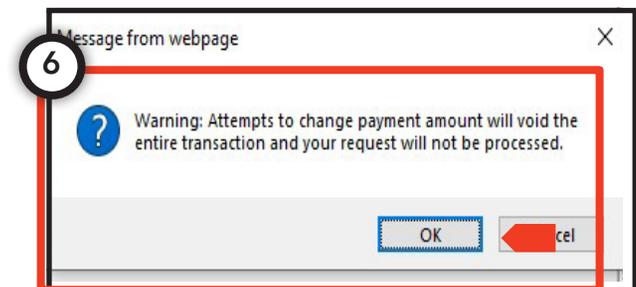
4. Click the box next to the words 'I'm not a robot', complete the "CAPTCHA" and then click 'Search'.



5. Review the language in the 'TLC Authentication' and 'Declaration of Applicant' sections. If you agree, click the box next to the words 'I agree'.



6. You will be shown a pop up warning. If you agree to the language, select 'OK'.



Continued on next page >>

7. Click the box next to 'Total Renewal Fee' to select the fee. The renewal amount will then update to show you how much you owe. To pay, click 'Continue'. You will then be taken to the City of New York's payment portal (CityPay) and be provided additional instructions on how to complete the transaction.

8. After payment, you will be sent an email-based receipt.

Renewal Payment

The following item(s) are associated with the information you provided.

*Please note that payment of renewal fee does not guarantee license renewal if there are other required actions you must take.

Licensee	TLC License Number	Mailing Address	License Type
[REDACTED]	[REDACTED]	[REDACTED]	VEHICLE

License Renewal

Item	Amount Due
*By selecting the Total Renewal Fee, you are agreeing to pay all renewal items listed.	
<input type="checkbox"/> Total Renewal Fee	\$1,425.00
Renewal Fee	\$550.00
(CMVT) Commercial Motor Vehicle Tax	\$800.00
DMV Inspection	\$75.00

License Renewal

Item	Amount Due
*By selecting the Total Renewal Fee, you are agreeing to pay all renewal items listed.	
<input checked="" type="checkbox"/> Total Renewal Fee	\$1,425.00
Renewal Fee	\$550.00
(CMVT) Commercial Motor Vehicle Tax	\$800.00
DMV Inspection	\$75.00

Payment Summary
Renewal Amount: \$1,425.00