

FOR-HIRE VEHICLE TRANSFER APPLICATION

This application should be used for the following TLC transactions; select all that applies:

- ☐ **Base Transfer:** Moving a vehicle from one base to another base;
- ☐ **Vehicle Transfer:** Replacing the vehicle attached to the FHV license;
- ☐ **Plate Transfer:** Replacing TLC license plates that were lost, stolen, damaged, or confiscated;

Note: The owner is responsible for providing the most up to date base, vehicle, and plate information. All vehicles licensed by TLC must be current and affiliated with a TLC licensed base to operate for-hire.

1. Owner Information: *must be completed and signed for all transactions above*

Company / For-Hire Vehicle (FHV) owner name	FHV Vehicle License No.	Email Address
Address		Phone
Note: It is your responsibility to provide the TLC with updates to your contact information (<i>address, phone number, and email</i>) on file. To change or update your information please visit: www.nyc.gov/lars .		
For-Hire Vehicle (FHV) Owner Affirmation "By affixing my signature below, I affirm that I have reviewed the information on this application and it does not contain false information. I affirm and understand that false information may result in a denial of my application, or suspension or revocation of a TLC license. Further, I affirm that I am familiar with the rules and regulations applicable to owning and operating this vehicle."		
Print name	Signature	Date (mm/dd/yyyy)

2. Vehicle Information: *complete with new vehicle information / current plate information*

New Vehicle Identification No. (VIN)		Current Plate Number	Need new plates? ☐ YES ☐ NO	☐ Wheelchair Accessible Vehicle ☐ Non-Wheelchair Accessible Vehicle ☐ Electric Vehicle ☐ Hybrid Vehicle ☐ Stretched Vehicle
Vehicle Type:	☐ For-Hire Vehicle ☐ Commuter Van ☐ Paratransit	Miles	Out of State Plate Number	
• Is the vehicle higher than 7 feet or weigh over 8,500 lbs.? ☐ YES ☐ NO If "Yes," you must show a current, original NYS DOT inspection receipt OR DOT exemption letter; and the vehicle must pass a visual inspection at a TLC inspection facility.				

3. Base Information: *only complete if you are moving from one base to another*

Base Owners signature is **required** to process a base transfer.

Base name	Base License No.
Print name	Signature
Date (mm/dd/yyyy)	
Base Owner: Please review the rules and regulations that mandate affiliation and operation of this vehicle, located at www.nyc.gov/tlc .	

FOR-HIRE VEHICLE TRANSFER APPLICATION

Instructions: Review the transaction types listed below and submit the requirements needed for your transaction(s) along with this completed application to fhvtransfers@tlc.nyc.gov

Base Transfer: *Moving the vehicle from one base to another base.*

The following **must** be submitted with the application:

- ☐ **Government issued photo ID** (*driver's license, passport, etc.*) is required for the individual submitting the application;
- ☐ **Completed application** signed by the for-hire vehicle owner, and owner or principal of the **new** base;
- ☐ Twenty-five dollars (**\$25.00**) payable by *Debit / Credit Card, or Money Order*; cash **is not** accepted.

Vehicle Transfer: *Replacing the vehicle attached to the FHV license.*

You can register the replacement vehicle at your local DMV office, but that must be completed before the TLC vehicle transfer is submitted via email. The following **must** be submitted with the application:

- ☐ **Government issued photo ID** (*driver's license, passport, etc.*) is required for the individual submitting the application;
- ☐ **Completed application** signed by the for-hire vehicle owner, and owner or principal of the base;
- ☐ **Registration** showing the new vehicle's Vehicle Identification Number (VIN), if not registering vehicle at TLC's DMV;

Note: We do **not** accept a car dealership's Temporary Certificate of Registration (**MV-50**).

Vehicles licensed out of New York State must provide **DMV registration** that specifies the vehicle's seating capacity.

- ☐ Current **For-Hire Commercial Insurance** Certificate (FH-1);
- ☐ Current **Certificate of Liability Insurance**, showing levels of insurance coverage;
- ☐ Current **Insurance Declaration Page**, directly from the insurance company, showing levels of insurance coverage;
- ☐ Twenty-five dollars (**\$25.00**), payable by *Debit / Credit Card, or Money Order*; cash **is not** accepted;
- ☐ Seventy-five dollar (**\$75.00**) inspection fee, required if the vehicle has 500 miles or more at the time of inspection;
- ☐ **Note:** Stretch Limousines, Commuter Vans, and Paratransit Vehicles must submit a NYS **Department of Transportation Inspection Report** (MC300) showing the vehicle passed inspection. Inspection reports are current for six (6) months and must be current when submitted. Modified vehicles require proof of modification from the modifier.

Plate Transfer: *If TLC plates are lost, stolen, damaged, or confiscated, visit the TLC's DMV counter to receive TLC plates.*

If changing to vanity/custom plates, you must have the new plates on the car prior to submitting a plate transfer application. The following **must** be submitted with the application:

- ☐ **Government issued photo ID** (*driver's license, passport, etc.*) is required for the individual submitting the application;
- ☐ **Completed application** signed by the for-hire vehicle owner, and owner or principal of the base;
- ☐ If vehicle is registered outside NY State or has custom plates, you must submit the **DMV registration** showing new plates;
- ☐ If applicable, **DMV receipt** (FS-6) for plates that were lost, stolen, confiscated, and/or repossessed;
- ☐ If applicable, **Notice of Violation** (NOV) from the TLC, for damaged plates;
- ☐ Twenty-five dollars (**\$25.00**) payable by *Debit / Credit Card, or Money Order*; cash **is not** accepted.

Important:

- For on-line payments – log onto our website at www.nyc.gov/LARS enter the required information which will take you to the payment page
- In-person transactions: Debit / Credit Card payment must be from the same person (same name) who submits the application at the TLC office
- In-person transactions: Money Orders must be made payable to "NYC Taxi and Limousine Commission" or "NYC TLC"