



### FHV-SHL DROP-OFF / PICK-UP FORM

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

**Drop-off:** Monday – Friday between 8:30am – 10:30am at window 24. Applications will not be accepted after 10:30am.

**Pick-up:** You will be notified by email within 1-2 business days to pick up all completed applications between 2:30pm - 3:30pm.

<p><b>Documents Needed for Vehicle and/or Transfer (TLC):</b></p> <ul style="list-style-type: none"> <li>o TLC Transfer Form</li> <li>o Certificate of Origin / Original Title</li> <li>o FH-1 Insurance</li> <li>o Certificate of Liability</li> <li>o Vehicle Modification Form -<i>required for ALL wheelchair vehicles</i></li> <li>o ID for Licensee</li> <li>o POA w/ ID</li> <li>o <b>Money orders for TLC payments:</b> <ul style="list-style-type: none"> <li>-Renewal - \$550 (<i>if applicable with one of the below transactions</i>)</li> <li>-Plate transfer only - \$25</li> <li>-Plate and base transfer - \$50</li> <li>-Vehicle transfer only - \$25</li> <li>-Vehicle and base transfer - \$50</li> <li>-Plate and vehicle transfer only - \$50</li> <li>-Vehicle transfer with DMV inspection - \$100</li> <li>-Vehicle and base transfer with DMV inspection - \$125</li> <li>-Plate and vehicle transfer with DMV inspection - \$125</li> </ul> </li> </ul>	<p><b>Documents Needed for a Plate Transfer ONLY (DMV):</b></p> <ul style="list-style-type: none"> <li>o Completed DMV Application</li> <li>o Proof of vehicle (<i>previous registration / FS6T / **copy of title (both sides)</i>)</li> <li>o FH-1 Insurance</li> <li>o ID for Licensee</li> <li>o POA w/ ID</li> <li>o DMV Authorization Form-completed for each application</li> <li>o Copy of front and back of credit card to be used for transactions</li> </ul> <p><i>**Needed only if your registration has expired or if your plates were previously revoked or suspended.</i></p>	<p><b>Documents Needed for Vehicle and Plate Transfer OR Original Registration (DMV transactions):</b></p> <ul style="list-style-type: none"> <li>o Completed DMV Application</li> <li>o Original Certificate of Origin / Original Title</li> <li>o Original EMV-50</li> <li>o Bill of Sale w/ DTF802 OR DTF803</li> <li>o FH-1 Insurance</li> <li>o ID for Licensee</li> <li>o Proof of Corporation – Filing Receipt (<i>if applicable</i>)</li> <li>o POA w/ ID</li> <li>o DMV Authorization Form-completed for each application</li> <li>o Copy of front and back of credit card to be used for transactions</li> </ul>
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**\*\*\*DO NOT WRITE IN SHADED AREA\*\*\***

**INSTRUCTIONS:**

1. You must submit **clear photocopies** of **ALL** required documents listed above in-order for your applications to be processed.
2. For TLC payments, make **all** money orders, for each application, payable to **NYC TLC – see above**
3. Complete the **DMV Credit Card Authorization Payment form** for each application with a copy of the front and back of the credit card to be used for these transactions.
4. Inspection appointments will be scheduled for 1-2 business days after application is processed.
5. An email will be sent to the email address listed below with the date to pick up your receipts / plates / registrations.

Drop-off Date: / /	Name of Person / Agent submitting form:				Telephone # / e-mail address of Agents / POA contact person submitting form:		
Vehicle License #:	Plate Transfer?	Vehicle Transfer?	Out of Storage?	Renewal?	New Vehicle Identification No (VIN) – last 6	Comments – TLC ONLY	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Received by / Date:			Processed by / Date:			Picked up by / Date:	

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