



## INSTRUCTIONS FOR FILING AN APPLICATION FOR A NEW BROKER/ AGENT LICENSE, RENEWAL LICENSE OR CHANGE OF INFORMATION

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### General Instructions

Please visit [www.nyc.gov/tlcselfscheduling](http://www.nyc.gov/tlcselfscheduling) 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).

New Applications are valid for ninety (90) days. If you do not complete all requirements from the date you submit your application to the TLC, your application will be denied.

To submit your Renewal Application, you can choose one of the two ways to make your payment:

1. **Payment BY MAIL:** You MUST Mail your Renewal Form with all requirements to:

**New York City Taxi & Limousine Commission**  
**Attn:** Owners Licensing Unit  
31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor  
Long Island City, NY 11101

- You **MUST** include a Money Order, Company Check or Certified Check in the amount indicated on the Renewal Form made payable to: **NYC Taxi & Limousine Commission**.
  - Please print the base license number on the front of the Money Order, Company Check or Certified Check.
  - You **MUST** mail all items in the enclosed envelope as soon as you have completed all of the requirements for licensure. A delay in mailing any requirements will cause a delay in the renewal process.
2. **ON-LINE Payment:** You can make your renewal payment online on our website.
    - Please visit [www.nyc.gov/tlcselfscheduling](http://www.nyc.gov/tlcselfscheduling) to schedule an appointment to submit your completed application, required documentation
    - You must meet all license renewal requirements by the expiration date of your license for your license to be renewed. If you do not meet all license requirements by the expiration date of your license your application will be denied.

For more information on how to make renewal payment On-line, please visit our website at: <http://www.nyc.gov/html/tlc/html/industry/lars.shtml>

**Note 1: Renewal Applications** must be submitted sixty (60) days before expiration date. To get your renewal license on time you need to complete all license requirements at least sixty (60) days before your license expires. Renewals may also be submitted by mail, but please be advised that if the application is found incomplete it will be returned and your payment will not be processed. You must complete the application in its entirety and submit all necessary requirements as noted on the appropriate checklist.

**Note 2:** If your base license is suspended, you cannot dispatch vehicles. If you dispatch vehicles while your base license is suspended you can be issued a summons which could result in the imposition of fines or other penalties, including revocation of your base license. If a vehicle is dispatched from your base while the base license is suspended, the vehicle may be subject to seizure for unlicensed operation and may be subject to fines and penalties.

**License Type:**

- **Medallion Broker:** A taxicab broker is an individual, partnership, corporation or LLC that acts as an agent or intermediary in negotiating the transfer of a taxi cab license (medallion).
- **Medallion Agent:** An agent is an individual, partnership or corporation, or LLC acting by employment, contract or otherwise, on behalf of one or more owners to operate or for the operation of a taxicab.

**Purpose of this Application:**

- **New License:** Applying for a one (1) year \$500 for a license to operate as a Broker or Agent.
- **Renewal License:** Applying for a one (1) year \$500 for a license that was previously issued. To get your renewal license on time you need to complete all license requirements at least sixty (60) days before your license expires.
- **Change of Information:** Used to notify the Taxi and Limousine Commission of any changes such as business address, D/B/A name, and change of business address or agent off street parking facility location.

**Business Type:**

- **Sole Proprietorship** - is owned by one person, usually the individual who has day-to-day responsibility for running the business. Sole proprietors own all the assets of the business and the profits generated by it. They also assume complete responsibility for any of its liabilities or debts.
- **Partnership** - is where two or more people share ownership of a single business. The partners should have a legal agreement that sets forth how decisions will be made, profits will be shared, disputes will be resolved, how future partners will be admitted to the partnership, how partners can be bought out, or what steps will be taken to dissolve the partnership when needed.
- **Corporation** - is chartered by the state in which it is headquartered, and is considered by law to be a unique entity, separate and apart from those who own it. A corporation can be taxed. It can be sued. It can enter into contractual agreements. The owners of a corporation are its shareholders. The shareholders elect a board of directors to oversee the major policies and decisions. The corporation has a life of its own and does not dissolve when ownership changes.
- **LLC** - is a company where the owners are called members not partners or shareholders. Number of members are unlimited and may be individuals, corporations, or other LLC's.

**Note:** Please **check** the business type applicable to your Agent/Broker license application.

**Section I. Background Information of Agent/Broker**

This basic background information is necessary to process your application. Please be sure to provide all the information requested, and make sure that the information is accurate. Inaccurate information may result in a delay or denial in processing of your application.

- **Business Name:** Refers to the name of the business entity associated with the Agent/Broker application.
- **D/B/A: Doing Business As:** A D/B/A name is a company name, also commonly called "trade name" or "assumed name". A D/B/A is a secondary name for your business, an officially sanctioned "alias". Leave the D/B/A section blank if you plan to conduct business under one name if that name is the same as the company name.

- **Address:** The location for the Broker or Agent. (If the application is for a change of address please enter the current address on record with the TLC).
- **E-Mail:** A required working E-mail address that will be on file at the TLC so you may receive TLC updates and other important information.
- **Website Address:** It is optional to provide your business website address.
- **Telephone #:** Contact numbers for ALL individuals, officers, partners, principals or stockholders responsible for all inquiries related to this application.
- **EIN/SS#:** Please provide either Social Security number or "EIN", Employer Identification Number, which is defined as a nine-digit number that the Internal Revenue Service (IRS) assigned to the organization.

## Section II. Listing of all Owners, Officers, Partners, Managers and Stockholders

Please provide a complete list of all Officers, Partners, Managers and Stockholders associated with the business entity applying for an Agent/Broker license. The following information is required for all individuals:

- Name •home address •amount of time living at this address •date of birth
- Social Security number •DMV license # •DMV license State •Telephone number for individual
- title (which is the position held in the corporation i.e. president, secretary, etc.) and
- number of shares owned by the individual.

## Section III. Change of Information

If you are considering changing the business or the D/B/A Name, please visit [www.nyc.gov/tlcselfscheduling](http://www.nyc.gov/tlcselfscheduling) to schedule an appointment to submit your completed application, required documentation and fees via appointment. This is necessary for us to verify that your name change is permissible. Once you receive confirmation that you can proceed with the name change, please provide a copy of the filing receipt and corporation certificate with your completed application.

You are required to maintain a working 24-hour contact number for the purposes of 24/7/365 contact with the New York City Taxi and Limousine Commission.

This is the address of the location you would like to relocate your already registered business entity. You will need to provide a lease agreement, certificate of occupancy (C of O) and a completed application. The C of O must be from the Department of Buildings stamped or dated no more than two years before the date of this application. In lieu of this, you may submit a "Letter of Permissible Use" from the Dept. of Buildings stating that said Department has no objection to the operation of this type of business at the subject premises.

## Section IV. Agent Medallion and Parking Management Information

List the number of Medallions managed on a long-term basis and the number managed by shift or day. In addition, you are required to attach a list of the medallions noted in section IV. The location of the off-street parking- Proof of available sufficient off-street parking at new location or near business premises to store the lesser of twenty-five vehicles or the following: 50% of the taxicabs leased on a daily basis, and 5% of the taxicabs leased for longer than a day. The lease or contract must include the # of spaces being leased, the start and expiration date of the lease / contract and must be signed by the provider of parking (if not owned by base). If you own the parking location, please bring in a letter affirming that you own the parking location (include # of spaces the lot holds, or you plan to use).

## Section V. Background Questionnaire

For the questions listed in this section please check the box that correctly answers the questions for the individual(s) or firm whose name appears on the application. All officers, shareholders, partners & individual owners who have 10% of the corporate share (or more) OR a title as President, Vice President, Secretary, Treasurer or Member must fill out the background questionnaire on page 4 of the application. If you answered "YES" to any of the questions you must provide a signed statement and pertinent documentation giving all relevant details as an addendum to this application. The statement must include all names, dates, license numbers, certificate of disposition and any other relevant information to the

incident being described. **False answers to any of the questions will be grounds for denial of your base license application.**

## Section VI. Affirmation

The affirmation is required to be filled out and signed by one officer representing the owner(s).

## Section VII. (New applicants only) Name Inquiry / Name Reservation Request

Copy of approved Name Inquiry Form.

## Additional Requirements

- **(New applicants only) Application fee of \$500 for a one (1) year license:** 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: **NYC Taxi & Limousine Commission**. Each license expires December 31<sup>st</sup> of the year it was issued and each succeeding year. Licenses issued on or after July 1<sup>st</sup> of any year will be pro-rated to a fee of \$250. All licenses are non-transferable and fees are non-refundable.
- **(Renewal applicant only) Renewal Payment form** - Filled out and signed by one officer representing the owner(s). *This was included in the application and renewal packet mailed to you.*
- **(Renewal applicant only)** To get your renewal license on time you need to complete all license requirements at least sixty (60) days before your license expires.
- **(All applicants) Zero outstanding judgments to the TLC, NYS DMV Traffic Violations Bureau (TVB), Department of Finance (DOF) Parking Violations and DOF Red Light Bureau:** If any outstanding judgment (i.e., unpaid tickets) are discovered, your application will not be processed.
- **(New applicants only) Photo of identification for each person listed on the application:**  
A valid government issued identification.  
**Examples:** Certificate of Citizenship, Certificate of Naturalization, a Medicaid card, a NYS Food Stamp Card, professional license, State issued Driver License, US marriage document, a US divorce document, or a court-issued name change document, School ID Cards, health insurance card or a medical prescription card, ATM card or a debit card, or a valid Credit Card.
- **(Renewals applicants only) New York State Criminal History Report:** All individuals, partners, officers, and principals must attach the results of a New York State Criminal History Search issued by the New York State Unified Court System for review by the TLC. For filing instructions and to download a Criminal History Record Search form, please go to: [www.nycourts.gov/apps/chrs/](http://www.nycourts.gov/apps/chrs/)
- **(All applicants) Proof of "Active" Status with the N.Y. Department of State:** You may verify your status via the NYS Department of State website at: <https://www.dos.ny.gov/>. Please attach a copy of the on screen print-out.
- **(New applicants, Name Change, DBA Name Change applicants only) Proof of Business Status:** If a corporation, you must produce a Certificate of Incorporation and a filing receipt. If a partnership, you must produce a Partnership Certificate. If a sole proprietor, you must produce a Business Certificate.
- **(Name Change, DBA Name Change of Information and Change of Ownership) Original Surety Bond of \$50,000 for the benefit of the City of New York:** (Note -- you MUST bring in the original; a copy will not be accepted). If application (New) is considered for approval on or after July 1<sup>st</sup>, the bond is still required to reflect coverage for one year. The Bond on file must be current and maintained at ALL times.

- **(Agents only) Certificate of Occupancy:** Must have from the Dept. of Buildings stamped or dated no more than two years before the date of this application. In lieu of this, you must submit a “Letter of No Objection” from the Dept. of Buildings stating that said Department has no objection to the operation of this type of business at the subject premises.
- **(Brokers Only) Resume & Cover letter:** Resumes of all new individuals, partners, officers, principals and stockholders, together with a cover letter demonstrating their ability to assume the duties of a taxicab broker.
- **(Change of Ownership) Updated contracts for Off Street Parking (OSP)**

**CHANGE OF INFORMATION:**

- **(Name Change / DBA Name Change of Information only) Name Inquiry / Name Reservation Request:** Copy of approved Name Inquiry Form.
- If you are removing an owner, officer, partner, or stockholder, DO NOT list them in Section I of the application. Simply list all remaining and new individuals with ownership interests. If the individual has shares within the company, there must be proof of the transfer or distribution of those shares or a bill of sale.
- If you are adding an owner, officer, partner, or stockholder, you will need to provide statements and business records to disclose the addition of all individuals, partners, officers, principals, and stockholders. Examples of acceptable records would include a Secretary’s Certificate identifying partners, officers, principals and stockholders.
- In addition, please provide a complete list of all updated Owners, Officers, Partners, Managers and Stockholders associated with the business entity applying for an Agent/Broker license. The following information is required for all individuals:
  - Name •home address •amount of time living at this address •date of birth
  - Social Security number •DMV license # •DMV license State •Telephone number for individual
  - title (which is the position held in the corporation i.e. president, secretary, etc.) and
  - number of shares owned by the individual.
- **Change of Business Name (Section III):**  
Please provide copy of filing receipt and corporation certificate.
- **Change of D/B/A Name (Section III):**  
Please provide copy of filing receipt and corporation certificate.
- **(Agents only) Change of Address (Section III):**  
Please provide a certificate of occupancy for the proposed location. Must have from the Dept. of Buildings stamped or dated no more than two years before the date of this application. In lieu of this, you must submit a “Letter of No Objection” from the Dept. of Buildings stating that said Department has no objection to the operation of this type of business at the subject premises.
- **(Agents Only) Change of Off-Street Parking Location (Section IV):**  
Proof of available sufficient off-street parking at new location or near business premises to store the lesser of twenty-five vehicles or the following: 50% of the taxicabs leased on a daily basis, and 5% of the taxicabs leased for longer than a day. Copy of lease or contract that must include the # of spaces leased, the start date and expiration date of the lease / contract and must be signed by the provider of parking (if not owned by agent). If you own the parking location, please bring in a letter affirming you own the parking location (include # of spaces the lot holds, or you plan to use).