



## INSTRUCTIONS FOR FILING AN APPLICATION FOR A NEW, RENEWAL OR CHANGE OF STATUS FOR PARATRANSIT LICENSE

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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. Filing an application **does not** grant operating authority. Operating a Paratransit Base before the license application is approved is illegal and will subject the applicant to fines and other penalties. Applicants found guilty of operating an unlicensed authority will be subject to disqualification from operating a paratransit base.

### 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: <https://www1.nyc.gov/lars/>.

**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 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.

**Purpose of this Application:**

- **New License:** Applying for a three (3) year of \$1,500 for a license to operate as a Paratransit.
- **Renewal License:** Applying for a three (3) year of \$1,500 for a license that was previously issued for operation of a Paratransit Base. To get your renewal license on time you need to complete all license requirements at least sixty (60) days your license expires.
- **Change of Status:** Applying for Change of Ownership, Change of Address, Change of Corporate and/or D/B/A name and Change of Corporate Officers of a Paratransit Base.

**Section I. Background Information on Paratransit Base**

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 you provide 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 Paratransit 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 Paratransit base.
- **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 **required** 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.
- **How will the vehicles be dispatched:** Please provide either a copy of your FCC License or provide an alternative form of communication. For more information on FCC business radio licensing , please go to:<http://wireless.fcc.gov/services/ind&bus/index.html>
- **Number of vehicles to be dispatched:** A paratransit base is required to have at least one (1) vehicle affiliated with the base.

**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 a Paratransit 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. Certificate of Workers' Compensation Insurance**

Please complete with the details of the Workers Compensation Insurance policy information. The affirmation portion of this section is required to be filled out by one officer representing the owner(s) and must be signed.

**(New, Renewal, Change of Ownership and Change of Corporate and/or D/B/A name only)**

**Certificate of Workers' Compensation Insurance:**

All Paratransit bases that own at least fifty (50%) percent of their affiliated vehicles, must file either proof of Workers' Compensation Insurance coverage or an Exemption Letter issued by the New York State Workers' Compensation Board. Bases that are owned by either one individual or two shareholders, and have no employees, may be eligible for an exemption. The address of the Board office in New York City:

**Workers' Compensation Board  
180 Livingston Street  
Brooklyn, N.Y. 11248**

**Section IV. 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 V. Affirmation to Operate Paratransit Base Station**

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

**Attachment: Name Inquiry / Name Reservation Request**

Copy of approved Name Inquiry Form is required.

**Additional Requirements**

**(New and Change of Corporate and/or D/B/A name only)**

**Name Inquiry / Name Reservation Request:** Copy of approved Name Inquiry Form.

**(New and Renewal only)**

**Application fee of \$1,500 for a three (3) 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**.

**(Renewal 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 only)**

To get your renewal license on time you need to complete all license requirements at least sixty (60) days your license expires.

**(New, Change of Ownership and Change of Corporate Officers only)**

**A photo 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.

**(New, Renewal, Change of Ownership, Change of Address, Change of Corporate and/or D/B/A name and Change of Corporate Officers)**

**Proof of “Active” Status with the N.Y. Department of State:** You may verify your status via the NYS Department of State Web site at <https://www.dos.ny.gov/>. Please attach a copy of the on-screen print-out.

**(New, Renewal and Change of Address only)**

**Address Verification:** If dispatching five (5) or more vehicles applicant must submit a Certificate of Occupancy (must have from the Dept. of Buildings no more than two years before the date of this application). If four (4) or less vehicles, applicant must submit two (2) proofs of current address, i.e., a utility bill.

**(New, Renewal and Change of Corporate and/or D/B/A name 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.

**(New and Change of Address only)**

**Certificate of Convenience:** Before operating authority can be considered, you are required to submit an “Application for Authority to Transport Passengers” to the New York State Department of Transportation’s Office of Safety and Security Services. The NYSDOT must make specific findings that the carrier is fit, willing and able to provide the service.

Applications may be requested by calling (518) 457-6503 or writing to:

**NYSDOT  
Office of Safety and Security Services  
50 Wolf Road, Pod 53  
Albany, New York 12232**

**(New, Renewal, Change of Ownership and Change of Corporate Officer only)**

**Certificate Statements and Business Records:** To disclose all individuals, partners, managers, officers, principals, and stockholders, please ensure that the number of shares per person is indicated. You must also submit meeting minutes that have been signed or acknowledged by affirmation.

**(New, Renewal, Change of Ownership and Change of Corporate and/or D/B/A name only)**

**Employer ID Numbers (EINs):** An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. Generally, businesses need an EIN. You may apply for an EIN in various ways, and now you may apply online at [www.irs.gov](http://www.irs.gov). This is a free service offered by the Internal Revenue Service. If you need a replacement you can reach out to the IRS by calling the Business & Specialty Tax Line at (800) 829-4933.

**(Change of Ownership only)**

**Bill of Sale:** The bill of sale needs to include how many shares were transferred, as well as signature of seller and buyer.

**(New, Renewal, Change of Ownership, and Change of Corporate Officers only)**

**Required Electronic Record System Contract:** Process and Information Fact Sheet. See Paratransit Electronic Record System Instruction Sheets.

**(New, Renewal, Change of Ownership, Change of Address, Change of Corporate Officer and Change of Corporate and/or D/B/A name)**

**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.