



Renewal Instructions and Checklist

Dear Business Owners:

All license renewal requirements must be submitted by the expiration date of the license. If all requirements are not met by the expiration date, the license renewal will be denied.

If there are any changes to the **Business premises, Ownership and/or Business Name** then a change of application must be submitted to reflect such changes. Click [here](#) for applications.

NOTE:

All for-hire bases must meet the Wheelchair Accessible Vehicle dispatch requirement. For more information about the requirement visit <https://www1.nyc.gov/site/tlc/about/fhv-accessibility-base.page>.

Renewal Payment and Documents Submission Instructions

1. **ON-LINE Payment:** Make renewal payment on <https://www1.nyc.gov/lars/>

- \$1,500.00 renewal fee for a 3-year FHV Bases and Para-Transit license Authority
- \$550 renewal fee for a 2-year Commuter Van (VN) license Authority
- **SHL Endorsement Renewal Application** must be submitted via email to: businessmr@tlc.nyc.gov
\$3,000.00 additional for a 3-year SHL-Endorsed renewal fee, **in person** by appointment **only**. We will review the application and coordinate an appointment date.

2. **Documents Submission:**

- Scan and submit documents via email to: businessmr@tlc.nyc.gov
- ONLY PDF attachments are acceptable
- Label or name attachments



3. To complete your Base Renewal, the following is required:

| REQUIREMENTS | LIVERY | BLACK CAR | LUXURY | PARATRANSIT | COMMUTER VAN |
|--|---------------|------------------|---------------|--------------------|---------------------|
| Surety Bond of \$5,000 for the benefit of the City of New York | ✓ | ✓ | ✓ | | |
| Comprehensive Operating Plan (COP) . Instructions can be found here . | ✓ | | | | |
| Statement of Approval from City Council Member and Community Board: Must submit a letter of no objection from both entities, OR A copy of the letter sent to each entity with the certified return-receipt. | ✓ | | | | |
| Off-Street Parking Affirmation: Must complete and submit Affirmation . | ✓ | | | | |
| Photo identification – for all principals, officers, and managers. Valid, government issued identification is required. | ✓ | ✓ | ✓ | ✓ | ✓ |
| Certificate of Worker’s Compensation Insurance OR Proof of Membership in the New York Black Car Operators’ Injury Compensation Fund, Inc. (Black and Luxury Bases only) | ✓ | ✓ | ✓ | ✓ | ✓ |
| Business Lease Affirmation: Complete and submit affirmation . | ✓ | ✓ | ✓ | ✓ | ✓ |
| Zone Rate schedule map or Rate of Fare Book , whichever is appropriate | ✓ | ✓ | ✓ | ✓ | |
| Copy of the most recent Franchise Agreement approval letter, OR Franchise Agreement letter of receipt, OR Statement letter stating that the Business entity has Cooperative status . | | ✓ | | | |
| Information Security and Use of Personal Information Policy: Complete and submit disclosure . | ✓ | ✓ | ✓ | | |
| Dispatch App Disclosure: Complete and submit Affirmation . | ✓ | ✓ | ✓ | | |
| Copy of Base’s most recent phone bill, with telephone number: | ✓ | ✓ | ✓ | ✓ | ✓ |
| Base must have least 10 vehicles attached with the Base OR 5 vehicles (1 must be a wheelchair accessible vehicle) (PR & CV bases – require at least one (1) attached vehicle) | ✓ | ✓ | ✓ | ✓ | ✓ |
| No judgments owed to TLC: All suspensions must be cleared, and judgments paid. | ✓ | ✓ | ✓ | ✓ | ✓ |