HOW TO SUBMIT AN APPLICATION FOR A VEHICLE LICENSE:

Please visit your base to have them request an appointment to submit your “TLC Vehicle Application Form”. The Base/Authority must schedule an appointment on our website at www.nyc.gov/tlcappointment.

SUBMIT AN APPLICATION

Please review the TLC Vehicle Application Requirements and Checklist form for required documents needed to complete your application. The documents needed for each transaction may be different depending on the transaction type – so review carefully. Clear copies of all requirements listed on the following checklist pages must be submitted on your scheduled appointment day. Please be on time!

On the day of your appointment, you will need to bring your Appointment Confirmation as well as a completed “Vehicle Application Form”, payment and copies of all required documents. Incomplete applications will NOT be accepted.

- The applicant must be the registered owner or direct lease holder of the vehicle. Please provide current registration or lease agreement as proof.
- Applicant or Corporate officer must submit a completed new or transfer application, copies of all required documents and all fees in person at your scheduled appointment time. If you are not the owner and/or officer, you must have a signed Power of Attorney from the owner. ONLY Base or Vehicle Transfers can be processed by appointment with a Power of Attorney; they will not be accepted via drop-off. Drop off is only for applicants who require new or replacement T&LC plates. Out of state applicants with plates must have an appointment to be processed. Hours: Drop off – 9 AM and 11 AM. Pick up – 2 PM and 4 PM.

You must have Zero outstanding judgments to the TLC, NYS DMV Traffic Violations Bureau (TVB), Department of Finance (DOF) Parking Violations and DOF Red Light Bureau (i.e., unpaid tickets).

A Post Office Box is NOT accepted as a legal address. You may use a Post Office Box as a mailing address only if you provide proof of your legal address in the form of a utility bill, bank statement or lease from landlord. Your proof must be a current bill or statement no older than thirty (30) days. Cell phone bills are not accepted as proof of address.

You must use the same address on your TLC application, Declaration Page, FH-1 and DMV registration. If your mailing address is a Post Office Box you must provide a legal address and a recent utility bill or bank statement or lease from your landlord as proof of your legal address. Cell phone bills are not accepted as proof of address.

REGISTRATION / INSPECTION

New Applications and Plate Transfers:
Once your application has been processed at the counter you will be given a plate letter if you need new T&LC plates. Please take this to the DMV to obtain your new plates and registration. Afterwards, contact your base to schedule your inspection. If you already have plates (out of state and outside of NYC) your appointment will be scheduled for inspection when your application has been processed.

The appointment will be handed to you at the counter by the appointment staff. Please see charts below:

<table>
<thead>
<tr>
<th>Type of Vehicle:</th>
<th>Type of Inspection Appointment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW FHV with 500 or more miles</td>
<td>DMV Inspection. The fee is $75 and must be paid with the new application fee.</td>
</tr>
<tr>
<td>NEW Commuter Van or a NEW Paratransit Vehicle or a NEW FHV with LESS than 500 miles</td>
<td>Visual Inspection. No inspection fee.</td>
</tr>
</tbody>
</table>

Base and Vehicle Transfers ONLY:
You will be scheduled for an inspection when your application has been processed. The appointment will be handed to you at the counter by the appointment staff.

<table>
<thead>
<tr>
<th>Type of Vehicle:</th>
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</thead>
<tbody>
<tr>
<td>VEHICLE TRANSFER (VT) FHV with 500 or more miles</td>
<td>DMV Inspection. The fee is $75 and must be paid with the new application fee.</td>
</tr>
<tr>
<td>VEHICLE TRANSFER (VT) Commuter Van or a VT Paratransit Vehicle or a VT FHV with LESS than 500 miles</td>
<td>Visual Inspection. No inspection fee.</td>
</tr>
<tr>
<td>All PLATE Transfers (Non - TC Plates)</td>
<td>Visual Inspection. No inspection fee.</td>
</tr>
</tbody>
</table>

SHEL (IF APPLICABLE): If your vehicle is going to be operated as a Street Hail Livery (SHL), you will need to have the SHL permit affiliated to your vehicle. The vehicle will need to be hucked up before presenting to TLC for inspection. Yellow vehicles are not allowed as FHV. Your vehicle cannot operate For-Hire until it has completed the inspection process. A vehicle found operating without current permits or license will be summonsed and may be seized by Enforcement.

ON YOUR INSPECTION DAY

You must bring your Woodside Inspection Confirmation Form or Staten Island Inspection Authorization Form and the vehicle listed on the form with you on the day of your appointment. You will not be admitted without it! Please read all the information on the forms for additional information and requirements before going for your inspection.

a. If you are scheduled for an inspection at our Woodside facility, you must bring your Woodside Inspection Confirmation Form and the vehicle to:
   24-55 BQE West, Woodside, NY 11377.

b. If your vehicle is affiliated to a Staten Island base, you must bring your Staten Island Inspection Authorization Form and the vehicle to one of our TLC approved Staten Island off-site inspection facilities listed on the form. After your vehicle has passed inspection, you must bring your vehicle to our Staten Island facility for a Visual Inspection located at: 1893 Richmond Terrace, Staten Island, NY 10301 with your receipt and inspection report. A Visual inspection will be performed by a TLC Inspector and if the vehicle passes, it will be issued the appropriate decals. There is no appointment for the Visual Inspection office. Applications or payments will NOT be accepted at the Visual Inspection office.

YOU MUST BRING THE FOLLOWING TO YOUR VEHICLE INSPECTION

The inspection appointment form, your car, your vehicle registration and your Driver’s License.

PASS INSPECTION! START OPERATING!
## TLC VEHICLE APPLICATION REQUIREMENTS AND CHECKLIST

### REQUIRED DOCUMENTS

You must provide **CLEAR** copies of all required documents:

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

- Completed application.
- Completed Renewal Form. **Renewals accepted by mail only.**
- Zero outstanding judgments to the TLC, NYS DMV Traffic Violations Bureau (TVB), Department of Finance (DOF) Parking Violations and DOF Red Light Bureau (i.e., unpaid tickets).
- Child Support Certification - Pursuant to §3-503 of the New York State General Obligation Law – must be filled out and signed.
- Current for-hire Insurance Certificate (FH-1). Insurance must be issued in the applicant’s name.
- Current Insurance Declaration Page directly from your insurance company showing levels of insurance coverage. **Insurance policy must be current.**
- Current DMV registration, Certificate of Title, Bill of Sale, or Leasing Agreement. NOTE: Vehicles licensed out of state must provide DMV registration showing seating capacity.
- Government Issued photo I.D. of applicant. State issued driver’s license preferred. *(see note below)*
- Social Security Card of applicant. *(see note below)*
- DMV receipt for plates (FS-6T) or new registration with vanity plates documenting that plates have been surrendered or destroyed.
- **To verify corporation:** Filing Receipt & Corporate Resolute (minutes) electing officers, Business or Partnership Certificate, (whichever is appropriate); and Lease Agreement, (if applicable).
- Submit an IRS issued CP-575 Notice or a 147-C letter (provided as a replacement or EIN verification letter to business,) social security cards & a government issued photo I.D. for each elected officer.
- Stretch limousine vehicle(s) that are required to have NYS DOT carrier authority, can only be operated by drivers that have an ACTIVE 19A Status. They also must have a N.Y.S. Department of Transportation Inspection form (MC300) showing the vehicle(s) has been inspected. The front and back page (defect report) of the document is required. The defect report must be provided if vehicle inspection report indicates a denial. (The inspection report is valid for one (1) year, and it must be current at time of application). If NYS DOT operating authority license is not required, a NYS DOT exemption letter is needed.

### FEES

FEES can be paid by Money Orders, Certified Checks, Master Card, Visa, AMEX or Discover. **Money Orders and Certified Checks are payable to: NYC Taxi & Limousine Commission.** Applications are valid for forty-five (45) days. If you do not complete all requirements within forty-five 45 days from the date you submit your application to the TLC, your application will be denied.

**ALL FEES ARE NON REFUNDABLE.**

TURN TO PAGE 2 TO CONTINUE ON FOR-HIRE VEHICLE REQUIREMENTS
**TLC VEHICLE APPLICATION REQUIREMENTS AND CHECKLIST**

**REQUIRED DOCUMENTS**

You must provide **CLEAR** copies of all required documents:

<table>
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<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

**Stretch limousine only**: In addition to all of the above requirements, limousine applicants must also bring a copy of the Coach Builder’s letter as proof that the vehicle was stretched by a manufacturer-certified stretch limo builder.

**NEW APPLICATION FEE**: Five Hundred and Fifty (550) license application for a two (2) year license fee together with an Inspection fee of $75. See below — “INSPECTION FEE”

**TRANSFER FEE**: Twenty Five ($25) transfer fee for each Transfer type. VEHICLE TRANSFERS ONLY — Seventy-Five ($75) Inspection fee also required, depending on the transaction type. See below — “INSPECTION FEE”

**RENEWAL FEE**: Five Hundred and Fifty (550). Late renewals (30 days before expiration date) will be charged a late fee of Twenty Five ($25).

An **INSPECTION FEE**: Seventy-Five ($75) required if vehicle has 500 miles or more recorded on the odometer. New applicants must pay an inspection fee together with their completed application fee of $550. If a new application is submitted at LIC or Staten Island Inspection, fees are REQUIRED before your visit to our TLC Inspection facilities for an Inspection.

**COMMERCIAL MOTOR VEHICLE TAX (CMVT)**: Eight Hundred ($800). This tax is collected for vehicles licensed by the TLC that are registered outside of NYC (Non TC plates) while the NYS DMV collects the tax for vehicles registered within NYC. The tax amount is $800 for the 2-year license period. ALL Motor vehicles regularly used in New York City for the transportation of passengers, regardless of the mileage within the City are required to pay the Commercial Motor Vehicle Tax (CMVT). Money orders or certified checks **ONLY**, payable to: **NYC Taxi & Limousine Commission**.

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**FHV Vehicle Insurance Requirements**

Please see the chart below for the minimum insurance levels your vehicle must possess based on the type of vehicle you own and the vehicle’s seating capacity (as per TLC rule unless otherwise noted).

<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>Seating Capacity</th>
<th>Minimum Insurance Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Livery Vehicle</strong> &amp; <strong>Black Car</strong></td>
<td>1 – 8 passengers</td>
<td>$100,000 per person &lt;br&gt;$300,000 per occurrence &lt;br&gt;$200,000 PIP*</td>
</tr>
<tr>
<td></td>
<td>9 – 15 passengers</td>
<td>$1.5 Million per occurrence &lt;br&gt;$200,000 PIP*</td>
</tr>
<tr>
<td></td>
<td>16 – 20 passengers</td>
<td>$5 Million per occurrence &lt;br&gt;$200,000 PIP*</td>
</tr>
<tr>
<td><strong>Luxury Limousine</strong></td>
<td>1 – 8 passengers</td>
<td>$500,000 per person &lt;br&gt;$1 Million per occurrence &lt;br&gt;$200,000 PIP*</td>
</tr>
<tr>
<td></td>
<td>9 – 15 passengers</td>
<td>$1.5 Million per occurrence &lt;br&gt;$200,000 PIP*</td>
</tr>
<tr>
<td></td>
<td>16 – 20 passengers</td>
<td>$5 Million per occurrence &lt;br&gt;$200,000 PIP*</td>
</tr>
</tbody>
</table>

*Personal Injury Protection (PIP)
### REQUIRED DOCUMENTS

You must provide **CLEAR** copies of all required documents:

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

- Completed application.
- Completed Renewal Form. **Renewals accepted by mail only.**
- Zero outstanding judgments to the TLC, NYS DMV Traffic Violations Bureau (TVB), Department of Finance (DOF) Parking Violations and DOF Red Light Bureau (i.e., unpaid tickets)
- Child Support Certification - Pursuant to §3-503 of the New York State General Obligation Law – must be filled out and signed.
- Current for-hire Insurance Certificate (FH-1). Insurance must be issued in the applicant’s name.
- Current Insurance Declaration Page directly from your insurance company showing levels of insurance coverage. **Insurance policy must be current.**
- Current DMV registration, Certificate of Title, Bill of Sale, or Leasing Agreement. You must have LA or bus plates. **NOTE:** Vehicles licensed out of state must provide DMV registration showing seating capacity.
- Government issued photo I.D. of applicant. State issued driver’s license preferred. *(see note below)*
- Social Security Card of applicant. *(see note below)*
- Must have a N.Y.S. Department of Transportation Inspection form (MC300) showing vehicle has been inspected. The front and back page (defect report) of the document is required. The defect report must be provided if vehicle inspection report indicates a denial. *(The inspection report is valid for one (1) year, and it must be current at time of application).*
- **To verify corporation:** Filing Receipt & Corporate Resolute (minutes) electing officers, Business or Partnership Certificate, (whichever is appropriate); and Leasing Agreement, (if applicable).
- DMV receipt for plates (FS-6T) or new registration with vanity plates documenting that plates have been surrendered or destroyed.
- Commuter Van vehicles that are required to have NYS DOT carrier authority, can only be operated by drivers that have an ACTIVE 19A Status.

### Commuter Van Vehicle Insurance Requirements

- **NEW APPLICATION FEE:** Five Hundred and Fifty ($550) license application fee for a two (2) year license.
- **TRANSFER FEE:** Twenty Five ($25) transfer fee for each Transfer type.
- **RENEWAL FEE:** Five Hundred and Fifty ($550). Late renewals (30 days before expiration date) will be charged a late fee of Twenty Five ($25).
- **COMMERCIAL MOTOR VEHICLE TAX (CMVT):** Eight Hundred ($800). This tax is collected for vehicles licensed by the TLC that are registered outside of NYC (Non TC plates) while the NYS DMV collects the tax for vehicles registered within NYC. The tax amount is $800 for the 2 year license period. ALL Motor vehicles regularly used in New York City for the transportation of passengers, regardless of the mileage within the City are required to pay the Commercial Motor Vehicle Tax (CMVT). Money orders or certified checks **ONLY, payable to:** **NYC Taxi & Limousine Commission.**

*Please note: Copy of these documents are not required if the information previously submitted to the TLC for the most current & existing vehicle license has not changed.*

### Commuter Van Vehicle Types

<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>Seating Capacity</th>
<th>Minimum Insurance Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commuter Van</td>
<td>1 – 12 passengers</td>
<td>$100,000 per person, $300,000 per occurrence, $50,000 property damage</td>
</tr>
<tr>
<td></td>
<td>13 – 20 passengers</td>
<td>$100,000 per person, $500,000 per occurrence, $50,000 property damage</td>
</tr>
</tbody>
</table>
**TLC VEHICLE APPLICATION REQUIREMENTS AND CHECKLIST**

**REQUIRED DOCUMENTS**
You must provide **CLEAR** copies of all required documents:

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td></td>
</tr>
</tbody>
</table>

- Completed application.
- Completed Renewal Form. *Renewals accepted by mail only.*
- Zero outstanding judgments to the TLC, NYS DMV Traffic Violations Bureau (TVB), Department of Finance (DOF) Parking Violations and DOF Red Light Bureau (i.e., unpaid tickets)
- Child Support Certification - Pursuant to §3-503 of the New York State General Obligation Law – must be filled out and signed.
- Current for-hire Insurance Certificate (FH-1). Insurance must be issued in the applicant’s name.
- Current DMV registration, Certificate of Title, Bill of Sale, or Leasing Agreement.
  - NOTE: Vehicles licensed out of state must provide DMV registration showing seating capacity.
- Government issued photo I.D. of applicant. State issued driver’s license preferred. *(see note below)*
- Social Security Card of applicant. *(see note below)*
- Must have a N.Y.S. Department of Transportation Inspection form (MC300) showing that the vehicle has been inspected. The front and back page (defect report) of the document is required. A defect report must be provided if vehicle inspection report indicates a denial.
- To verify corporation: Filing Receipt & Corporate Resolve (minutes) electing officers, Business or Partnership Certificate, (whichever is appropriate); and Leasing Agreement, (if applicable).
- Submit an IRS issued CP-575 Notice or a 147-C letter (provided as a replacement or EIN verification letter to business,) social security cards & a government issued photo I.D. for each elected officer.
- DMV receipt for plates (FS-6T) or new registration with vanity plates documenting that plates have been surrendered or destroyed.

**NEW APPLICATION FEE**: Five Hundred and Fifty ($550) license application fee for a two (2) year license.

**TRANSFER FEE**: Twenty Five ($25) transfer fee for each Transfer type.

**RENEWAL FEE**: Five Hundred and Fifty ($550). Late renewals (30 days before expiration date) will be charged a late fee of Twenty Five ($25).

**COMMERCIAL MOTOR VEHICLE TAX (CMVT)**: Eight Hundred ($800). This tax is collected for vehicles licensed by the TLC that are registered outside of NYC (Non TC plates) while the NYS DMV collects the tax for vehicles registered within NYC. The tax amount is $800 for the 2 year license period. ALL Motor vehicles regularly used in New York City for the transportation of passengers, regardless of the mileage within the City are required to pay the Commercial Motor Vehicle Tax (CMVT). Money orders or certified checks ONLY, payable to: **NYC Taxi & Limousine Commission**.

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**Paratransit Vehicle Insurance Requirements**

Please see the chart below for the minimum insurance levels your vehicle must possess based on the type of vehicle you own and the vehicle’s seating capacity (as per TLC rule unless otherwise noted).

<table>
<thead>
<tr>
<th>Paratransit Vehicle</th>
<th>Insurance levels for paratransit vehicles are those required by New York State.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please refer to the New York State Department of Transportation (NYS DOT) Passenger-Insurance Requirements for more information.</td>
</tr>
</tbody>
</table>