



NEW YORK CITY TAXI & LIMOUSINE COMMISSION

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FOR IMMEDIATE RELEASE
Industry Notice #01-09

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UPDATED TLC LICENSING PROCEDURES FOR NEW AND RENEWAL OPERATOR'S LICENSE APPLICANTS; INTERIM YEAR OPERATOR'S LICENSE REQUIREMENTS REQUIREMENTS FOR A NEW OPERATOR'S LICENSE

I. All New Operator's License Applicants

A. All new operator's license applicants must:

- Appear in person at the Licensing Division (32-02 Queens Blvd., 2nd Floor, Long Island City, N.Y.) to file an application.
- Be at least nineteen (19) years of age.
- Owe no outstanding obligations to the Department of Motor Vehicles ("DMV"), Parking Violations Bureau ("PVB") or Taxi & Limousine Commission ("TLC").
- Submit to a fingerprint check and background investigation.

B. All new operator's license applicants must furnish the following:

- A *TLC Operator's License Application* (Part A), fully completed, signed and notarized.
- A valid New York State driver license, Class A, B, C, E, 1, 2, 3 or 4, that is neither *probationary*, *suspended*, *revoked*, nor *restricted*. Residents of New Jersey or Connecticut must possess an equivalent class license from the state in which they reside, and furnish an original state Department of Motor Vehicle driver abstract, stamped or sealed, dated within thirty (30) days prior to date of application. An applicant with an interim driver license (bears no photograph) must additionally present photo identification (federal or state-issued).
- A *New York State Child Support Certification Form*, fully completed, signed and notarized.
- Proof of legal address.
- Original Social Security Card.
- Four (4) passport-sized photographs of the applicant. Photographs must be front view, bareheaded and have a solid, light background. Religious headwear may be worn. Attire in photographs must be collared shirt or blouse. Corrective lenses, if applicable, must be worn. Name of applicant must be printed on the back of each photograph.
- Court disposition, if applicant has any criminal conviction, from any jurisdiction.

C. Required Fees

ALL REQUIRED FEES ARE NON-REFUNDABLE. U.S. Postal, Travelers Express or American Express money orders only. Personal checks or cash will not be accepted. Required fees:

- A one hundred twenty-dollar (\$120) *Application Fee* (make money order payable to: *New York City Taxi & Limousine Commission*).
- A fifty-dollar (\$50) *Fingerprint Fee* (make money order payable to: *New York State Division of Criminal Justice Services*).

D. Terms of Licenses/Probationary Period

All operators' licenses are issued for a term of two (2) years.

Year one (1) of all newly issued licenses is *probationary* (medallion taxicab and for-hire vehicle operators only). The Commission reserves the right to revoke a probationary license at any time, or bar the renewal of a probationary license at the termination of the one-year probationary period, under certain circumstances.

E. Important Notes

- Incomplete license applications (i.e., any application deficient in any of the requirements herein) *WILL NOT BE ACCEPTED*. Applicants with incomplete applications may return to the Licensing Division at a subsequent time or date and re-apply.
- Original documents must bear *IDENTICAL NAMES AND SPELLINGS* and are subject to verification. Documents containing alterations or erasures will not be accepted. *FRAUDULENT DOCUMENTS WILL BE CONFISCATED*.
- Paid applications are valid for four (4) months. Failure of an applicant to fulfill the above requirements within this time will result in the expiration of the application.

II. Additional Requirements, All New Medallion Taxicab and For-Hire Vehicle Operator's License Applicants Only

In addition to the above, all new medallion taxicab and for-hire vehicle operator's license applicants must:

- Furnish proof of completion of a New York State DMV-Certified Defensive Driving Course, completed within six (6) months prior to date of application. Course providers may be located in any telephone directory.
- Be tested for the presence of illegal drugs and controlled substances, at a TLC-approved drug testing facility, after filing of application; a urine sample is required for testing. Current cost:
- Twenty-four dollars (\$24.00). (Current NYC police officers can be exempted from this requirement.) Additional information is provided at time of application.

III. Additional Requirements, All New Medallion Taxicab Operator's License Applicants Only

In addition to the above, all new medallion taxicab operator's license applicants must:

- Attend eighty (80) hours of Taxi Driver Training School, and pass a TLC-administered English Test and Final Examination. Curriculum includes taxi-related subjects, *but does not include English language instruction*. Current cost: Two hundred fifty dollars (\$250) (Effective 4/30/01: Three hundred twenty-five dollars (\$325); applicants may take the final examination two (2) times per paid application. (a. Former medallion taxicab licensees whose licenses have been expired more than thirty [30] days will be deemed, for purposes of re-application, to have completed this requirement if they passed the final examination on or after 1/4/99. b. Current NYC police officers can be exempted from the training course but are required to pass the final examination.) Additional information is provided at time of application.
- Present proof of citizenship; proof of legal residency (in this country); or an Employment Authorization card.
- Furnish a *Medical History Form* (Part B of application), fully completed and signed by a licensed physician, and dated within six (6) months prior to date of application.

IV. Additional Requirements, All New Paratransit and Commuter Van Operator's License Applicants Only

In addition to the above (Section I), all new paratransit and commuter van operator's license applicants must:

- Have active N.Y.S. Vehicle & Traffic Law Article 19-A status.
- Furnish a copy of the physical utilized for the Article 19-A Certification dated within one (1) year prior to date of application.

REQUIREMENTS TO RENEW AN OPERATOR'S LICENSE

I. All Renewal Operator's License Applicants

A. All renewal operator's license applicants must:

- Complete all sections, answer all questions, and sign the renewal application.
- Unless otherwise notified by the Commission, attach two (2) passport-sized photographs of the applicant to the renewal application, and have the applicant's name printed on the back of each photograph. Photographs must be front view, bareheaded and have a solid, light background. Religious headwear may be worn. Attire in photographs must be collared shirt or blouse. Corrective lenses, if applicable, must be worn.
- (*Out-of-state residents only*) Attach to the renewal application an original state Department of Motor Vehicle driver abstract, stamped or sealed, dated within thirty (30) days prior to date of the renewal application, if the licensee possesses an out-of-state Department of Motor Vehicles driver license.

B. Required Fee

*THE REQUIRED FEE IS NON-REFUNDABLE. U.S. Postal, Travelers Express or American Express money orders only. Personal checks or cash will not be accepted. A one hundred twenty-dollar (\$120) Renewal Fee is required (make money order payable to: *New York City Taxi & Limousine Commission*).*

C. Terms of Licenses

All operators' licenses are renewed for a term of two (2) years.

D. Important Notes

- *Operators' licenses should always be renewed by mail, in accordance with all written instructions*. A completed renewal application should be mailed, in the return envelope provided, *as soon as it is received*, to ensure the timely renewal of the license.
- *Upon application is not received sixty (60) days prior to the date on which the current operator's license expires, immediately contact the Driver Licensing Unit at (718) 391-5550; a renewal application will be promptly mailed to you.*
- Any renewal application received by the Commission, or postmarked later than the expiration date of the current license, shall be subject to a twenty-five dollar (\$25) late fee. An application will be deemed incomplete for failure to remit the appropriate late fee.
- *Any renewal application received by the Commission more than thirty (30) days beyond the expiration date of the current license, or postmarked later than thirty (30) days beyond the expiration date of the current license shall be deemed void; such a renewal applicant may not renew the current license, and may re-apply as a new applicant, pursuant to all applicable rules.*
- Incomplete renewal applications (i.e., any application deficient in any of the above requirements, including late fee, if applicable) will not be accepted. Incomplete renewal applications remitted via mail (no later than thirty days beyond the expiration date of the current license) will be returned via mail. Such renewal applications may be re-submitted to the Commission, but in no event received by the Commission later than sixty (60) days beyond the expiration date of the current license, or postmarked later than sixty (60) days beyond the expiration date of the current license. *Renewal applications that remain incomplete, or are received by the Commission or postmarked later than sixty (60) days beyond the expiration date of the current license shall be deemed void; such a renewal applicant may not renew the current license, and may re-apply as a new applicant, pursuant to all applicable rules. ALL RENEWAL FEES ARE NON-REFUNDABLE.*

II. Additional Requirements, All Renewal Medallion Taxicab and For-Hire Vehicle Operator's License Applicants Only

In addition to the above, all renewal medallion taxicab and for-hire vehicle operator's license applicants must:

- Furnish proof of completion of a New York State DMV-Certified Defensive Driving Course, completed within three (3) years prior to the date of the renewal application. Additional information is provided with your renewal application.
- Be tested for the presence of illegal drugs and controlled substances at a TLC-approved drug testing facility not more than sixty (60) days prior to the expiration date of the current license; a urine sample is required for testing. Current cost: Twenty-four dollars (\$24.00). Additional information is provided with your renewal application.

REQUIREMENTS FOR INTERIM-YEAR MEDALLION TAXICAB AND FOR-HIRE VEHICLE OPERATORS' LICENSES

I. All Medallion Taxicab Operator and For-Hire Vehicle Operator Interim-Year Licensees

All holders of medallion taxicab and for-hire vehicle operators' licenses must, by no later than the completion of the first year of a new or renewal license:

- Be tested for the presence of illegal drugs and controlled substances at a TLC-approved drug testing facility. Test may not be taken more than sixty (60) days prior to the interim-year date of the current license; a urine sample is required. Current cost: Twenty-four dollars (\$24.00). Additional information is mailed separately.

II. Additional Requirements, All Medallion Taxicab Interim-Year Licensees Only

In addition to the above, all holders of medallion taxicab operators' licenses must, by no later than the completion of the first year of a new license:

- Attend and complete an authorized course of training in taxi-related subjects, at the TLC-approved school (current course provider: *LaGuardia Community College*). Course length: Four (4) hours. Curriculum includes, but is not limited to the following: Update of rule changes; review of driver responsibilities and duties; driver-passenger relations; and awareness of serving passengers with disabilities. Current cost: Twenty dollars (\$20). Additional information is mailed separately.

GENERAL INFORMATION

All Licensing Division Inquiries

For all Licensing Division inquiries, including general information, the status of a new or renewal license, or to have a new or renewal license application promptly mailed to you, call (718) 391-5550, between the hours of 9:00 a.m. and 5:00 p.m., every Monday through Friday, except holidays.