



**BLACK CAR OR LUXURY LIMOUSINE BASE STATION**  
**ALL APPLICATIONS OF OWNERSHIP CHANGE, NAME CHANGE OR RELOCATION CHECKLIST**

Please email at: [Businessunit@tlc.nyc.gov](mailto:Businessunit@tlc.nyc.gov) to schedule an appointment to submit your application and supporting documents. Completed application, required documentation and fees can be submitted in person at: 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101, between the hours of 8:00 am to 3:30 pm, Monday-Friday. Please visit our website for more information at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc) or contact our Call Center at 718-391-5501. If you would like to change ownership of and / or relocate your base station, you must submit all of the requirements listed below. Please ensure all of following items are submitted together. Please be advised that if your application is not complete upon submission, it will not be accepted.

**ALL APPLICANTS**

<b>Application to Change Status of a Black Car or Luxury Limousine Base – Must be completely filled out &amp; signed.</b>	<input type="checkbox"/>
<b>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)</b>	<input type="checkbox"/>
<b>Application fee of \$500 - 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: <u>NYC Taxi &amp; Limousine Commission</u>.</b>	<input type="checkbox"/>
<b>Proof of “Active” Status with the N.Y. Department of State.</b> You may verify your status via the NYS Department of State website at: <a href="http://www.dos.state.ny.us/">http://www.dos.state.ny.us/</a> . Please attach a copy of the <u>on screen</u> printout.	<input type="checkbox"/>

**OWNERSHIP CHANGE CHECKLIST**

<b>Seventy-five dollar (\$75) – Money Order PER Individual required to be fingerprinted or Credit Card (Master Card, Visa, AMEX and Discover). Money Orders are made payable to: <u>NYC Taxi &amp; Limousine Commission</u>. Please note: Any individual that holds 10% or more of the shares OR a title (e.g. President, Vice President, Secretary, Treasurer, or Member) must be fingerprinted.</b>	<input type="checkbox"/>
<b>Two forms of identification for each person listed on the application - A valid government issued identification and a social security card.</b>	<input type="checkbox"/>
<b>Bill of Sale – Please note: If applicable, The bill of sale needs to include how many shares were transferred, as well as <b>signature of seller</b>.</b>	<input type="checkbox"/>
<b>Statements and business records to disclose all individuals, partners, managers, officers, principals, and stockholders. Please ensure that the # of shares per person is indicated. You may bring in a current affirmed minutes of the meeting.</b>	<input type="checkbox"/>
<b>Copy of resumes of all individuals, partners, officers, principals and stockholders, together with a cover letter demonstrating their ability to manage a base station.</b>	<input type="checkbox"/>
<b>Vehicle registration and driver licenses of the partners, officers, principals and stockholders.</b>	<input type="checkbox"/>
<b>Franchise Agreement approval from the Attorney General’s Office or a copy of the Cooperative Contract -- <u>For Black Car Base Stations ONLY</u></b>	<input type="checkbox"/>
<b>Updated contracts for Off Street Parking (OSP)</b>	<input type="checkbox"/>
<b>Dispatch App Disclosure - If you use an app (ie. An iOS/Andriod app or web page) to dispatch, you will be required to disclose information on that app. (Please see disclosure page attached to the application forms.)</b>	<input type="checkbox"/>
<b>Privacy and Security Policies (if collecting passenger identifying, geolocation, or credit card information)</b>	<input type="checkbox"/>

PLEASE TURN OVER FOR ADDITIONAL REQUIREMENTS

### NAME CHANGE CHECKLIST

<b>Name Inquiry / Name Reservation Request</b> – Copy of approved Name Inquiry Form.	<input type="checkbox"/>
<b>Proof of compliance with Rule §59B-17(c) (ability to provide wheelchair accessible service on demand).</b> Must provide either a signed contract with provider—including <u>start and expiration date</u> of contract—or proof of ownership of vehicle that can provide accessible service.	<input type="checkbox"/>
<b>Statements and business records</b> to disclose all individuals, partners, managers, officers, principals, and stockholders. Please ensure that the # of shares per person is indicated. You may bring in a current affirmed minutes of the meeting. You must also bring proof of EIN.	<input type="checkbox"/>
<b>Proof of EIN / Social Security No.</b> – If a <u>corporation or partnership</u> , you must submit an IRS issued 145-C letter. If a <u>sole proprietor</u> , you must submit proof of social security number.	<input type="checkbox"/>
<b>Dispatch App Disclosure</b> - If you use an app (ie. An iOS/Andriod app or web page) to dispatch, you will be required to disclose information on that app. (Please see disclosure page attached to the application forms.)	<input type="checkbox"/>

### LOCATION CHANGE CHECKLIST

<b>Lease or statement by a landlord</b> to lease office space <u>with a start and expiration date</u> . Lessor's and Lessee's printed name and signature. Contact information must be signed by both parties.	<input type="checkbox"/>
<b>Certificate of Occupancy, or Letter of Permissible Use</b> from the Department of Buildings for the Base Station location <u>for your proposed new location</u> (stamped or dated no more than two years before the date of this application).	<input type="checkbox"/>
<b>Dispatch App Disclosure</b> - If you use an app (ie. An iOS/Andriod app or web page) to dispatch, you will be required to disclose information on that app. (Please see disclosure page attached to the application forms.)	<input type="checkbox"/>