

*IT'S TIME TO GO  
PAPERLESS!*



Dear Base Owner:

In this day and age, it is important to protect our environment as much as we can. As we all know, the reduction of our use of paper can help us in that effort.

We are asking that you opt-in to our **email-only** program and agree to eliminate the receipt of paper documents via mail and fax from the Taxi & Limousine Commission. In lieu of mailing or faxing you, we will send emails to your designated email address.

We are asking you to opt-in to this program in two parts. You can choose to participate in BOTH parts 1 & 2; only 1 part; or you can choose to continue to receive mail and faxes from the TLC.

Please complete the form on the back and print ONLY page two of this electronic document. We thank you in advance.

Please return this completed document to us by MAIL by to:

**NYC TAXI & LIMOUSINE COMMISSION  
BASE UNIT  
32-02 QUEENS BOULEVARD, 2<sup>nd</sup> Floor  
LONG ISLAND CITY, NY 11101**



**TAXI & LIMOUSINE COMMISSION PAPERLESS PROGRAM**



- PLEASE COMPLETE **BOTH** PARTS 1 AND 2  
AND THE BASE INFORMATION FIELDS ON THE BOTTOM OF THE PAGE -

**PART 1: VEHICLE APPOINTMENT CONFIRMATION VIA EMAIL**

**YES! I WANT IN! (Please complete affirmation below)**

I, \_\_\_\_\_, an officer of the below-named base, affirm that my base agrees to receive  
please print name  
all vehicle appointment confirmation forms via email. I acknowledge that we will no longer receive fax confirmations. I agree to keep the base's email address up-to-date and if it changes, immediately notify the TLC base unit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**NO, THANK YOU. I WOULD LIKE TO CONTINUE TO RECEIVE VEHICLE APPOINTMENT CONFIRMATIONS BY FAX.**

**PART 2: TLC CORRESPONDENCE (NOT INCLUDING DIRECTIVES OR SUMMONSES) VIA EMAIL**

**YES! I WANT IN! (Please complete affirmation below)**

I, \_\_\_\_\_, an officer of the below-named base, affirm that my base agrees to receive  
please print name  
correspondence from the TLC via email. I acknowledge that we will no longer receive any correspondence (including informational letters & renewal packages) via USPS mail. I agree to keep my base's email address up-to-date and if it changes, notify the TLC base unit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**NO, THANK YOU. I WOULD LIKE TO CONTINUE TO RECEIVE TLC CORRESPONDENCE BY MAIL.**

**BASE INFORMATION**

BASE NAME: \_\_\_\_\_

BASE LICENSE NUMBER: \_\_\_\_\_

BASE FAX NUMBER: \_\_\_\_\_

BASE EMAIL ADDRESS: \_\_\_\_\_

(You can leave this blank if you checked NO for BOTH Part I AND PART II)

NAME OF CONTACT PERSON: \_\_\_\_\_