



REQUEST TO UPDATE TLC CREDENTIAL

Please visit our website for more information at: www.nyc.gov/tlc, or our office at 31-00 47th Avenue, 3rd Floor, Long Island City, NY 11101 or contact our Call Center at 718-391-5501.

Note: If you have an out of state license you must bring a **Certified Abstract (State Driver Record)** from the Department of Motor Vehicles and it must be stamped or sealed and cannot be older than ninety (90) days.

Note: Please refer to the Credential Replacement Instruction Sheet for additional documentation required.

TLC Driver License only: There will be a \$25 fee to change your name or update your photo. Fees can be paid by Money Order made payable to "NYC TLC," or by Master card, Visa, Amex or Discover. All fees are non refundable.

You must surrender your "current" TLC license to receive an updated credential.

(Please check all that apply)	<input type="checkbox"/> TLC DRIVER LICENSE _____ <small>(Print License Number)</small>	<input type="checkbox"/> VEHICLE LICENSE _____ <small>(Print License Number)</small>
	<input type="checkbox"/> SHL PERMIT / RATE CARD _____ <small>(Print SHL Number)</small>	<input type="checkbox"/> MEDALLION / RATE CARD _____ <small>(Print Medallion Number)</small>

(Reason for update)	<input type="checkbox"/> NAME CHANGE <small>(Individual or Business)</small>	<input type="checkbox"/> UPDATE PHOTO
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For Name Change Only:

I am changing my name from _____ to _____
(Print last and first name or Company name) (Print last and first name or Company name)

(Signature)

(Date)

TLC PERSONNEL USE ONLY

<p style="text-align: center;"><u>License Information</u></p> <p>TLC License No: _____ <small>(All License Types)</small></p> <p>Expiration Date: _____ <small>(All License Types)</small></p> <p>Plate Number: _____ <small>(Vehicles)</small></p> <p>Last 6 of VIN Number: _____ <small>(Vehicles)</small></p>	<p>Documentation Submitted:</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> TLC Driver's License</td> <td><input type="checkbox"/> Divorce Papers</td> </tr> <tr> <td><input type="checkbox"/> State issued Driver's License</td> <td><input type="checkbox"/> Marriage Certificate</td> </tr> <tr> <td><input type="checkbox"/> Social Security Card</td> <td><input type="checkbox"/> Passport with new name</td> </tr> <tr> <td><input type="checkbox"/> Certificate of Naturalization</td> <td><input type="checkbox"/> Petition of Name Change</td> </tr> <tr> <td><input type="checkbox"/> Proof of EIN with new name</td> <td><input type="checkbox"/> Certified Abstract with new name</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Filing Receipt, Business or Partnership Certificate with new name</td> </tr> </table> <p>Reviewed by:</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">_____ Name of TLC Employee</td> <td style="width: 50%;">_____ Signature of TLC Employee</td> </tr> <tr> <td colspan="2" style="text-align: center;">_____ Date</td> </tr> </table>	<input type="checkbox"/> TLC Driver's License	<input type="checkbox"/> Divorce Papers	<input type="checkbox"/> State issued Driver's License	<input type="checkbox"/> Marriage Certificate	<input type="checkbox"/> Social Security Card	<input type="checkbox"/> Passport with new name	<input type="checkbox"/> Certificate of Naturalization	<input type="checkbox"/> Petition of Name Change	<input type="checkbox"/> Proof of EIN with new name	<input type="checkbox"/> Certified Abstract with new name	<input type="checkbox"/> Filing Receipt, Business or Partnership Certificate with new name		_____ Name of TLC Employee	_____ Signature of TLC Employee	_____ Date	
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