



**APPLICATION FOR A NEW BROKER/ AGENT LICENSE,
RENEWAL LICENSE AND CHANGE OF INFORMATION**

Please email at: 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 47th Avenue, 3rd 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 or contact our Call Center at 718-391-5501. This form can be used to apply for a New Agent/Broker License, Renewal License and Change of Information.

License #:

Please enter current license#. If application is for new base, a license # will be assigned.

License Type:

Medallion Agent

Medallion Broker

Purpose of this application:

Please check appropriate box(es) to indicate the type you applying for:

New License Application

Renewal License Application

Change of Information
(Location, Name Change, Change of Owner,
Officers etc.)

Business Type:

Please check appropriate box (check one only)

Sole Proprietorship

Partnership

Corporation

LLC

I. BACKGROUND INFORMATION ON AGENT/BROKER

(All fields in this section must be filled-out completely for your application to be processed)

Name:

D/B/A:

Address:

City:

State:

Zip Code:

E-Mail:
(required!)

Website Address
(optional):

Business Phone #:

EIN#:

or

SSN#:

24 hour phone#:

Proof of EIN / Social Security No. – If a corporation or partnership, you must submit an IRS issued 145-C letter/notice. If a sole proprietor, you must submit proof of social security number.

II. LISTING OF ALL OWNERS, OFFICERS, PARTNERS, MANAGERS AND STOCKHOLDERS – this page can be photocopied if needed for additional officers.

Last Name: First Name:

Address:

City: State: Zip Code:

How long at this Address? # of shares: DMV license #: DMV license State:

Date of Birth: EIN/SSN#:
Month Day Year

Title: Phone #:

Last Name: First Name:

Address:

City: State: Zip Code:

How long at this Address? # of shares: DMV license #: DMV license State:

Date of Birth: EIN/SSN#:
Month Day Year

Title: Phone #:

Last Name: First Name:

Address:

City: State: Zip Code:

How long at this Address? # of shares: DMV license #: DMV license State:

Date of Birth: EIN/SSN#:
Month Day Year

Title: Phone #:

Last Name: First Name:

Address:

City: State: Zip Code:

How long at this Address? # of shares: DMV license #: DMV license State:

Date of Birth: EIN/SSN#:
Month Day Year

Title: Phone #:

III. CHANGE OF INFORMATION – this is the new information submitting to the TLC.

Business Name:

D/B/A:

Address:

City: State: Zip Code:

Email (required):

Website Address (required):

Base Phone #: EIN #: or SSN#:

24 Hour Phone #:

Proof of EIN / Social Security No. – If a corporation or partnership, you must submit an IRS issued CP-575 Notice or a 145-C letter. If a sole proprietor, you must submit proof of social security number.

IV. AGENT MEDALLION AND PARKING MANAGEMENT INFORMATION

AGENTS ONLY

Medallions Managed:

A. Number of Medallions managed on long term basis (not by shift or day): _____

B. Number of Medallions managed daily/shift basis: _____

Please attach list of medallions mentioned in section A & B

Parking Location Address:

Number of Spaces for medallions managed on long term basis: _____

Number of Spaces for medallions managed daily/shift basis: _____

Parking Location Address #2:

(If more than one location is used or to notify TLC of proposed parking location)

Number of Spaces for medallions managed on long term basis: _____

Number of Spaces for medallions managed daily/shift basis: _____

V. BACKGROUND QUESTIONNAIRE

PLEASE NOTE – ALL OFFICERS MUST FILL OUT THIS FORM.

Any individual that holds 10% or more of the shares OR a title as President, Vice President, Secretary, Treasurer or Member must completely fill-out this page. Please make additional copies of this page if necessary.

All questionnaires must be COMPLETED & SUBMITTED with your application.

Name (print): _____

Signature: _____

Today's Date: _____

Title: _____ Number of Shares: _____

Character/History of Principals
Have you ever:

A) been convicted of any crime anywhere, other than a traffic violation? YES NO

B) had any type of license suspended or revoked? YES NO

C) had any TLC license with your name under any other individual, partners, corporations, officers, principle and/or stockholders? YES NO

D) compromised any liability with creditors, been insolvent? YES NO

E) been refused a bond or had an existing bond cancelled by the obligor? YES NO

If you answered "YES" to any of the preceding questions you must provide a signed statement (below or on a separate document) giving pertinent documentation such as names, dates, license numbers, certificate of deposition etc.

Medallion Ownership

Are you presently an officer of a taxicab corporation or own interest in any taxicab corporation? YES NO

If you answered YES please provide all relevant details (below or on a separate document) such as name of individuals, Medallion license numbers, corporation names, etc.

VI. AFFIRMATION

REQUIRED TO BE COMPLETED AND SIGNED BY ONE OFFICER REPRESENTING THE OWNER(S).

1. I have submitted this affirmation at the request of the New York City Taxi & Limousine Commission (TLC).

2. I am currently an officer of _____
(Name of Company)

3. I further agree to notify the TLC promptly if any information concerning the business to which the license is being issued is amended or otherwise charged.

“I hereby affirm, under penalty of law, that I have examined and reviewed the information in the submitted form(s) or application(s), including any supplemental form(s) and/ or document(s) and that these document(s) and or statement(s) do not contain any untrue statement(s) nor are they missing any material information and/ or fact(s). I also acknowledge and understand that any false statement(s) submitted is punishable under the law and may result in a denial of an application or the suspension or revocation of an existing license/permit.”

Name (print): _____

Signature: _____

Today's Date: _____

Title: _____



NAME INQUIRY OR NAME RESERVATION REQUEST

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Before an application can be submitted for consideration of an entity name (New Application or Name Change Application), the name must be reviewed and approved by the Division of Applicant Licensing. Any names accepted by the TLC will be held on file for thirty (30) days from the dated stamped below.

Please list the proposed Trade Names by order of preference:

Names Accepted Yes _____ No _____

Names Accepted Yes _____ No _____

Names Accepted Yes _____ No _____

Please list the proposed Doing Business As (d/b/a) Names by order of preference:

Names Accepted Yes _____ No _____

Names Accepted Yes _____ No _____

Names Accepted Yes _____ No _____

Entity Type: Livery Base Broker or Agent Taxi Meter Lux. Limo
 Commuter Van Paratransit Services Black Car

Requested by:

If this request is for a currently licensed entity please indicate license #:

Telephone #:

Email Address:

Website Address:

FOR OFFICE USE ONLY

Reviewed by: _____ Date: _____

