



**COMMUTER VAN AUTHORITY**  
**NEW OR RENEWAL APPLICATION 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). If you need further clarification on the below items, please refer to the “Instructions for Filing an Application for a New, Renewal or Change of Status for Commuter Van Authority License”.

**These requirements are required with submission of an Application to Operate a NEW Commuter Van Authority:**

<b>Name Inquiry / Name Reservation Request</b> – Copy of approved Name Inquiry Form.	<input type="checkbox"/>
<b>Application to Operate a New or Renewal Commuter Van Authority</b> – Must be completely filled-out and signed.	<input type="checkbox"/>
<b>License fees of \$550 for Two (2) years</b> – 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: <b>NYC Taxi &amp; Limousine Commission</b> .	<input type="checkbox"/>
<b>Commuter Van Authority License for the NYC Department of Transportation Bureau of Traffic Operations Application</b> – Must be completely filled out. ( <u>Please note</u> : Application will be forwarded to NYC DOT for approval).	<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</b> – (i.e., unpaid tickets)	<input type="checkbox"/>
<b>Seventy-five dollar (\$75)</b> – Money Order PER Individual required to be fingerprinted or Credit Card (Master Card, Visa, AMEX and Discover). Money Orders are made payable to: <b>NYC Taxi &amp; Limousine Commission</b> . 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.	<input type="checkbox"/>
<b>Two forms of identification for each person listed on the application</b> - A valid government issued identification and a social security card.	<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 on screen print-out.	<input type="checkbox"/>
<b>Proof of mailing address for the Commuter Van Authority</b> – Lease or statement by a landlord to lease office space or Utility Bill.	<input type="checkbox"/>
<b>Proof of business status.</b> If <u>owners are a corporation</u> , you must produce corporation certificate along with filing receipt: If owner is a <u>sole proprietor</u> or a <u>partnership</u> , you must produce a business certificate.	<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/notice. If a <u>sole proprietor</u> , you must submit proof of social security number.	<input type="checkbox"/>
<b>Statements and Business Records</b> to disclose all individuals, partners, officers and stockholders. Please ensure that the # of shares per person is indicated. You may bring in a current affirmed minutes of meeting.	<input type="checkbox"/>
<b>Copy of the most recent phone bill for your van authority telephone number</b> - Please make sure the address on the phone bill is the same address as your van authority.	<input type="checkbox"/>
<b>Commuter Van Authority License for the NYC Department of Transportation Bureau of Traffic Operations Application</b> – Must be completely filled-out and signed. You must have support statements and maps. ( <u>Please note</u> : Application will be forwarded to NYC DOT for approval).	<input type="checkbox"/>
<b>Original letters of no objection from City Council Member, Community Board and Local Police Precinct OR copies of the <u>letters requesting the “Letter of No Objection”</u> along with the original signed certified mail receipts for the three (3) entities.</b> Please make sure you are reaching out to the <u>correct entities</u> .	<input type="checkbox"/>

**These requirements are required once the Application to Operate a Commuter Van Authority has been approved by NYC TLC and NYC DOT:**

<b>Form E Uniform Motor Carrier Bodily Injury and Property Damage Liability</b>	<input type="checkbox"/>
<b>A copy of a written arrangement and/or a lease agreement that you have with the operator of a Wheelchair Accessible Van, which the operator will supply for compliance with the American with Disabilities Act (ADA) 42 U.S.C. Section 12101 et seq.</b>	<input type="checkbox"/>
<b>A description of how your Commuter Van Authority provides service to persons with disabilities. Be sure to identify the wheelchair accessible vehicles, if any, utilized by commuter van service.</b>	<input type="checkbox"/>
<b>Certificate of Workers’ Compensation Insurance</b> (Original must be produced along with a copy for TLC records).	<input type="checkbox"/>

PLEASE TURN OVER FOR ADDITIONAL REQUIREMENTS

**These requirements are required with submission the Application to Operate a RENEWAL Commuter Van Authority:**

<p><b>Renewal Payment Method –</b></p> <p><b><u>To submit your Renewal Application, you can choose one of the two ways to make your payment:</u></b></p> <p><b>1. Payment BY MAIL:</b> You MUST Mail your Renewal Form with <u>all</u> requirements to:</p> <p style="text-align: center;"><b>New York City Taxi &amp; Limousine Commission</b>  <b>Attn: Owners Licensing Unit</b>          31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor          Long Island City, NY 11101</p> <ul style="list-style-type: none"> <li>• You <b>MUST</b> include a Money Order, Company Check or Certified Check in the amount indicated on the Renewal Form made payable to: <b>NYC Taxi &amp; Limousine Commission</b>.</li> <li>• Please print the base license number on the front of the Money Order, Company Check or Certified Check.</li> <li>• You <b>MUST</b> mail <u>all</u> items in the enclosed envelope as soon as you have completed all of the requirements for licensure. A delay in mailing any requirements will cause a delay in the renewal process.</li> </ul> <p><b>2. ON-LINE Payment:</b> You can make your renewal payment online on our website.</p> <ul style="list-style-type: none"> <li>• Upon payment, a representative from the Owners Licensing Unit will contact you to make an appointment to submit all additional required documents necessary for the base renewal.</li> <li>• You must meet all license renewal requirements by the expiration date of your license for your license to be renewed. If you do not meet all license requirements by the expiration date of your license your application will be denied.</li> </ul> <p>For more information on how to make s renewal payment On-line, please visit our website at: <a href="https://www1.nyc.gov/lars/">https://www1.nyc.gov/lars/</a>.</p>	<input type="checkbox"/>
<p><b>License fees of \$550 for Two (2) years –</b> 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: <b>NYC Taxi &amp; Limousine Commission</b>. To get your renewal license on time you need to complete all license requirements at least sixty (60) days your license expires. If you don't, you may not receive your new license before the old one expires.</p>	<input type="checkbox"/>
<p><b>Commuter Van Authority License for the NYC Department of Transportation Bureau of Traffic Operations Application –</b> Must be completely filled-out and signed. You must have support statements and maps. (<u>Please note:</u> Application will be forwarded to NYC DOT for approval). <b>*If applicable*</b></p>	<input type="checkbox"/>
<p><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 on screen print-out.</p>	<input type="checkbox"/>
<p><b>Proof of mailing address for Van authority –</b> Lease or statement by property owner to lease office space or Utility Bill.</p>	<input type="checkbox"/>
<p><b>Proof of business status -</b> If owners are a <u>corporation</u>, you must produce corporation certificate along with filing receipt. If owner is a <u>sole proprietor</u> or a <u>partnership</u>, you must produce a business certificate.</p>	<input type="checkbox"/>
<p><b>Copy of the most recent phone bill for your van authority telephone number -</b> Please make sure the address on the phone bill is the same address as your van authority.</p>	<input type="checkbox"/>
<p><b>Statements and business records -</b> To disclose all individuals, partners, managers, officers, principals, and stockholders. Please ensure that the number of shares per person is indicated. <u>You may</u> bring in a current affirmed meeting minutes.</p>	<input type="checkbox"/>
<p><b>List of all vehicles affiliated with the van authority.</b> This should be obtained via the TLC's Website.</p>	<input type="checkbox"/>
<p><b>Certificate of Workers' Compensation Insurance OR an exemption letter from Workers' Compensation Insurance</b> (Original must be produced along with a copy for TLC records).</p>	<input type="checkbox"/>
<p><b>6 year renewal –</b> If applicable.</p>	<input type="checkbox"/>