



TLC DRIVER AND/OR VEHICLE LICENSE
NOT RECEIVED IN THE MAIL INSTRUCTION SHEET

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.

To have your TLC license replaced, you must wait ten (10) business days from the date your license was mailed out. After ten (10) business days, please visit our Long Island City facility located at 31-00 47th Avenue, 3rd Floor, LIC 11101, Monday to Friday from 8:00 a.m. to 4:00 p.m. to request a credential replacement.

Note: You will be required to pay a fee of twenty-five (\$25.00) dollars if it has been sixty (60) days or more since your license was mailed.

Please have ALL required documents listed below.

You must provide the original document as well as CLEAR, LEGIBLE copies of all required documents.

TLC DRIVER LICENSE NOT RECEIVED IN THE MAIL

- A completed and signed **“TLC LICENSE NOT RECEIVED IN THE MAIL Affirmation Form”**. You can download and print this form from our Web site (www.nyc.gov/tlc), or you can visit our Long Island City facility to obtain the affirmation form.
- Original and Copy of a government issued Picture ID.
- If your address has changed, you must complete a Change of Address form in one (1) of (2) ways:
 1. You can submit a Change of Address Form in person at our Long Island City Facility located at: 31-00 47th Avenue, 3rd Floor, LIC, NY 11101, or;
 2. Submit a Change of Information Online at: (www1.nyc.gov/lars).
- If you have an out of state license you must bring an Original and a Copy of 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.
- Replacement fee of twenty five (\$25.00) dollars if it has been over sixty (60) days since the license was mailed. Payment in the form of a Money order made payable to: “NYC TLC” or Visa, Master card, AMEX and Discover are accepted. **NO CASH.**

TLC VEHICLE LICENSE NOT RECEIVED IN THE MAIL

- A completed and signed **“TLC LICENSE NOT RECEIVED IN THE MAIL Affirmation Form”**. You can download and print this form from our Web site (www.nyc.gov/tlc), or you can visit our Long Island City facility to obtain the affirmation form.
- Original and Copy of a government issued Picture ID.
- If your address has changed, you must complete a Change of Address form in one (1) of (2) ways:
 1. You can submit a Change of Address Form in person at our Long Island City Facility located at: 31-00 47th Avenue, 3rd Floor, LIC, NY 11101, or;
 2. Submit a Change of Information Online at: (www1.nyc.gov/lars).
- Original and Copy of Current Registration **AND** Current Vehicle Insurance (FH1).
- Original and Copy of Certificate of Liability.
- Replacement fee of twenty five (\$25.00) dollars if it has been over sixty (60) days since the license was mailed. Payment in the form of a Money order made payable to: “NYC TLC” or Visa, Master card, AMEX and Discover are accepted. **NO CASH.**