

**NEXT STEP**  
**PURCHASING A STREET HAIL LIVERY (SHL) PERMIT**

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Please visit our website for more information at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc),  
or our office at 31-00 47th Avenue, 3rd Floor, Long Island City, NY 11101.

**CONGRATULATIONS! YOU HAVE PURCHASED A STREET HAIL LIVERY (SHL) PERMIT**  
**HERE IS WHAT YOU HAVE TO DO NEXT TO BEGIN OPERATING**

**STEP 1 -** **Affiliate your SHL Permit to a Base that holds a Street Hail Livery Base Endorsement if you did not do this when you filed the permit application.** Schedule an appointment at our website at: [www.nyc.gov/tlc/shl](http://www.nyc.gov/tlc/shl). You will need to bring your Appointment Confirmation form as well as a completed "AFFILIATION FORM TO ATTACH AN SHL PERMIT TO AN SHL BASE" with you to your appointment.

**Note:** After your application to purchase an SHL Permit has been accepted, you will have: **(a)** thirty (30) days to affiliate the permit to a Base with an SHL endorsement on their license, and **(b)** ninety (90) calendar days to affiliate a vehicle to a non-Accessible SHL Permit or one hundred and eighty (180) calendar days to affiliate a vehicle to an Accessible SHL Permit. All timeframes begin on the date you purchased the SHL Permit. If any required action is not taken in the time frames listed the TLC can commence actions against your permit. **All fees are non-refundable.**

**STEP 2 -** **Affiliate a vehicle to your SHL Permit.** The vehicle you choose to affiliate to your permit must be licensed by the TLC. It also must be affiliated to the same Base as your SHL Permit. To license the vehicle or affiliate the vehicle to the same Base as the SHL permit, the Base must schedule an appointment at our website at: [www.nyc.gov/tlc/shl](http://www.nyc.gov/tlc/shl).

**STEP 3 -** Once you have: **(a)** provided TLC with either a valid and current Workers' Compensation Policy or exemption **(b)** painted and upfitted your vehicle in accordance with the requirements for a Street Hail Livery vehicle, **(c)** a properly issued TLC vehicle license, **(d)** affiliated to the same Base as your permit and is **(d)** attached to your permit in TLC's records you will receive a hack-up letter. You must take this letter with your vehicle when you go to our Woodside facility (located at 24-55 BQE West, Woodside, NY 11377) for the hack-up. You will receive the Hack-Up letter at the TLC's Long Island City facility when ALL of the conditions listed here have been met.

**STEP 4 -** **Hack- Up your vehicle as a Street Hail Livery (SHL).** You can Hack-Up a properly TLC licensed vehicle, regardless of age or the number of miles it has been driven, as a Street Hail Livery as long as it has the required equipment (color, markings, meter, GPS, roof-light, LPEP device, etc.) and passes our safety and emissions inspection. For a list of the different businesses you can go to have your vehicle upfitted as a Street Hail Livery, visit our website at: [www.nyc.gov/tlc/shl](http://www.nyc.gov/tlc/shl). The list is located on our "Street Hail Livery (SHL) Hack-Up and Inspection Requirements' Guide".

**Note:** After you have affiliated a vehicle with an SHL Permit, you will have thirty (30) days to have it "hacked up" at our Woodside facility. See next steps.

**ALL FORMS ARE AVAILABLE ON OUR WEBSITE AT:**  
[http://www.nyc.gov/html/tlc/html/industry/licenses\\_main.shtml](http://www.nyc.gov/html/tlc/html/industry/licenses_main.shtml)