



NEW VEHICLE APPLICATION FHV, PARATRANSIT & COMMUTER VAN

Please read the steps below & review the TLC Vehicle Application Requirements and Checklist carefully before submitting your application to determine the requirements needed to license your vehicle with the TLC.

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.

STEP 1

HOW TO SUBMIT AN APPLICATION FOR A VEHICLE LICENSE

You can schedule an appointment at: www.nyc.gov/tlcappointment. An appointment confirmation with the date and time of your appointment will be sent to the email address you have provided. Keep this email for your records.

STEP 2

SUBMIT AN APPLICATION

On the day of your appointment, You will need to bring a complete application package. This includes:

- A printout of your Appointment Confirmation.
- A completed "New TLC Vehicle Application Form."
- **CLEAR AND LEGIBLE COPIES** of all required documents. Incomplete application packages will NOT be accepted. Applicants are responsible for reviewing ALL requirements listed on this checklist.
- All required payments.

ALL FEES ARE NON-REFUNDABLE.

You must be on time. If you are late you will be required to request a new appointment.

The applicant must be the registered owner or direct lease holder of the vehicle. Please provide current registration, lease agreement, certificate of origin or your title (front and back) as proof.

If you are not the owner and/or officer, you must have a signed Power of Attorney from the owner. A Power of Attorney form can be downloaded at: www.nyc.gov/vehicleowners.

Drop off service is only available for New vehicles that need TLC plates. New Vehicles with plates from outside of NYC need appointments. SHL Transactions will not be processed through the Drop off service.

Hours for Drop off are 9 AM to 11 AM. The window opens at 9 AM and closes promptly at 11 AM. Late submissions will not be allowed. Hours for Pick up are 2 PM and 4 PM.

You must use the same address on your TLC application, Declaration Page, FH-1 *and* DMV registration. If your address is a Post Office Box you must provide a legal address and a recent utility bill or bank statement or lease from your landlord as proof of your legal address. **Cell phone bills are not accepted as proof of address.**

Note: Applications are valid for forty-five (45) days (see page 1 of checklist)

STEP 3

REGISTRATION / INSPECTION

New Applications

Once your application has been processed at the counter you will be given a plate letter if you need new T&LC plates. You must go to the New York State (NYS) DMV with the "Plate Letter" and get TC license plates. As soon as you obtain your TC license plates and registration **let the Base know!** The **Base** must request the inspection appointment on our Web site. After the Request is received, we will schedule the vehicle for an inspection. We will send the inspection appointment to **your Base via e-mail**. If you already have plates (out of state and outside of NYC plates) your inspection will be scheduled when your application has been processed by the TLC staff.

Notes:

Street Hail Livery - SHL (IF APPLICABLE):

- If the vehicle owner does not want to appear at the TLC in person, they may choose someone to come to the TLC for them by filling out the Street Hail Livery Vehicle Power of Attorney Form which can be downloaded at www.nyc.gov/tlc/shl.
- If the permit applicant/owner does not want to appear at the TLC in person, they may choose someone to come to the TLC for them by filling out the Street Hail Livery Permit power of Attorney which can be downloaded at www.nyc.gov/tlc/shl.
- To operate a vehicle as an SHL it must be attached to an SHL Permit.
- The vehicle **MUST** be Hacked Up **BEFORE** going for an inspection.
- Yellow vehicles are not allowed to operate as a For-Hire Vehicle.
- A vehicle found operating without current permits or license will be summonsed and may be seized by Enforcement.
- The Vehicle cannot operate For-Hire until it has completed the inspection process.

STEP 4

PASS INSPECTION! START OPERATING!

CALL HEALTHSTAT AT 311
TTY (212) 504 – 4115
WWW.NYC.GOV/HEALTH

NEW VEHICLE APPLICATION REQUIREMENTS AND CHECKLIST

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You must provide CLEAR copies of all required documents

Applications are valid for forty-five (45) days. If you do not complete all requirements within forty-five 45 days from the date you submit your application to the TLC, your application will be denied.

YES

NO

LICENSE TYPE	FHV	COMMUNTER VAN	PARATRANSIT
Zero outstanding judgments to the TLC, NYS DMV Traffic Violations Bureau (TVB), Department of Finance (DOF) Parking Violations, DOF Red Light Bureau (i.e., unpaid tickets) and Commercial Motor Vehicle Tax (CMVT).	✓	✓	✓
Current for-hire Insurance Certificate (FH-1). Insurance must be issued in the applicant's name.	✓	✓	✓
Current Insurance Declaration Page directly from your insurance company showing levels of insurance coverage. Insurance policy must be current.	✓	✓	/
Current DMV registration, Bill of Sale, or Leasing Agreement, Certificate of Origin or Certificate of Title(Front and Back). NOTE: Vehicles licensed out of state must provide DMV registration showing seating capacity.	✓	✓	✓
Government Issued photo I.D. of applicant. State issued driver's license preferred. *(see note below)	✓	✓	✓
Social Security Requirement – You must have a valid Social Security number when you submit your application.	✓	✓	✓
To verify business entities: Filing Receipt & Corporate Resolute (minutes) electing officers, Business or Partnership Certificate, (whichever is appropriate); and Lease Agreement, (if applicable). (See page 3 of 3 for more information)	✓	✓	✓
Submit an IRS issued CP-575 Notice or a 147-C letter (provided as a replacement or EIN verification letter to business,) valid social security number & a government issued photo I.D. for each elected officer.	✓	✓	✓

***Please note:** Copies of these documents are not required if the information previously submitted to the TLC for the most current & existing vehicle license has not changed.

ALL FEES ARE NON REFUNDABLE.



LICENSE TYPE 	FHV	COMMUNTER VAN	PARATRANSIT
Stretch limousine vehicle(s), Commuter Van and Paratransit vehicles that are required to have NYS DOT carrier authority, can only be operated by drivers that have an ACTIVE 19A Status.	✓ *Stretch Limousine	✓	✓
Stretch limousine only: In addition to all of the above requirements, limousine applicants must also bring a copy of the Coach Builder’s letter as proof that the vehicle was stretched by a manufacturer- certified stretch limo builder.	✓ *Stretch Limousine	/	/
Stretch limousine vehicle(s), Commuter Van and Paratransit vehicles must have a N.Y.S. Department of Transportation Inspection form (MC300) showing vehicle has been inspected. The front and back page (defect report) of the document is required. The defect report must be provided if vehicle inspection report indicates a denial. (The inspection report is valid for one (1) year, and it must be current at time of application). If NYS DOT operating authority license is not required, a NYS DOT exemption letter is needed.	✓ *Stretch Limousine	✓	✓
<u>NEW APPLICATION FEE:</u> Five Hundred and Fifty (\$550) license application for a two (2) year license fee.	✓	✓	✓
<u>INSPECTION FEE:</u> Seventy-Five (\$75) required if vehicle has 500 miles or more recorded on the odometer. Inspection fees are REQUIRED. Note: SHL affiliated vehicles are not required to pay an inspection fee.	✓	/	/
<u>COMMERCIAL MOTOR VEHICLE TAX (CMVT):</u> Eight Hundred (\$800). This tax is collected for vehicles licensed by the TLC that are registered outside of NYC (Non TC plates) while the NYS DMV collects the tax for vehicles registered within NYC. ALL Motor vehicles regularly used in New York City for the transportation of passengers, regardless of the mileage within the City are required to pay the Commercial Motor Vehicle Tax (CMVT). Money orders or certified checks ONLY .	✓	✓	✓

FEES can be paid by Money Order, Certified Check, Master Card, Visa, AMEX or Discover. Money Orders and Certified Checks are payable to: NYC Taxi & Limousine Commission.

Document Requirements to Verify Businesses Entities

Along with all required items listed on the Vehicle Application Checklist, businesses must also include the following documents for your business type:

Partnerships	If the Applicant is a partnership, it must file with its application a certified copy of the partnership certificate from the clerk of the county where the partnership's principal place of business is located.
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Corporations	If the Applicant is a corporation, it must file with its application: A certified copy of its certificate of incorporation; a list of officers and shareholders; a certified copy of the minutes of the meeting at which the current officers were elected.
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Limited Liability Companies (LLCs)	If the Applicant is a limited liability company, it must file with its application: A copy of its articles of organization; a copy of its operating agreement; a list of the members, with the percentages of the Applicant owned by each. We cannot accept an election of officers form for an LLC as they do not have shares in an LLC only percentages are assigned.
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Each of the above are also required to submit the photo identification and social security cards of each of its stock holders or members or managing members, whichever is applicable. They also need to submit the IRS issued CP-575 Notice or 147-C letter for the business.



VEHICLE INSURANCE REQUIREMENTS

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Please see the chart below for the minimum insurance levels your vehicle must possess based on the type of vehicle you own and the vehicle's seating capacity (as per TLC rule unless otherwise noted).

<i>Vehicle Type</i>		<i>Seating Capacity</i>	<i>Minimum Insurance Levels</i>
F H V	Livery Vehicle & Black Car	1-8 passengers	\$100,000 per person \$300,000 per occurrence \$200,000 PIP*
		9-15 passengers	\$1.5 Million per occurrence \$200,000 PIP* **See Note
		16-20 passengers	\$5 million occurrence \$200,000 PIP* **See Note
	Luxury Limousine	1-8 passengers	\$500,000 per person \$1 million per occurrence \$200,000 PIP* **See Note
		9-15 passengers	\$1.5 million occurrence \$200,000 PIP* **See Note
		16-20 passengers	\$5 million occurrence \$200,000 PIP* **See Note
Commuter Van	1-12 passengers	\$100,000 per person \$300,000 per occurrence \$50,000 property damage	
	13-20 passengers	\$100,000 per person \$500,000 per occurrence \$50,000 property damage	
Paratransit Vehicle		Insurance levels for paratransit vehicles are those required by New York State. Please refer to the New York State Department of Transportation (NYSDOT) Passenger-Insurance Requirements for more information.	

*Personal Injury Protection (PIP)

****Note:** Only a vehicle owned directly by the Base can use a Base Umbrella Policy to meet any portion of the TLC mandated liability insurance requirements. The Declaration Page of the Base policy presented MUST include a schedule of Vehicle Identification Numbers (VINS) that are covered. The policy must have insurance levels that bring the vehicle up to all agency insurance requirements and the policy must cover any and all accidents incurred by the vehicle. There can be no exclusionary language in the policy that limits liability or coverage for the vehicle. The TLC may request a full copy of the Base policy to confirm coverage and this could delay the processing of your application.



NEW APPLICATION FORM FHV, PARATRANSIT & COMMUTER VAN

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TYPE OF VEHICLE: <input type="checkbox"/> FOR-HIRE VEHICLE <input type="checkbox"/> PARATRANSIT <input type="checkbox"/> COMMUTER VAN			TLC License number: _____ TLCH Record number: _____
Street Hail Livery Vehicle ONLY Vehicle Classification: <input type="checkbox"/> Wheelchair Accessible Vehicle <input type="checkbox"/> Non Wheelchair Accessible Vehicle <i>Please Note: A Wheelchair Accessible SHL Permit MUST affiliate a Wheelchair Accessible Vehicle.</i>			

APPLICANT INFORMATION

Name

D/B/A

Mailing Address

City State Zip EIN or SS#

Cell phone # Other Telephone #

Email Address (Required)

Residence Address (No P.O. Boxes)

City State Zip

Business Type
(please check one)

Sole Proprietorship
 Partnership
 Corporation

VEHICLE INFORMATION

VEHICLE ID # SEATING CAPACITY

PLATE # YEAR MAKE

HAS THIS VEHICLE BEEN STRETCHED? YES NO IS THIS VEHICLE WHEELCHAIR ACCESSIBLE? YES NO

IF YES, GIVE THE NAME OF THE COACH BUILDER:

Note: If vehicle has a NYS DOT operating authority (MC 300), a Visual Inspection is required, no fee needed.

BASE AFFILIATION INFORMATION

ALL vehicles licensed by the Taxi and Limousine Commission must be current and affiliated with a licensed Base in order to operate. These vehicles can only be operated by drivers with valid TLC licenses who are permitted to operate that type of vehicle. You must submit an affirmation form completed by a base representative . See Affirmation Form on page 4.

BASE / AUTHORITY NAME

BASE LICENSE #

Base Owner: Please review the rules and regulations that mandate affiliation and operation of this vehicle.

STREET HAIL LIVERY PERMIT AFFILIATION INFORMATION

In order to affiliate a vehicle with a Street Hail Livery Permit the vehicle must have a underlying FHV, PARATRANSIT OR COMMUTER VAN LICENSE. You must submit a signed affirmation form completed by the SHL Permit Holder. See Affirmation Form on page 4.

- TYPE OF SHL PERMIT
- Wheelchair Accessible Vehicle
- Non Wheelchair Accessible Vehicle

Please Note: A Wheelchair Accessible SHL Permit MUST affiliate a Wheelchair Accessible Vehicle.

If this section is complete, you must submit an affirmation complete by the Permit Holder.

SHL PERMIT ENTITY NAME

SHL PERMIT #

Permit Holder: Please review the rules and regulations that mandate affiliation and operation of this vehicle.

FOR-HIRE VEHICLES ONLY

1.- Does the vehicle have less than 500 miles recorded on the odometer?

YES

NO

If you answered NO to question 1, an inspection fee of seventy-five (\$75) is required. The mileage will be verified on the day of your inspection.

2.- Is the vehicle higher than 7 feet?

YES

NO

3.- Does this vehicle weigh over 8,500lbs?

YES

NO

If you answered YES to ANY of the above questions, you will be scheduled for a Visual Inspection at one of our TLC Inspection facilities. On questions 2 or 3, on the day of your inspection you will be required to show proof of a Passed DMV inspection within the last four (4) months (which you can obtain at any local licensed NYS DMV inspection facility).

BACKGROUND QUESTIONNAIRE

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

HAVE YOU OR ANY OFFICER OF THIS COMPANY EVER:

A. had any type of license suspended or revoked?

YES

NO

B. had any NYC TLC permit with your name under any other individual, partners, corporations, officers, principals and/or stockholders?

YES

NO

C. applied for and/or received any type of Street Hail Livery permit granted by the NYC Taxi & Limousine Commission?

YES

NO
