



**BLACK CAR OR LUXURY LIMOUSINE BASE STATION
RENEWAL APPLICATION CHECKLIST**

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. The following requirements are required when submitting a RENEWAL application for a license to operate as a Black Car or Luxury Limousine Base Station. All requirements must be submitted together. If your application is not complete upon submission, it will not be accepted.

Renewal Payment form – Must be filled-out and signed by one officer representing the owner(s). <i>This was included in the application and renewal packet mailed to you.</i>	<input type="checkbox"/>
Renewal fee of \$1,500 - Money Order, Company Check, Certified Check, or Credit Card (Master Card, Visa, AMEX and Discover). Money Orders, Company Checks and Certified Checks are payable to: NYC Taxi & Limousine Commission . To get your renewal license on time you need to complete all license requirements at least sixty (60) days before your license expires. If you don't, you may not receive your new license before the old one expires.	<input type="checkbox"/>
Renewal Payment Method – <u>To submit your Renewal Application, you can choose one of the two ways to make your payment:</u> 1. Payment BY MAIL: You MUST Mail your Renewal Form with <u>all</u> requirements to: <div align="center"> New York City Taxi & Limousine Commission Attn: Owners Licensing Unit 31-00 47th Avenue, 3rd Floor Long Island City, NY 11101 </div> <ul style="list-style-type: none"> You MUST include a Money Order, Company Check or Certified Check in the amount indicated on the Renewal Form made payable to: NYC Taxi & Limousine Commission. Please print the base license number on the front of the Money Order, Company Check or Certified Check. You MUST 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. 2. ON-LINE Payment: You can make your renewal payment online on our website. <ul style="list-style-type: none"> 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. 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. For more information on how to make a renewal payment On-line, please visit our website at: https://www1.nyc.gov/lars/	<input type="checkbox"/>
Zero outstanding judgments to the TLC, NYS DMV Traffic Violations Bureau (TVB), Department of Finance (DOF) Parking Violations and DOF Red Light Bureau – (i.e., unpaid tickets)	<input type="checkbox"/>
Proof of affiliation of the minimum number of required vehicles (this will be verified by TLC staff).	<input type="checkbox"/>
Proof of “Active” Status with the N.Y. Department of State - You may verify your status via the NYS Department of State website at: http://www.dos.state.ny.us/ . Please attach a copy of the on screen print-out.	<input type="checkbox"/>
Statements and business records to disclose all individuals, partners, managers, officers, principals, and stockholders. Please ensure that the # of shares per person is indicated. <u>You may</u> bring in a current affirmed minutes of the meeting.	<input type="checkbox"/>
Original Surety Bond of \$5,000 for the benefit of the City of New York (note -- you MUST bring in the original; a copy will not be accepted unless the original is already on file).	<input type="checkbox"/>
Lease or statement by a landlord to lease office space with a <u>start and expiration date</u> . Lessor's and Lessee's printed name and signature. Contact information must be signed by both parties.	<input type="checkbox"/>
Dispatch App Disclosure - If you use an app (ie. An iOS/Andriod app or web page) to dispatch, you will be required to disclose information on that app. (Please see disclosure page attached to the application forms.)	<input type="checkbox"/>
Privacy and Security Policies (if collecting passenger identifying, geolocation, or credit card information)	<input type="checkbox"/>

PLEASE TURN OVER FOR ADDITIONAL REQUIREMENTS

Certificate of Occupancy, or Letter of No Objection from the Department of Buildings for the dispatch location. (Required for base stations within the (5) boroughs of NYC) (Stamped or dated no more than two years before the date of this application).	<input type="checkbox"/>
Zone Rate schedule map or Rate of Fare book , whichever is appropriate.	<input type="checkbox"/>
Operations Affirmation – Must be filled out and signed by one officer representing the owner(s). (Black Car affirmation is on page 4 and Luxury Limousine affirmation is on page 5 of the application form).	<input type="checkbox"/>
Background Questionnaire – Must be filled out by all officers that have 10% of the corporate shares or a title (e.g. President, Vice President, Secretary, Treasurer or Member). (This form is on page 6 of the application form).	<input type="checkbox"/>
Criminal Court Affirmation – Must be filled out by all officers that have 10% of the corporate shares or a title (e.g. President, Vice President, Secretary, Treasurer or Member). (This form is on page 7 of the application form).	<input type="checkbox"/>
Copy of Franchise Agreement approval letter, Franchise Agreement letter of receipt or a letter stating that the entity has cooperative status. – For Black Car Base Stations ONLY.	<input type="checkbox"/>
Proof of EIN / Social Security No. – If a <u>corporation or partnership</u> , you must submit an IRS issued CP-575 Notice or a 145-C letter. If a <u>sole proprietor</u> , you must submit proof of social security number.	<input type="checkbox"/>
Proof of compliance with Rule §59B-17(c) (ability to provide wheelchair accessible service on demand). (Must provide either a signed contract with a §59B-17(c) service provider – including <u>start and expiration date</u> of contract -- or proof of ownership of vehicle certified to provide accessible service).	<input type="checkbox"/>
Proof of Membership in the New York Black Car Operators' Injury Compensation Fund, Inc. ("Fund") if the <u>base owns LESS than fifty (50%) percent of the vehicles it dispatches.</u> OR Proof of Workers Compensation Insurance if the <u>base owns fifty (50%) percent or more of the vehicles it dispatches.</u>	<input type="checkbox"/>