

Matthew W. Daus, Commissioner/Chair

## Requirements For Renewal of Operator's License

### PLEASE REVIEW THE FOLLOWING REQUIREMENTS CAREFULLY!

#### I. All Renewal Operators License Applicants Must:

- complete all sections, answer all questions, and sign the renewal application.
- possess a valid state chauffeur's license that is neither probationary, conditional, suspended, revoked, nor restricted.
- if the licensee possesses an out-of-state Department of Motor Vehicles driver license, attach to the renewal application an original state Department of Motor Vehicle driver abstract, stamped or sealed, dated within thirty days prior to the date of the renewal application,
- owe no outstanding monetary obligations to the Department of Motor Vehicles (DMV), Parking Violations Bureau (PVB), or Taxi and Limousine Commission (TLC).
- attach two passport-sized **current** photographs to the renewal application if sent by mail, and indicate driver's name and license number printed on the back of each photograph. Photographs must be front view, bareheaded and have a solid, light background. Corrective lenses, if applicable, must be worn. (Upon review you may be required to update your photo image in the TLC computer.)

#### A. Renewal Fee:

- **THE REQUIRED FEE IS NONREFUNDABLE.**
- U.S. Postal or locally issued money orders of \$120.00 are accepted. **Personal checks or cash will not be accepted.** Only money orders made payable to: **New York City Taxi and Limousine Commission** are accepted.
- Any renewal application received or postmarked later than the expiration date of the current license shall be subject to a **twenty-five dollar (\$25) late fee.** The application will be deemed incomplete for failure to remit the appropriate late fee.

#### B. Terms of Licenses:

- All operators' licenses are renewed for a term of two (2) years.
- Medallion and FHV drivers in the second year of their licenses may be able to advance the expiration date of their license to accommodate an anticipated inability to complete their renewal requirements on time. To request forms see Section V. "**All Driver Licensing Inquiries**" on page 2.

#### C. Important Notes:

- Operators' licenses should always be renewed by mail in the return envelope provided. This will help to ensure the timely renewal of your license.

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- If you do not receive a renewal application at least sixty (60) days prior to the date on which your current operator's license expires, immediately contact the Consumer Relations Department at (212) 227-6324 or visit our website at [www.nyc.gov/taxi](http://www.nyc.gov/taxi). A renewal application will be mailed to you promptly.
- Any renewal application received or postmarked, later than six (6) months after the expiration date of your current license shall be deemed as failed to renew; You will then not be able to renew your current license, and you will have to re-apply as a new applicant, pursuant to all applicable rules.
- Incomplete renewal applications (i.e. any application that does not meet the above requirements) will not be accepted. Incomplete renewal applications remitted via mail (no later than six (6) months beyond the expiration date of the current license) will be returned via mail. Such renewal applications may be resubmitted, but must be received by the Commission, or be postmarked, prior to the six (6) month deadline. Renewal applications that remain incomplete beyond six (6) months of the expiration date of the current license shall be deemed void; such a renewal applicant may not renew the current license, and may re-apply as a new applicant, pursuant to all applicable rules. **ALL RENEWAL FEES ARE NONREFUNDABLE.**

## **II. Additional Renewal Requirements For Medallion Taxicab and For-Hire Vehicle Operators Only**

All renewal Medallion Taxicab and For-Hire Vehicle Operators must:

- furnish proof of completion of a New York State DMV-Certified Defensive Driving Course, completed within three (3) years prior to the date of the renewal application. Additional information is provided with your renewal application.

## **III. Drug Test Requirement for Medallion Taxicab and For-Hire Vehicle Operators Only**

- TLC rules 2-19(b) and 6-16(v) require annual drug testing for drivers of Medallion taxicabs and for-hire vehicles. You must be tested no sooner than thirty (30) days prior to, and no later than, the expiration date of your current license. However, you may advance your expiration date as outlined in Section I(B) on page 1 to accommodate an anticipated inability to complete your renewal requirements, including the taking of the drug test, within the required time.
- **It is important to note, that failure of a licensee to be tested by the expiration date of his or her license shall result in the denial of the license renewal application, if any, and the expiration date of your license.**

## **IV. Additional Renewal Requirements For Paratransit and Commuter Van Operators Only**

In addition to the above (Section I.), all renewal Paratransit and Commuter Van Operators must:

- possess an "active" N.Y.S. Vehicle & Traffic Law Article 19-A status.

## **V. All Licensing Division Inquiries**

- For all inquiries, including general information, the status of a renewal license, or to have a renewal application mailed to you promptly, contact the Customer Relations Department at (212) 227-6324 between the hours of 9:00 a.m. and 5:00 p.m., every Monday through Friday, except holidays, or visit our website at [www.nyc.gov/taxi](http://www.nyc.gov/taxi).