Taxi & Limousine Commission

BASE, PLATE AND VEHICLE TRANSFER AND AFFILIATION 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. The documents needed for each transaction may be different depending on the transaction type – so review carefully. Please visit our website for more information at: www.nyc.gov/tlc, visit our office at 31-00 47th Avenue, 3rd Floor, Long Island City, NY 11101 or contact our Call Center at 718-391-5501.

HOW TO SUBMIT AN APPLICATION FOR A TRANSFER AND/OR AFFILIATION

STEP 1	Visit your Base to have them request an appointment to submit your "TLC Vehicle Application Form." The Base/Authority must schedule an appointment on our website at www.nyc.gov/tlcappointment.

SUBMIT AN APPLICATION

STEP 2

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 "Base, Plate and Vehicle Transfer and Affiliation 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 through your Base.

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 FHV base transfers, plate transfers and vehicle transfers. 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.***

REGISTRATION / INSPECTION

STEP 3

Plate Transfers

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

Taxi & Limousine Commission

BASE, PLATE AND VEHICLE TRANSFER AND AFFILIATION APPLICATION REQUIREMENTS AND CHECKLISTFHV, PARATRANSIT AND COMMUTER VAN

Please visit our website for more information at: www.nyc.gov/tlc, our office at 31-00 47th Avenue, 3rd Floor, Long Island City, NY 11101 or contact our Call Center at 718-391-5501. You must provide CLEAR copies of all required documents. If you do not provide all requirements on the date you submit your application to the TLC, your application will be denied. ALL FEES ARE NON REFUNDABLE.

YES ✓
NO ✗

ALL TYPES	VEHICLE TRANSFER	PLATE TRANSFER	BASE TRANSFER	SHL PERMIT AFFILIATION
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 DMV registration, Bill of Sale, 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 2 of 2 for more information**)	✓	✓	✓	✓
DMV receipt for plates (FS-6T) or new registration with vanity plates documenting that plates have been surrendered or destroyed.	✗	✓	✗	✗
TRANSFER FEE: Twenty Five ($25) transfer fee for each Transfer type. VEHICLE TRANSFERS ONLY – Seventy-Five ($75) Inspection fee also required, depending on the transaction type. See below – "INSPECTION FEE"	✓	✓	✓	✓
INSPECTION FEE: Seventy-Five ($75) required if vehicle has 500 miles or more recorded on the odometer. New applicants must pay an inspection fee together with their completed application fee of $550. If a new application is submitted at LIC or Staten Island Inspection, fees are REQUIRED before your visit to our TLC Inspection facilities for an Inspection. ***Note: SHL affiliated vehicles are not required to pay an inspection fee.***	✓	✗	✗	✗
STRETCH LIMOUSINE ONLY				
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.	✓	✗	✗	✗
FOR FHV AND COMMUTER VAN ONLY				
Current Insurance Declaration Page directly from your insurance company showing levels of insurance coverage. **Insurance policy must be current.**	✓	✓	✓	✓
STRETCH LIMOUSINE, COMMUTER VAN AND PARATRANSIT				
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 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.	✓	✓	✓	✓

***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.

FEES can be paid by Money Orders, Certified Checks, 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.

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.

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.

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.

Taxi & Limousine Commission

VEHICLE INSURANCE REQUIREMENTS

Please visit our website for more information at: www.nyc.gov/tlc,
our office at 31-00 47th Avenue, 3rd Floor, Long Island City, NY 11101 or contact our Call Center at 718-391-5501.

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).

Vehicle Type		Seating Capacity	Minimum Insurance Levels
FHV	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.

Taxi & Limousine Commission

BASE, PLATE AND VEHICLE TRANSFER AND AFFILIATION APPLICATION
FHV, PARATRANSIT & COMMUTER VAN

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TYPE OF VEHICLE:

☐ **FOR-HIRE VEHICLE** ☐ **PARATRANSIT** ☐ **COMMUTER VAN**

Street Hail Livery Vehicle ONLY
Vehicle Classification: ☐ Wheelchair Accessible Vehicle ☐ Non Wheelchair Accessible Vehicle

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

TRANSACTION TYPE: ☐ Transfer Plates ☐ Transfer vehicle to another base
☐ Transfer Vehicle ☐ Affiliate vehicle to SHL Permit

TLC License number: _____

TLC H Record number: _____

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

NEW 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.*

OLD VEHICLE INFORMATION
(Fill out if requesting a Vehicle Transfer only)

VEHICLE ID # **YEAR**

PLATE # **MAKE**

BASE TRANSFER OR 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.

NEW BASE or COMMUTER VAN AUTHORITY

BASE / AUTHORITY NAME

BASE LICENSE #

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

OLD BASE or COMMUTER VAN AUTHORITY

BASE / AUTHORITY NAME

BASE LICENSE #

Has this Base Owner been notified that this vehicle is being removed?

YES ☐ NO ☐

STREET HAIL PERMIT TRANSFER OR 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 (WAV)** ☐ **Non-Wheelchair Accessible Vehicle (Non-WAV)**

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.

NEW and/or CURRENT PERMIT AFFILIATION -- STREET HAIL LIVERY PERMIT AFFILIATIONS ONLY

SHL PERMIT ENTITY NAME

SHL PERMIT #

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

OLD PERMIT AFFILIATION -- STREET HAIL LIVERY AFFILIATIONS ONLY

SHL PERMIT ENTITY NAME

SHL PERMIT #

Has this Permit Owner been notified that this vehicle is being removed?

YES ☐ NO ☐

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).

LIST ALL OWNERS, PARTNERS, OFFICERS AND STOCKHOLDERS *(Use additional page if necessary)*

NOTE: This page does not replace a filing receipt for a Corporation or a member breakdown for a LLC

Business Type (please check one): ☐ Sole Proprietorship ☐ Partnership ☐ Corporation

NAME: _____

MAILING ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

TELEPHONE #: (_____) _____ — _____ **# OF SHARES:** _____

SS #: _____ — _____ — _____ **DRIVER LICENSE #:** _____

For Corporation or Partnership, please check if you are:

☐ President ☐ Vice President

☐ Secretary ☐ Treasurer

☐ Shareholder

NAME: _____

MAILING ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

TELEPHONE #: (_____) _____ — _____ **# OF SHARES:** _____

SS #: _____ — _____ — _____ **DRIVER LICENSE #:** _____

For Corporation or Partnership, please check if you are:

☐ President ☐ Vice President

☐ Secretary ☐ Treasurer

☐ Shareholder

NAME: _____

MAILING ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

TELEPHONE #: (_____) _____ — _____ **# OF SHARES:** _____

SS #: _____ — _____ — _____ **DRIVER LICENSE #:** _____

For Corporation or Partnership, please check if you are:

☐ President ☐ Vice President

☐ Secretary ☐ Treasurer

☐ Shareholder

NAME: _____

MAILING ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

TELEPHONE #: (_____) _____ — _____ **# OF SHARES:** _____

SS #: _____ — _____ — _____ **DRIVER LICENSE #:** _____

For Corporation or Partnership, please check if you are:

☐ President ☐ Vice President

☐ Secretary ☐ Treasurer

☐ Shareholder

For Election or Change of Officers use only

At a special meeting, stockholders of _____

Company Name

nominated and duly elected by unanimous vote the officers listed above.

_____ Secretary (Print) _____ Secretary (Signature) _____ Date

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☐ By initialing this box I am affirming that I am the same person who signed the affirmation statement below, that I have read and reviewed this application and that there is an existing and current vehicle license issued by the TLC and that there have been no changes to the Business Entity structure for that current & existing vehicle license since the last submission to the TLC. Copies of a principals DMV license are therefore not needed for this transaction.

"I do hereby affirm, under penalty of law, that I have examined and reviewed the information in the submitted form(s) or application(s), including any supplemental form(s) and/ or document(s) and that these document(s) and or statement(s) do not contain any untrue statement(s) nor are they missing any material information and/ or fact(s). If the box above has been initialed then I am also affirming that there have been no changes to the Business Entity structure for the most current & existing vehicle license since the last submission to the TLC. I also acknowledge and understand that any false statement(s) submitted is punishable under the law and may result in a denial of an application or the suspension or revocation of an existing license/permit.
I further affirm and acknowledge that I have read all rules applicable to my license and that I understand that I am are required to follow and comply with these rules. Failure to do so may result in the issuance of a summons that could result in the imposition of points, fines, a suspension or revocation of my license."

Name: _____ **Signature:** _____

Title: _____ **Date:** _____

Affirmation Form

(check one)

Owner ☐ Officer ☐

Partner ☐ Stockholder ☐

LICENSE TYPE ☐ For-Hire ☐ Para Transit ☐ Commuter Van

In order to process an application a signed affirmation must be submitted for each required entity.
Signatures must be original and signed by hand. No copied or stamped signatures.

I, _____ **,** _____
Name **Entity Name (either applicant name, base, or SHL permit holder)**

with the vehicle identification number: _____
I understand that:

"I hereby affirm, under penalty of law, that I have examined and reviewed the information in the submitted form(s) or application(s), including any supplemental form(s) and/ or document(s) and that these document(s) and or statement(s) do not contain any untrue statement(s) nor are they missing any material information and/ or fact(s) according to the rules applicable to my license type. There has been no changes to the Business Entity structure for the most current & existing vehicle license since the last submission to the TLC, if applicable. I also acknowledge and understand that any false statement(s) submitted is punishable under the law and may result in a denial of an application or the suspension or revocation of an existing license/permit.
I further affirm and acknowledge that I have read all rules applicable to my license and that I understand that I am are required to follow and comply with these rules. Failure to do so may result in the issuance of a summons that could result in the imposition of points, fines, a suspension or revocation of my license."

Applicant Name ➡

Print Name	Signature	Date

Base Owner ➡

Print Name	Signature	Date

Street Hail Livery Permit Owner **(if Applicable)** ➡

Print Name	Signature	Date