



# NEW YORK CITY TAXI & LIMOUSINE COMMISSION

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## INDUSTRY INFORMATION | INDUSTRY NOTICES

FOR IMMEDIATE RELEASE  
 Industry Notice #05-08  
 February 24, 2005

### TLC UPDATES LICENSE APPLICATION PROCESS FOR NEW, TRANSFER AND RENEWAL FHV AND PARATRANSIT VEHICLES

Effective February 24, 2005, the New York City Taxi and Limousine Commission (TLC) will begin accepting applications for new, transfer and renewal licenses for Tier I For-Hire Vehicle (FHV) and Paratransit vehicle licenses via an online, web-based appointment request form. This process is similar to the one used March-April 2004 and will allow TLC to address the expected increased volume of applications. UNTIL FURTHER NOTICE, ALL RENEWAL, TRANSFER AND NEW FHV AND PARATRANSIT VEHICLE APPLICATIONS REQUIRE THE COMPLETION OF AN ONLINE APPOINTMENT FORM OR USE OF DROP-OFF SERVICE. RENEWAL APPLICATIONS MAY ALSO BE PROCESSED VIA MAIL.

#### OVERVIEW OF ONLINE APPOINTMENT FORM PROCESS:

- The on-line form may be accessed via TLC's homepage - [www.nyc.gov/taxi](http://www.nyc.gov/taxi) or directly via [www.nyc.gov/tlcappointment](http://www.nyc.gov/tlcappointment).
- **Only TLC-licensed** FHV and Paratransit base stations can use the On-line Appointment Form – appointment requests from individual vehicle owners will **not** be accepted. Required information is listed below:
  - **New Application** - vehicle owner's name, Vehicle Identification Number (VIN).
  - **Transfer Application** - vehicle owner's name, TLC License Number for the **new vehicle owner**, the VIN and the License plate number.
  - **Renewal Applications** - vehicle owner's name, TLC License Number for the vehicle owner and the VIN.
- Up to twenty-five (25) vehicles may be included in each on-line request. Only those vehicles listed in the online request will be reviewed during the scheduled appointment.
- TLC will prioritize transfer and renewal applications. Requests for specific appointment dates and times will be reviewed on a case-by-case basis.
- Within 2 business days of submission of the online form, confirmation of the appointment time and date will be forwarded back to the requesting base via fax, along with important information about required supporting materials and documentation, or necessary actions (ie, payment of outstanding summonses). **It shall be the base owner's responsibility to notify each vehicle owner of the scheduled appointment time and date, and of any required supporting materials and documentation, or actions.**
- If you choose not to use the online form, you can schedule an appointment at the TLC's Staten Island facility, located at 1839 Richmond Terrace, by calling **(718) 815-3735**. A limited number of appointment slots will be available.

#### SERVICES PROVIDED TO APPOINTMENT HOLDERS

- **GROUND FLOOR CHECK-IN:** At the time and date of their scheduled appointment, each vehicle owner must check-in at the front desk. In addition, applications will be pre-screened to ensure that all materials and supporting documents are available and all necessary actions have been taken.
- **SERVICE WINDOWS:** Only registered vehicle owners will be serviced. License applications must be filed in accordance with all written instructions provided with the application. In addition, this year **the TLC is requiring that applicants provide one copy of all application materials and supporting documents** in addition to the originals. Applications that are incomplete will not be accepted or processed (for example, any application that fails to include the required proof of minimum insurance coverage).

#### OVERVIEW OF DROP-OFF SERVICE

**Registered owners, or any person authorized (with power of attorney) to conduct business on behalf of the registered owner, may use this service between the hours of 2:00 p.m. to 4:30 p.m Monday through Friday.** All renewal, transfer and new applications may be processed via drop-off. License applications must be filed in accordance with all written instructions provided with the applications.

All other licensing transactions (including Tier II and Tier III permits, medallion, commuter van and driver transactions) will be accepted in person, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, and processed in accordance with regular procedures. No appointment is necessary. These transactions will be accepted on a first-come, first-served basis.

If there are any additional questions please call TLC's Base Licensing Unit at **718-391-5635**.

- ✘ [TLC Appointment form](#)
- ✘ [For-Hire-Vehicle Transaction Checklist \(PDF\)](#)
- ✘ [FHV Tier I and Paratransit Vehicle Application Form \(New and Transfer Applications\) \(PDF\)](#)