



## NEW YORK CITY TAXI & LIMOUSINE COMMISSION

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### INDUSTRY INFORMATION | INDUSTRY NOTICES

FOR IMMEDIATE RELEASE

Industry Notice #06-01  
February 08, 2006

#### IMPORTANT UPDATES REGARDING FOR-HIRE VEHICLE TRANSACTIONS

##### **NEW! CHANGE TO FHV AND PARATRANSIT RENEWAL PROCESS**

Please note an important change has been made regarding the TLC's FHV license renewal process. Effective with all FHV and paratransit renewal applications for licenses expiring in March 2006 and after, the **TLC will be accepting RENEWAL applications ONLY by either of the following options:**

1. **Mail** - mail to the address on the renewal envelope
2. **Ground-floor renewal deposit box** - deliver to deposit box at TLC's Long Island City location (32-02 Queens Boulevard) on the ground-floor Monday through Friday between 8 a.m. and 4:30 p.m.

**It is important to note that we will no longer be taking appointments for renewals and there will be no same-day processing of renewals at the windows. In addition, drop-offs are to be made at the Long Island City ground-floor renewal box, and will not be accepted at the Long Island City 2nd Floor Drop-off window. The TLC has sent renewal packages with ample time allowed for renewal by mail and we strongly suggest that licensees mail their applications and do so early. If you have not received your renewal card, you may retrieve it at the TLC's Long Island City location on the second floor.**

When filing a renewal application, please refer to the checklist that you may obtain at [http://nyc.gov/html/tlc/downloads/pdf/fhv\\_veh\\_renew\\_notice.pdf](http://nyc.gov/html/tlc/downloads/pdf/fhv_veh_renew_notice.pdf) **Please remember: the insurance declaration pages, or other confirmation directly from the insurance company of insurance and levels of coverage need to be included as proof of proper insurance,** along with the renewal card/form and the money order. Certificates of liability will no longer be accepted as proof of proper insurance coverage.

Credentials will be mailed to the licensee once the application has been processed. Please remember to mail or drop off as soon as possible to ensure that your license does not expire.

##### **REMINDER: ONLINE APPOINTMENT FORM PROCESS REMAINS FOR NEW AND TRANSFER APPLICATIONS**

**The TLC will continue to offer appointments for all new and transfer FHV and paratransit vehicle applications. The On-line Appointment 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).**

If you wish, you may schedule an appointment for new or transfer applications 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.

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.

**Registered owners, or any person authorized (with power of attorney) to conduct business on behalf of the registered owner, may use the TLC's drop-off service, Located on the 2nd floor of the Long Island City facility, between the hours of 2:00 p.m. to 4:30 p.m., Monday through Friday. All transfer and new applications may be processed via drop-off.**

##### **IMPORTANT TO NOTE WHEN APPEARING FOR YOUR APPOINTMENT**

- **CHECK-IN:** At the time and date of your scheduled appointment, you must check in at Window 1 of the FHV Section on the second floor of the building. Applications will be pre-screened to ensure that all materials and supporting documents are available and all necessary actions have been taken. Please be sure to bring all required materials. Please visit [http://nyc.gov/html/tlc/downloads/pdf/fhv\\_transaction\\_checklist.pdf](http://nyc.gov/html/tlc/downloads/pdf/fhv_transaction_checklist.pdf) for a list of materials.

- **SERVICE WINDOWS:** Only registered vehicle owners and authorized persons with power of attorney will be served. To conduct a transaction using power of attorney you must present proof of power of attorney at the time of transaction. 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.

##### **ALL OTHER VEHICLE AND BUSINESS TRANSACTIONS**

All other licensing transactions (including Tier II permits, and 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 the TLC at 212-227-0700.

- ✘ [For-Hire-Vehicle Transaction Checklist \(PDF\)](#)
- ✘ [For-Hire Vehicle March 2006 Renewal Notice \(PDF\)](#)
- ✘ [FHV Tier I and Paratransit Vehicle Application Form \(New and Transfer Applications\) \(PDF\)](#)