



## **INSTRUCTIONS FOR FILING AN APPLICATION FOR A NEW, RENEWAL OR CHANGE OF STATUS FOR COMMUTER VAN AUTHORITY LICENSE**

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### **General Instructions**

Please visit [www.nyc.gov/tlcselfscheduling](http://www.nyc.gov/tlcselfscheduling) to schedule an appointment to submit your completed application, required documentation and fees via appointment. Please visit our website for more information at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc).

**New Applications** are valid for ninety (90) days. If you do not complete all requirements from the date you submit your application to the TLC, your application will be denied. Filing an application **does not** grant operating authority. Operating a commuter van authority before the license application is approved is illegal and will subject the applicant to fines and other penalties. Applicants found guilty of operating an unlicensed authority will be subject to disqualification from operating a commuter van authority.

### **To submit your Renewal Application, you can choose one of the two ways to make your payment:**

1. **Payment BY MAIL:** You MUST Mail your Renewal Form with all requirements to:

**New York City Taxi & Limousine Commission**  
**Attn:** Owners Licensing Unit  
31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor  
Long Island City, NY 11101

- 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 all 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.

- Please visit [www.nyc.gov/tlcselfscheduling](http://www.nyc.gov/tlcselfscheduling) to schedule an appointment to submit your completed application, required documentation.
- 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 renewal payment On-line, please visit our website at: <https://www1.nyc.gov/lars/>.

**Note 1: Renewal Applications** must be submitted sixty (60) days before expiration date. To get your renewal license on time you need to complete all license requirements at least sixty (60) days your license expires. If you don't, you may not receive your new license before the old one expires. Renewals may also be submitted by mail, but please be advised that if the application is found incomplete it will be returned and your payment will not be processed. You must complete the application in its entirety and submit all necessary requirements as noted on the appropriate checklist.

**Note 2:** If your base license is suspended, you cannot dispatch vehicles. If you dispatch vehicles while your base license is suspended you can be issued a summons which could result in the imposition of fines or other penalties, including revocation of your base license. If a vehicle is dispatched from your base while the base license is suspended, the vehicle may be subject to seizure for unlicensed operation and may be subject to fines and penalties.

### License type

A "Commuter van service" is a common carrier of passengers by motor vehicles that provides a transportation service through the use of one or more commuter vans on a prearranged regular, daily basis, over non-specified or irregular routes, between a zone in a residential neighborhood and a location which shall be a work related central location, a mass transit or mass transportation facility, a shopping center, or recreational facility.

### Purpose of this Application

- **New License** - Applying for a two (2) year \$550 for license to operate as a Commuter Van Authority.
- **Renewal License** - Applying for a two (2) year \$550 for a license that was previously issued for operation of a Commuter Van Authority. To get your renewal license on time you need to complete all license requirements at least sixty (60) days your license expires. If you don't, you may not receive your new license before the old one expires.
- **Change of Status** - Change of Ownership, Change of Address, Change of Corporate and/or D/B/A Name and Change of Corporate Officers of a Commuter Van Authority.

## Section I & II. Background Information on Commuter Van Authority and Commuter Van Authority Address

This basic background information is necessary to process your application. Please completely fill this section out and be sure to provide us with accurate information. Inaccurate information may result in a delay or denial in processing of your application.

- **Business Name:** Refers to the name of the business entity associated with the Commuter Van Authority application.
- **D/B/A: Doing Business As:** A D/B/A name is a company name, also commonly called "trade name" or "assumed name". A D/B/A is a secondary name for your business, an officially sanctioned "alias". Leave the D/B/A section blank if you plan to conduct business under one name if that name is the same as the company name.
- **Address:** The location for the Commuter Van Authority.  
**E-mail:** A **required** working E-mail address that will be on file at the TLC so you may receive TLC updates and other important information.
- **Website Address:** It is **required** provide your business website address.
- **Telephone #:** Contact numbers for ALL individuals, officers, partners, principals or stockholders responsible for all inquiries related to this application.
- **EIN/SS Number:** Please provide either Social Security number or "EIN", Employer Identification Number, which is defined as a nine-digit number that the Internal Revenue Service (IRS) assigned to the organization.
- **FCC License Number:** Federal Communications Commission (FCC) license number, which permits the applicant to operate a radio communication system for the purpose of communication between authority and your vehicles. For more information on FCC business radio licensing, please go to: <http://wireless.fcc.gov/csinfo/>. If radio communication is not used, please provide documentation reflecting the type of communication used such as copy of a recent bill.

### **Section III. Updated Listing of all Owners, Officers, Partners, Managers and Stockholders**

Please provide a **complete** list of all Officers, Partners, Managers and Stockholders associated with the business entity applying for a Commuter Van Authority license. The following information is required for all individuals:

- Name •home address •amount of time living at this address •date of birth
- Social Security number •DMV license # •DMV license State •Telephone number for individual
- title (which is the position held in the corporation i.e. president, secretary, etc.) and
- number of shares owned by the individual.

### **Section IV. Workers' Compensation Law**

Authorities are required to maintain Workers' Compensation Insurance Coverage. A Certificate must be submitted to the Taxi and Limousine Commission. This can be obtained through the New York State Insurance Fund.

### **Section V. Background Questionnaire**

For the questions listed in this section please check the box that correctly answers the questions for the individual(s) or firm whose name appears on the application. All officers, shareholders, partners & individual owners who have 10% of the corporate share (or more) OR a title as President, Vice President, Secretary, Treasurer or Member must fill out the background questionnaire on page 3 of the application. If you answered "YES" to any of the questions you must provide a signed statement and pertinent documentation giving all relevant details as an addendum to this application. The statement must include all names, dates, license numbers, certificate of disposition and any other relevant information to the incident being described. **False answers to any of the questions will be grounds for denial of your base license application.**

### **Section VI. Affirmation of Compliance with Title III of the Federal Americans with Disabilities Act of 1990**

The affirmation of compliance with Title III of the Federal Americans with Disabilities Act of 1990, is required to be completed and signed by one officer representing the owner(s).

### **Section VII. Affirmation of Compliance with Section V of the Federal Omnibus Transportation Testing Act Affirmation of 1991**

The affirmation of compliance with Section VI of the Federal Omnibus Transportation Testing Act of 1991, is required to be completed and signed by one officer representing the owner(s).

### **Section VIII. Vehicle Listing**

Please completely fill out information with affiliated vehicle's of your authority. This is required for renewal applications. (This page can be photocopied if needed for additional officer(s)).

### **Section IX. Criminal Court Affirmation**

The affirmation of Criminal Court is required to be filled out by any individual that holds 10% or more of the shares OR a title as President, Vice President, Secretary, Treasurer, or Member must be completely filled-out this page. (Please make additional copies of this page if necessary).

### **Attachment: Name Inquiry / Name Reservation Request**

**(New and Change of Corporate and/or D/B/A name only).** Copy of approved Name Inquiry Form is required.

## Additional Requirements

- **(Renewal only)**  
**Renewal Payment form:** Filled out and signed by one officer representing the owner(s). *This was included in the application and renewal packet mailed to you.*
- **(Renewal only)**  
To get your renewal license on time you need to complete all license requirements at least sixty (60) days your license expires. If you don't, you may not receive your new license before the old one expires. Money Order, Company Check, Certified Check or Credit Card (Master Card, Visa, AMEX and Discover). Money Orders, Company Checks and Certified Checks are made payable to:  
**NYC Taxi & Limousine Commission.**
- **(New, Renewal, Change of Ownership, Change of Address, Change of Corporate Officer and Change of Corporate and/or D/B/A name)**  
**Zero outstanding judgments to the TLC, NYS DMV Traffic Violations Bureau (TVB), Department of Finance (DOF) Parking Violations and DOF Red Light Bureau:** If any outstanding judgment (i.e., unpaid tickets) are discovered, your application will not be processed.
- **(New, Change of Ownership and Change of Corporate Officer only)**  
**Photo of identification for each person listed on the application:** a valid government issued identification.  
  
**Examples:** Certificate of Citizenship, Certificate of Naturalization, a Medicaid card, a NYS Food Stamp Card, professional license, State issued driver license, US marriage document, a US divorce document, or a court-issued name change document, School ID Cards, health insurance card or a medical prescription card, ATM card or a debit card, or a valid Credit Card.
- **(Change of Ownership only)**  
**Bill of Sale:** The bill of sale needs to include how many shares were transferred, as well as signature of seller and buyer.
- **(New, Renewal, Change of Corporate and/or D/B/A name and Change of Ownership only)**  
**Proof of "Active" Status with the N.Y. Department of State:** You may verify your status via the NYS Department of State Web site at <https://www.dos.ny.gov/>. Please attach a copy of the on screen print-out.
- **(New, Renewal, Change of Ownership, Change of Address, and Change of Corporate and/or D/B/A name only) Proof of mailing address for authority:** Lease or statement by a landlord to lease office space or a utility bill.
- **(New and Change of Corporate and/or DBA name only)**  
**Proof of Business Status:** If a corporation, you must produce a Certificate of Incorporation and a filing receipt. If a partnership, you must produce a Partnership Certificate. If a sole proprietor, you must produce a Business Certificate.
- **(New, Renewal, Change of Ownership, and Change of Corporate and/or D/B/A name)**  
**Employer ID Numbers (EINs):** An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. Generally, businesses need an EIN. You may apply for an EIN in various ways, and now you may apply online at [www.irs.gov](http://www.irs.gov). This is a free service offered by the Internal Revenue Service. If you need a replacement you can reach out to the IRS by calling the Business & Specialty Tax Line at (800) 829-4933.

- **(New, Renewal, Change of Ownership, and Change of Corporate and/or D/B/A name)**  
**Copy of the most recent phone bill for your van authority telephone number:** Please make sure the address on the phone bill is the same address as your van authority.
- **(Ownership Change and Change of Corporate Officer only)**  
**Statements and business records:** To disclose all individuals, partners, officers, principles, and stockholders. Please ensure that the # of shares per person is indicated. You may bring in affirmed meeting minutes.
- **(Change of Address only)**  
**Lease or an affirmed statement by a landlord to lease office space with a start and expiration date.**  
**Proof of compliance with rule 9-02 (h) with Title III of the Federal Americans with Disabilities Act of 1990 -\*\*Method of compliance:** A copy of a written arrangement and or a lease agreement that you have with the operator of a wheelchair accessible van, which the operator will supply for compliance with the American with Disabilities Act (ADA) 42 U.S.C. Section 12101 et seq. A description of how your Commuter Van Authority provides service to persons with disabilities. Be sure to identify the wheelchair accessible vehicles, if any utilized by your commuter van service.
- **(NEW ONLY)**  
**Form E Uniform Motor Carrier Bodily Injury and Property Damage Liability Certificate of Insurance:** This form is an attachment to the Certificate of Liability that must be requested through the insurance company providing insurance. The original of this form must be submitted to the TLC.
- **Commuter Van Authority License for the NYC Department of Transportation Bureau of Traffic Operations Application:** Must be completely filled out. (Please note: application will be forwarded to NYC DOT for approval).