



TLC DRIVER LICENSE NOT RECEIVED IN THE MAIL
INSTRUCTION SHEET

Please visit our website for more information at: www.nyc.gov/tlc.

To have your TLC driver license replaced, you must wait ten (10) days from the date your license was mailed out. After ten (10) days, please visit our Long Island City facility located at 31-00 47th Avenue, 3rd Floor, LIC 11101, Monday to Friday from 8:00 a.m. to 4:00 p.m. to request a credential replacement.

Note: You will be required to pay a fee of twenty-five (\$25.00) dollars if it has been sixty (60) days or more since your license was mailed.

Please have ALL required documents listed below.

You must provide the original document as well as CLEAR, LEGIBLE copies of all required documents.

- A completed and signed “**AFFIRMATION TO REQUEST A REPLACEMENT CREDENTIAL**”. You can download and print this form from our Web site (www.nyc.gov/tlc), or you can visit our Long Island City facility to obtain the affirmation form.
- Original and Copy of a government issued Picture ID. Interim driver licenses will only be accepted if accompanied by a government issued Picture ID. Interim Driver licenses that do not show your license number will not be accepted.
- If your address has changed, you must Submit a Change of Information Online at: (www1.nyc.gov/lars).
- Replacement fee of twenty five (\$25.00) dollars if it has been over sixty (60) days since the license was mailed. Payment in the form of a Money order made payable to: “NYC TLC” or Visa, Master card, AMEX and Discover are accepted. **NO CASH.**