LIVERY BASE STATION RENEWAL APPLICATION AND CHECKLIST

Please visit 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.

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 Payment Method –

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 47th Avenue, 3rd 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. ONLINE Payment: You can make your renewal payment online on our website at: https://www1.nyc.gov/lars/.

   • Upon payment, a representative from the Owners Licensing Unit will contact you to make an appointment to submit all additional required documents necessary for the base renewal.  
   • 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. ☐

To get your renewal license on time you need to complete all license requirements at least sixty (60) days your license expires. ☐

Application to Operate a Renewal Livery Base Station – Must be completely filled-out and signed. ☐

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 judgement (i.e., unpaid tickets) are discovered, your application will not be processed. ☐

Statements and business records to disclose all individuals, partners, managers, officers, principals, and stockholders. Please ensure that the # of shares per person is indicated. You may bring in a current affirmed minutes of the meeting. ☐

Proof of at least 10 vehicles affiliated with the base - This should be obtained via the website base system. ☐

Lease or statement by a landlord to lease office space with a start and expiration date. Lessor’s and Lessee’s printed name and signature. Contact information must be signed by both parties. ☐

Certificate of Occupancy, or Letter of No Objection - From the Department of Buildings (stamped or dated no more than two years before the date of this application) for the Base Station location. ☐

Dispatch App Disclosure - If you use an app (i.e. An iOS/Andriod app or web page) to dispatch, you will be required to disclose information on that app. (Please see disclosure page attached to the application forms.) ☐

Privacy and Security Policies (if collecting passenger identifying, geolocation, or credit card information) ☐

PLEASE TURN OVER FOR ADDITIONAL REQUIREMENTS
| **Comprehensive Operating Plan (COP)** - There is an additional hand-out which details what must be provided. Please adhere to the format on the hand-out. (Note: please make sure special attention is paid to any §59B-11 convictions). |
| **Zone Rate schedule map or Rate of Fare book, whichever is appropriate.** |
| **Proof of compliance with Rule §59B-17(c) (ability to provide wheelchair accessible service on demand)** - You must provide either a signed contract with provider – including **start and expiration date** of contract -- or proof of ownership of vehicle that can provide accessible service, which must pass/have passed TLC inspection. For a list of current providers, please visit the TLC website. |
| **Proof of “Active” Status with the N.Y. Department of State** - You may verify your status via the NYS Department of State website at: [https://www.dos.ny.gov/](https://www.dos.ny.gov/). Please bring in an on screen print-out. |
| **Proof of EIN / Social Security No** - If a corporation or partnership, you must submit an IRS issued CP-575 Notice or a 145-C letter. If a sole proprietor, you must submit proof of social security number. |
| **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. |
| **Certificate of Workers’ Compensation Insurance** - Bases are required to provide documentation reflecting Workers’ Compensation Insurance Coverage or exemption from providing this coverage. |
| **Original Surety Bond of $5,000 for the benefit of the City of New York** - note -- you ***MUST*** bring in the original; a copy will not be accepted. |
| **Affirmation** - Filled out and signed by one officer representing the owner(s). |
| **Copy of the most recent phone bill for your base station telephone number** - Please make sure the address on the phone bill is the same address as your base station. |
| **Original letters of no objection from City Council Member, Community Board and Local Police Precinct OR copies of the letters requesting the “Letter of No Objection” along with the original signed certified mail receipts for the three (3)entities.** Please make sure you are reaching out to the correct entities. The correct entities are identified on your renewal payment form. Please note -- the letter sent to the City Council Member (CM), Community Board (CB) and Local Police Precinct (PD) **must** include copies of page 1 & 2 of the application form and affirmation page. In addition, the letter must inform the CM, CB or PD that if they want additional documents that they should request them when needed. If additional documents are requested, please provide them in a timely manner so that you may receive their response to submit with your renewal packet. |

| CM | CB | PD |

2 of 2 Livery Base Renewal Checklist 6.12.17
RENEWAL APPLICATION TO OPERATE A LIVERY BASE STATION

Please visit 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.

License #: ________________

Note: Please enter your current license #. If this application for NEW base please leave blank.

I. BACKGROUND INFORMATION ON BASE STATION

(All fields in this section must be filled-out completely for your application to be processed)

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Website Address (required): ______________________________________________________________________________________

Business Type (Please check one)

- Sole Proprietorship
- Partnership
- Corporation
- LLC

If a Corporation, please list # of shares Authorized: ____________

Please list # of shares Issued/ Outstanding: ____________

EIN #: [ ] or SSN#: [ ]

Proof of EIN / Social Security No. – If a corporation or partnership, you must submit an IRS issued CP-575 Notice or a 145-C letter. If a sole proprietor, you must submit proof of social security number.

II. OFF-STREET PARKING INFORMATION — The base must have half the number of spaces for every vehicle affiliated. (For example, if the base has 10 vehicles, you must have 5 spaces); maximum distance from Base Station to Off-Street Parking location is 1.5 miles. Please Note – The OSP must be in a location zoned for the operation of a parking facility. Please refer to the OSP requirements sheet for proper compliance.

LOCATION # 1

Address: ______________________________________________________________________________________

# of Spaces: ____________ Mileage to Base: ____________

LOCATION # 2

Address: ______________________________________________________________________________________

# of Spaces: ____________ Mileage to Base: ____________
III. LISTING OF ALL OWNERS, OFFICERS, PARTNERS, MANAGERS AND STOCKHOLDERS – this page can be photocopied if needed for additional officers

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Livery Base Renewal Application 6.12.17
IV. BACKGROUND QUESTIONNAIRE

PLEASE NOTE – ALL OFFICERS MUST FILL OUT THIS FORM.

Any individual that holds 10% or more of the shares OR a title as President, Vice President, Secretary, Treasurer or Member must completely fill-out this page. Please make additional copies of this page if necessary.

All questionnaires must be COMPLETED & SUBMITTED with your application.

Name (print): _______________________________________________________________________________________

Signature: ___________________________________________________________________________________________

Today’s Date: ______________________________ Telephone #: __________________________

Title: _____________________________________ # of Shares: __________________________

Base Name: ________________________________________________________ Base #: _______________

Have you ever:

A) been convicted of any crime anywhere? YES ☐ NO ☐

B) had any type of license suspended or revoked? YES ☐ NO ☐

C) had any TLC license with your name under any other individual, partners, corporations, officers, principle and/or stockholders? YES ☐ NO ☐

If you answered “YES” to any of the preceding three questions you must provide a signed statement (below or on a separate document) and give pertinent documentation giving all relevant details as an addendum to this application.
V. WORKERS’ COMPENSATION LAW

You are required to maintain Workers’ Compensation Insurance Coverage. A Certificate must be submitted to the NYC Taxi and Limousine Commission.

You are required to submit with your Livery base renewal application a Workers’ Compensation Certificate of Insurance issued by the New York State Insurance Fund or a Certificate of Exemption issued by State of New York Workers’ Compensation Board.

You must submit the original Certificate. The certificate or exemption must be current, and it must be on the form issued by the State Insurance Fund or Workers’ Compensation Board. The Certificate MUST name the “NYC Taxi and limousine Commission” as the certificate holder. Finally, the name and address on the certificate MUST match EXACTLY with the name and address on your license application.

Please provide the following information with respect to your Workers’ Compensation insurance:

Name Of Insurer: 

Policy Number: 

Effective Dates:  

Name: 

Title: 

Signature: 

Date:  

VI. DISPATCH SERVICE PROVIDER

Will your base use a passenger-facing App to provide dispatches?  

Yes  No  Unknown

What type of App will the proposed base use?  

Proprietary  DSP  Both  None

For proprietary Apps – What is the name of the base’s App? (List all Apps owned/operated by the base.) 

For non-proprietary Apps fill in the Dispatch Service Provider Disclosure form at the end of this document.
VII. AFFIRMATION TO OPERATE A LIVERY BASE STATION

PLEASE NOTE – ONE (1) OFFICER/PARTNER/OWNER MUST FILL OUT THIS AFFIRMATION ON BEHALF OF THE OWNER(S)

This must be COMPLETED & SUBMITTED with your application.

1. I have submitted this affirmation at the request of the New York City Taxi & Limousine Commission (TLC).

2. I am currently an officer/partner/owner for ________________________________

   (Name of Base)

   and submit this affirmation in that capacity, (“This Base”) an entity that functions as a Livery Base Station as defined in Section 19-502(4) of the New York City Administrative Code.

3. There will be a minimum of ten (10) a Livery Base Station vehicles that are affiliated with this company and are either dispatched from or conveyed information by its facility.

4. I further certify that the vehicles affiliated with this base have personal injury insurance coverage in amounts no less than required by the rules of the TLC.

5. I recognize that the maintenance of the insurance coverage required by the rules of the TLC is a condition of this base's license and agree that the Base will maintain such coverage at all times.

6. I recognize that the TLC relies upon this affirmation in considering the company’s application for a Livery Base Station and in such reliance is not applying licensing requirements applicable to other types of for-hire vehicle bases set forth in local law. I agree to promptly provide financial statements and other documents requested by the TLC.

“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). 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.”

Name (print): ________________________________________________________________

Signature: _________________________________________________________________

Today’s Date: ______________________________

Title: ______________________________
VIII. AFFIRMATION OF STATEMENTS OF APPROVAL FROM CITY COUNCIL MEMBER (CM), COMMUNITY BOARD (CB) AND LOCAL POLICE PRECINCTS (PD)

Please Note: Your application will not be accepted without this form, the Original letters of no objection from City Council Member (CM), Community Board (CB) and Local Police Precinct (PD) OR copies of the letters requesting the “Letter of No Objection” along with the original signed certified mail receipts for the three (3) entities.

I, ______________________________________________________ affirm:

(print name)

That I am the (officer/owner of ______________________________________________________________________),

(Base Name)

Officer/Owner of ____________________________________.

(Base Number)

That I make this affirmation based upon personal knowledge of the facts therein stated.

That said I submitted letters to the local City Council Member, Community Board and Local Police Precinct for the address of my base station and included in the mailing copies of page 1 & 2 of the application form for the Off-Street Parking (OSP) to the addresses below:

At:

CM # _____: ___________________________ (Street Address) ___________ (City) _______ (Zip Code)

CB # _____: ___________________________ (Street Address) ___________ (City) _______ (Zip Code)

PD # _____: ___________________________ (Street Address) ___________ (City) _______ (Zip Code)

“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). 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.”

_________________________ (Print Name) ___________________________ (Signature) ___________________________ (Date)
NAME INQUIRY OR NAME RESERVATION REQUEST

Before an application can be submitted for consideration of an entity name (New Application or Name Change Application), the name must be reviewed and approved by the Division of Applicant Licensing. Any names accepted by the TLC will be held on file for thirty (30) days from the dated stamped below.

Please email businessunit@tlc.nyc.gov for approval for Name Inquiry prior to scheduling an appointment. Please visit our website for more information at: www.nyc.gov/tlc.

Please list the proposed Trade Names by order of preference:

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Please list the proposed Doing Business As (d/b/a) Names by order of preference:

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Entity Type:  

- Livery Base
- Broker or Agent
- Taxi Meter
- Lux. Limo
- Commuter Van
- Paratransit Services
- Black Car
- TPEP
- LPEP
- EHAIL
- DSP

Requested by: _______________________

If this request is for a currently licensed entity please indicate license #: _______________________

Email Address: _______________________

FOR OFFICE USE ONLY

Reviewed by: _______________________
Date: _______________________

Name Inquiry / Name Reservation
LIST OF DISPATCH SERVICE PROVIDERS CONTRACTED TO BASE

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).

Under Chapter 77 of the TLC rules, an app that contracts with licensed bases can only dispatch vehicles affiliated with those bases and must obey all TLC rules governing them, including but not limited to dispatching only to licensed drivers and vehicles, charging rates in compliance with the rates that each base it is dispatching through has on file with the TLC, and disclosing all pertinent base, vehicle, and driver license numbers to passengers in a conspicuous manner. Apps that do not have their own base license, but have contracts with licensed bases, in effect dispatch or refer jobs on behalf of those bases. Use of these apps must not result in violation of TLC rules by bases, vehicles, or drivers.

If a contract is already in use you must provide a list of all services contracted to the base. A copy of the operation agreement between the base and all services listed will need to be filed with the business unit at TLC.

Please list the Names and License numbers of all Contracted Dispatch Services:

<table>
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<th>Dispatch Service Provider License #</th>
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**NOTE:** This page may be photocopied if more space is needed for the information requested.