



## CREDENTIAL REPLACEMENT

This form, and additional information, is available at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc)

This form must be used to request replacement credentials. TLC replacement credentials can be requested if prior credentials have been lost or damaged, require a photo update, or after a change in the Licensee's name. Please review the **Credential Replacement** checklist before submitting this form. This application can only be submitted by making an appointment on the TLC website.

<input type="checkbox"/> <b>Photo Update</b>	Update TLC Driver License photo. For non-NY State licensed drivers only; NYS licensees must use the NY State form available on the TLC website. The replacement TLC license will be issued at the Long Island City office; and you must surrender your existing TLC license. There is a twenty-five dollar ( <b>\$25.00</b> ) fee for a credential photo update.		
TLC Driver License No.	Print Name	Signature	Date (mm/dd/yyyy)

<input type="checkbox"/> <b>Replacement</b>	Request replacement credentials that were lost, stolen, damaged or mutilated, confiscated, or were never received in the mail ( <i>applies to TLC Driver's License only</i> ). There is a twenty-five dollar ( <b>\$25.00</b> ) fee to replace credentials.		
<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Damaged / Mutilated <input type="checkbox"/> Confiscated <input type="checkbox"/> Decal Replacement <input type="checkbox"/> Lost in mail <i>(driver license only)</i>	<input type="checkbox"/> TLC Driver's License No.  <input type="checkbox"/> FHV Decal Sticker (Enter FHV driver license No.)  <input type="checkbox"/> SHL Permit No. (no fee)	<input type="checkbox"/> SHL Rate Card  <input type="checkbox"/> Medallion Tin  <input type="checkbox"/> Medallion Rate Card (no fee)	
Print Name	Signature		Date (mm/dd/yyyy)

<input type="checkbox"/> <b>Name Change</b>	You must update your <b>TLC Driver's License</b> and/or <b>For-Hire Vehicle (FHV) License</b> after completing a legal change to your name. You must submit proof of the legal name change. There is a twenty-five dollar ( <b>\$25.00</b> ) fee to replace credentials after a name change.		
<input type="checkbox"/> <b>TLC Driver's License</b>	<input type="checkbox"/> <b>FHV License</b> (Decal, Blue Sticker, Diamond)	<input type="checkbox"/> State issued Driver's License ( <i>required</i> ) <input type="checkbox"/> Petition of Name Change <input type="checkbox"/> Marriage Certificate <input type="checkbox"/> Divorce Papers <input type="checkbox"/> Certificate of Naturalization <input type="checkbox"/> Passport with new name <input type="checkbox"/> Permanent Resident Card I-551 <input type="checkbox"/> U.S. Employment Authorization Card <input type="checkbox"/> Social Security Card ( <i>if number has been changed</i> )	
I understand that when submitting a name change, I must surrender my old TLC driver's license. I have legally changed my name <b>from</b> :  <b>X</b>  <i>Print your former name exactly as it appears on your documents / ID card.</i>  <b>X</b>  <i>Print "NEW" name exactly as it appears on your documents / ID card.</i>			
Print Name (new name)	Signature (new name)		Date (mm/dd/yyyy)

**INTERNAL USE ONLY**

Processed by:	Date (mm/dd/yyyy)
---------------	-------------------

**Instructions:** Please read the below, Credential Requirement checklist(s), carefully before submitting your application. You **must** schedule an appointment on the TLC website to submit this document at the Long Island City office. **Money Orders must** be made payable to “NYC Taxi and Limousine Commission” or “NYC TLC.”

**Update Photo on a TLC Driver License:**

Applies to non-New York State licensed drivers only; NYS licensees use the NY licensee form on TLC’s website. To update a TLC Driver License photo, you must visit the TLC’s Long Island City office. A new photograph will be taken, and new credentials issued to you at the office. You will be required to surrender your previous TLC Driver’s License. The below is required:

- A completed Credential Replacement request form.
- The existing TLC Driver’s License.
- Twenty-five dollars (**\$25.00**), payable by *Debit / Credit Card, or Money Order*; cash is not accepted.

---

**TLC Driver License Replacement:**

If a TLC Driver License was lost, stolen, damaged / mutilated, or confiscated, it **must** be replaced. A new TLC Driver License will be issued upon submitting a Credential Replacement request form at the TLC’s Long Island City office. The below is required:

- A completed Credential Replacement request form.
- A copy of the Licensee’s government issued **photo ID / Driver’s License**. Out of state drivers **must** also provide a DMV abstract dated within 30 days of the TLC credential replacement request.
- Note:* If providing a NYS DMV Interim Driver’s License, you must provide an additional Photo ID.
- Twenty-five dollars (**\$25.00**), payable by *Debit / Credit Card, or Money Order*; cash is not accepted.

**Please Note:** Replacement of a TLC Driver’s license that was not received / possibly “lost in the mail,” will occur at no charge, if:

- At least ten (10) days has passed **after** the date the license was mailed by TLC, **and**
- Not more than sixty (60) days has passed after the date the license was mailed by TLC.

---

**For-Hire Vehicle (FHV) Decal Replacement:**

If a TLC decal sticker is unreadable, or has been removed and the word “**void**” is displayed; a replacement decal **must** be requested. If a window displaying a decal sticker is replaced, a replacement decal **must** also be requested. The below is required:

- A completed Credential Replacement request form.
- A copy of the Vehicle Owner’s government issued **photo ID / Driver’s License**.
- If using a representative, a completed and notarized TLC “*Power of Attorney*” form; **and** a copy of the representative’s government issued photo ID.
- Twenty-five dollars (**\$25.00**), payable by *Debit / Credit Card, or Money Order*; cash is not accepted.

**SHL Permit & Rate Card / Medallion Rate Card & Tin:**

- A completed Credential Replacement request form.
- A copy of the Owner’s government issued **photo ID / Driver’s License**.
- If using a representative, a completed and notarized TLC “*Power of Attorney*” form; **and** a copy of the representative’s government issued photo ID.
- Original Medallion Rate Card (*Medallion Tin replacement*).
- If applicable, twenty-five dollars (**\$25.00**); see fees below, payable by *Debit / Credit Card, or Money Order*; cash is not accepted:
  - Street Hail Livery (SHL) Permit -- **No fee**
  - Street Hail Livery (SHL) Rate Card -- **\$25.00**
  - Medallion Rate Card -- **No fee**
  - Medallion Tin -- **\$25.00**

---

**Name Change on a TLC Driver License and / or For-Hire Vehicle (FHV) License:**

After legally changing your name, you **must** update your TLC credentials (Driver and Vehicle License(s), if applicable) at the TLC’s Long Island City office. New credentials will be issued at the LIC office. The below is required:

- A completed Credential Replacement request form.
- State issued **Driver’s License** showing the “new” name **and** one (1) of the following (in **new** name):
  - Petition of Name Change;
  - Marriage Certificate;
  - Divorce papers;
  - Certificate of Naturalization;
  - Passport with “new” name;
  - Permanent Resident Card I-551;
  - U.S. Employment Authorization Card.

For-Hire Vehicle License name change also requires:

- Vehicle Registration with new name, **and**
- FHV insurance with new name.
- Twenty-five dollars (**\$25.00**), payable by *Debit / Credit Card, or Money Order*; cash is not accepted.