How-To Guide for:
(LARS)
License Application Renewal and Summons

NYC.GOV/LARS (LARS) is a quick, easy and convenient way to initiate applications, pay fees, update license information, and handle summonses.

This guide will provide step-by-step instructions about how to use LARS.
TLC Driver license

Your TLC vehicle license number can be found on the decal of your vehicle.
1. Select ‘Summonses/Settlements’ from the navigation bar on the left.

If you want to see all summonses/settlements that are open for a specific license numbers, go to the ‘Option 1’ section and follow the instructions outlined below in 1.A

If you want to look up a specific summons/settlement by number, go to the ‘Option 2’ section and follow the instructions outlined below in 1.B.

**1.A Option 1 — Search By License Number**

1.A.1 Select the license type (example: driver).

1.A.2 Enter your license number, license expiration date, and last 5 digits of your social security number (SSN) or employer identification number (EIN).

1.A.3 Click the box next to the words ‘I’m not a robot’ and complete the “CAPTCHA”.

1.A.4 Click ‘Search’ and then follow the instruction listed below in step 2.

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1.B Option 2 — Search By Summons/Settlement Number

1.B.1 Enter your summons/settlement number (with no dashes/spaces)

1.B.2 Click the box next to the words ‘I’m not a robot’ and complete the “CAPTCHA”.

1.B.3 Click ‘Search’ and then follow the instruction listed below in step 2.

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2. Review the language in the ‘Respondent Authentication’ and ‘Declaration’ sections. If you agree, click the box next to the words ‘I Agree’

3. You will be shown a pop up warning. If you agree to the language, select ‘OK’.

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4 Review the language at the top of the ‘Make a Summons Payment’ page along with the information in the table about your summons. (Depending on the type of summons, there might be points associated.)

5 Review the language in the ‘Guilty Acceptance’ section. If you agree, click the box next to the words ‘I Agree’.

6. Finally, click ‘Continue’. You will then be taken to the City of New York’s payment portal (CityPay) and be provided additional instructions on how to complete the transaction.

7. Following payment in the CityPay portal, you will receive an email-based receipt.
1. Select ‘Fees and returned payments’ from the navigation bar on the left.

2. Select the License status that best describes your license and then click ‘Continue’.

3. Enter your license number, license expiration date, and last 5 digits of your social security number (SSN) or employer identification number (EIN).

4. Click the box next to the words ‘I’m not a robot’, complete the “CAPTCHA” and then click ‘Search’.

5. Review the language in the ‘Fee TLC Authentication’ and ‘Declaration’ sections as well as the information in the table. If you agree, click the box next to the words ‘I Agree’.

6. Click ‘Continue’

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7. Review the fees in the ‘Fees and Returned Payments’ section.

8. Tap the “+” sign on the left of the fee types to see individual fees.

9. Click the box next to the fees that you want to pay. The ‘Total Amount’ in the ‘Summary’ section will update to reflect your selections. (You can select up to 60 fees at a time.)

10. Review the language in the ‘Declaration of Payment’ section. If you agree, click the box next to the words ‘I agree’.

11. Finally, click ‘Continue’. You will then be taken to the City of New York’s payment portal (CityPay) and be provided additional instructions on how to complete the transaction.

12. Following payment in the CityPay portal, you will receive an email-based receipt.
Note: If you have more than one TLC license, you must update your contact information individually for each license.

1. Select ‘Update info’ from the navigation bar on the left.

2. Select the license type that you want to update and then click ‘Continue’.

3. Enter your license number, license expiration date, and last 5 digits of your social security number (SSN) or employer identification number (EIN).

4. Click the box next to the words ‘I’m not a robot’, complete the “CAPTCHA” and then click ‘Search’.

5. Review the language in the ‘TLC Authentication’ and ‘Declaration’ sections. If you agree, click the box next to the words ‘I agree’. Then click ‘Continue’.

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6. You will then be shown your existing email, phone, mailing and residence addresses on the left. On the right, you will see empty fields.

7.A If you want to update your phone number, enter your new phone number in the field titled ‘Telephone’. You do not need to fill in any other fields.

7.B If you want to update your email address, enter your new email address in the ‘Email Address’ and ‘Confirm Email Address’ fields. You do not need to fill in any other fields.

7.C If you want to update where your mail gets sent (mailing address), fill in the fields under the ‘New Mailing Address’ header.

7.D If you want to update where you live (residence address), fill in the fields under the ‘New Residence Address’ header.

(If you want to update both your mailing and residence address with the same location, fill in the fields under the ‘New Mailing Address’ header and then tap the box next to the words ‘Same as mailing address’. This will automatically fill in your residence address for you.)

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8. Review the language in the ‘Review & Confirm’ and ‘Affirmation’ sections. If you agree, click the box next to the words ‘I Agree’.

9. Finally, click ‘Submit Updated Information’. You will then be provided a confirmation.
1. Select ‘Apply for New License’ from the navigation bar on the left.

2. For the ‘application type’ question, select ‘Driver’.

3. Select the ‘License Type’ that you want to apply for from the drop down, and then click on the ‘Apply’ button to continue.

4. Review the language on the ‘Getting Started’ page. If you agree, click the box next to ‘I have read and understand the above’ and then click ‘continue’.

5. Review the language on the ‘Fitness Review Notice’ page. If you agree, click the box next to ‘I agree’ and then click ‘continue’.

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6. Fill out the application questions and review the language on the ‘Apply’ page. If you agree, click ‘Review and Confirm’.

7. Review the application preview and language under the ‘Declaration’ section on the ‘Review & Confirm’ page. If you agree, click the box next to the words ‘I’m not a robot’, complete the “CAPTCHA”, and then click ‘Submit Application’.

8. You will then be taken to the City of New York’s payment portal (CityPay) and be provided additional instructions on how to complete the transaction.

9. After payment, you will be sent an email-based receipt as well as instructions on what to do next. Additionally, you will be shown the ‘Complete’ page with a summary of the transaction and information about what to do next.
1. Select ‘Apply for New License’ from the navigation bar on the left.

2. For the ‘application type’ question, select ‘Vehicle’.

3. For ‘License Type’, select ‘For Hire Vehicle – Non SHL’ from the drop down.

4. Next, select your business type and indicate if you have previously contacted a base to affiliate your vehicle. Then, click on the ‘Apply’ button to continue.

5. Review the language on the ‘Getting Started’ page. If you agree, click ‘Continue’.

6. On the validation page, enter your base’s ‘Base Number’. The base’s name and type will automatically fill in. If the information looks correct, select ‘yes’ to the question ‘Is this your Base Information?’.

7. Enter your vehicle’s vehicle identification number (VIN) in the field and again in the field titled ‘Re-enter Vehicle Identification Number (VIN)’.

8. Enter your social security number (SSN) or employer identification number (EIN) and indicate if you plan to affiliate the vehicle license with an SHL permit. Finally, click ‘Continue’.

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9. On the ‘Vehicle info’ page, enter information about your vehicle’s year, make, model, number of seats, if it is stretched, if it has for-hire plates, and if it is wheelchair accessible. Then, click ‘continue’.

10. On the ‘Owner Info’ page, enter your name, phone number, email, language preference, and mailing address. Then, click ‘continue’.

11. On the ‘Insurance’ page, enter your vehicle’s insurance policy number, insurance policy start date, insurance policy end date, and indicate if you have an excess insurance policy. Then, click ‘continue’.

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12. On the ‘Questionnaire’ page, indicate if your vehicle has over 500 miles, is taller than seven feet, or weights over 8,500 lbs.

13. Review the application and the language in the ‘Affirmation’ section. If you agree, click the box next to the words ‘I affirm’ as well as the box next to the words ‘I’m not a robot’, complete the “CAPTCHA”, and then click ‘Review and Confirm’.

14. You will then be taken to the City of New York’s payment portal (CityPay) and be provided additional instructions on how to complete the transaction.

15. After payment, you will be sent an email-based receipt as well as instructions on what to do next. Additionally, you will be shown the ‘Complete’ page with a summary of the transaction and information about what to do next.
1. Select ‘Renewal Payment’ from the navigation bar on the left.

2. Select ‘Driver’ and then click ‘Continue’.

3. Enter your driver license number, driver license expiration date, and last 5 digits of your social security number (SSN).

4. Click the box next to the words ‘I’m not a robot’, complete the “CAPTCHA” and then click ‘Search’.

5. Review the language in the ‘TLC Authentication’ and ‘Declaration of Applicant’ sections. If you agree, click the box next to the words ‘I agree’.

6. You will be shown a pop up warning. If you agree to the language, select ‘OK’.

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7. Click the box next to ‘Total Renewal Fee’ to select the fee. The renewal amount will then update to show you how much you owe. To pay, click ‘Continue’. You will then be taken to the City of New York’s payment portal (CityPay) and be provided additional instructions on how to complete the transaction.

8. After payment, you will be sent an email-based receipt.
1. Select ‘Renewal Payment’ from the navigation bar on the left.

2. Select ‘Vehicle’ and then click ‘Continue’.

3. Enter your vehicle license number, vehicle license expiration date, and last 5 digits of your social security number (SSN) or employer identification number (EIN).

4. Click the box next to the words ‘I’m not a robot’, complete the “CAPTCHA” and then click ‘Search’.

5. Review the language in the ‘TLC Authentication’ and ‘Declaration of Applicant’ sections. If you agree, click the box next to the words ‘I agree’.

6. You will be shown a pop up warning. If you agree to the language, select ‘OK’.

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7. Click the box next to ‘Total Renewal Fee’ to select the fee. The renewal amount will then update to show you how much you owe. To pay, click ‘Continue’. You will then be taken to the City of New York’s payment portal (CityPay) and be provided additional instructions on how to complete the transaction.

8. After payment, you will be sent an email-based receipt.