



NEW APPLICATION CHECKLIST FOR A TECHNOLOGY SYSTEM PROVIDER (TSP) LICENSE

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.

	NEW	RENEW
Application - You must answer every question. Incomplete applications will not be accepted. All required documents must be submitted with the application. Please refer to the application instructions for additional information.	✓	✓
Application fee of \$500 for the term of the authorization. Subject to proration. All licenses are non-transferable and fees are non-refundable.	✓	✓
Proof of Business Status - If a <u>corporation</u> , you must produce a Certificate of Incorporation and a filing receipt. If a <u>partnership</u> , you must produce a Partnership Certificate. If a <u>sole proprietor</u> , you must produce a Business Certificate.	✓	
Proof of EIN / Social Security No. – If a <u>corporation or partnership</u> , you must submit an IRS issued CP-575 Notice or a 145-C letter (provided as a replacement or verification letter to business). If a <u>sole proprietor</u> , you must submit an original social security card.	✓	
Zero outstanding judgments to the TLC, Department of Finance (DOF) Parking Violations and or to any other federal, state or local governmental jurisdiction.	✓	✓
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/ . Please attach a copy of <u>the on screen</u> print-out.	✓	✓
Two forms of identification for each person listed on the application. (One <u>must</u> be a government issued Identification)	✓	
Fee Schedule - A list of all fees and charges.	✓	✓
Technology System Approval - The required documentation needed to confirm system requirements and approved security testing, pursuant to 66-05(b) of the Rule. <ul style="list-style-type: none"> • Third party certification of security testing (66-05(b)(1-3)) • System Documentation (66-05(b)(4)) 	✓	✓
Affirmation - Filled out and signed by an owner, partner or one officer representing the owner(s).	✓	✓

APPLICATION FOR A TECHNOLOGY SYSTEM PROVIDER (TSP) LICENSE

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.

Application Type (please check one):

New

Renewal

Business Type (please check one):

Individual/Sole Proprietorship

Corporation

Partnership

LLC

I. BACKGROUND INFORMATION ON BUSINESS - (All fields in this section must be filled-out completely for your application to be processed)

Business Name:

D/B/A:

Address:

City:

State:

Zip Code:

E-Mail:

Website Address:
(optional)

Telephone #:

24 Hour Phone #:

EIN #:

or

SSN#:

Proof of EIN / Social Security No. – If a corporation or partnership, you must submit an IRS issued 145-C letter/notice. If a sole proprietor, you must submit an original social security card.

License #:



I. BACKGROUND INFORMATION ON BUSINESS - continued

I _____, as Owner, Partner, or Officer
(print name)

Name of Business (the applicant)

Affirm and acknowledge on behalf of the business entity that:

- a. at all times during the life cycle as a Technology System Provider (TSP) that I\We will display the TLC Issued License Number and the words TLC Technology System Provider(TSP) on all material pertaining to said license;
- b. applicant will maintain at all times during the term of their license a current mailing address, email address and telephone number with the TLC;
- c. falsification of any statement made herein is a crime punishable by a fine, and/or imprisonment, and/or denial of the license, or if granted, revocation of same;
- d. any fees paid with this application are not refundable and payment with the submission of this application does not guarantee the issuance of a TLC license;
- e. a TSP provider must immediately notify the Commission in writing of any suspension or revocation of any license granted, or any other person acting of his or her behalf by any agency of the City or State of New York, or the government of the United States;
- f. a TSP provider must ensure that the system(s) and hardware provided meets and complies with all TLC Rules and Requirements;
- g. a TSP must meet all of the insurance requirements for licensure as per Rule §66-05(e)(1-3):

APPLICATION AFFIRMATION

"I hereby affirm and acknowledge, 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). If any of the information in this Application changes, the applicant must inform the NYC Taxi and Limousine Commission of those changes. I also understand that the applicant must comply with all relevant laws and rules if granted a license/permit/authorization to operate. 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/authorization." I also acknowledge and affirm that I am an owner, officer, partner of the business entity filing this application and that I am authorized and empowered to enter into binding agreements on behalf of the business entity for the purposes of this application and all related business with TLC."

Title: _____ Signature: _____ Date: _____

Initials of Person Assigned to Application: _____

Date of Intake: _____ / _____ / _____

II. LISTING OF ALL OWNERS, PARTNERS AND OFFICERS – All individuals listed must answer the background questions in section III. - This page can be photocopied if needed.

Last Name: First Name:

Address:

City: State: Zip Code:

Please check all that apply: Owner: Partner: Officer: Title: # of shares:

EIN/SSN#: Phone #:

Last Name: First Name:

Address:

City: State: Zip Code:

Please check all that apply: Owner: Partner: Officer: Title: # of shares:

EIN/SSN#: Phone #:

Last Name: First Name:

Address:

City: State: Zip Code:

Please check all that apply: Owner: Partner: Officer: Title: # of shares:

EIN/SSN#: Phone #:

Last Name: First Name:

Address:

City: State: Zip Code:

Please check all that apply: Owner: Partner: Officer: Title: # of shares:

EIN/SSN#: Phone #:

III. BACKGROUND QUESTIONNAIRE – required for the Business filing the application **AND** all individuals listed in Section II. - This page can be photocopied if needed.

Below are some background questions about criminal and/or civil charges. A conviction does not, by itself, mean you will not get a license/permit/authorization. Factors such as the nature and seriousness of the offense, the amount of time that has passed since the conviction, and your age at the time of the conviction will be considered. However, your application may be denied if you fail to disclose a conviction in response to the questions.

Business or Individual Name: _____

1. Has this Business or individual ever been licensed by the New York City Taxi and Limousine Commission? YES NO

If **YES**, provide the following information:

a. name of the business or individual involved	
b. business or home address associated with the license/permit/authorization	
c. TLC license/permit/authorization number	

2. Has this Business or individual ever had a TLC license/permit/authorization denied, suspended, or revoked? YES NO

If **YES**, provide the following information:

a. name of the business or individual involved	
b. business or home address associated with the license/permit/authorization	
c. TLC license/permit/authorization number	

3. Has this Business or individual ever been an owner, officer, or partner of an entity licensed by TLC? YES NO

If **YES**, provide the following information:

a. name of the business or individual involved	
b. business or home address associated with the license/permit/authorization	
c. TLC license/permit/authorization number	

If you answer **YES** for any of the following questions, please include the requested description and attach all relevant documents to this application. **NOTE:** Description should include the date of conviction, the nature of the incident, persons involved, and the outcome. Please include convictions for which you might have been imprisoned or fined even if, in fact, you only had to perform community service or were put on probation. You may omit parking violations and offenses that resulted in a finding of juvenile delinquency, youthful offender, wayward minor, or person in need of supervision.

4. Has this Business or individual been found guilty of a crime or violation within the last five (5) years? YES NO

If **YES**, please provide a description of the crime or violation.

III. BACKGROUND QUESTIONNAIRE – required for the Business filing the application **AND** all individuals listed in Section II. - This page can be photocopied if needed.

5. Is there any TLC issued Notice of Violation, Notice of Hearing, Summons, Padlock Order, or other order now in effect and/or pending against this Business or individual or any other entity operated by this Business or individual? YES NO

If **YES**, please provide a description of the order, including all TLC imposed obligations to pay fines or restitution that have not been satisfied in full.

6. Has any court rendered a final judgment against this Business or individual or any other entity operated by this Business or individual for activity related to the conduct of a business? YES NO

If **YES**, please provide a description of the court judgment.

“I hereby affirm and acknowledge, 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). If any of the information in this Application changes, the applicant must inform the NYC Taxi and Limousine Commission of those changes. I also understand that the applicant must comply with all relevant laws and rules if granted a license/permit/authorization to operate. 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/authorization.” I also acknowledge and affirm that I am an owner, officer, partner of the business entity filing this application and that I am authorized and empowered to enter in to binding agreements on behalf of the business entity for the purposes of this application and all related business with TLC.”

Name: _____

Signature: _____

Title: _____

Date: _____