REQUEST TO UPDATE TLC CREDENTIAL

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

Please refer to the Credential Replacement Instruction Sheet for additional documentation required.

**TLC Driver License only:** There will be a $25 fee to change your name or update your photo. Appointment Necessary. Request your appointment at [www.nyc.gov/tlcscheduling](http://www.nyc.gov/tlcscheduling)

Fees can be paid by Money Order made payable to “NYC TLC,” or by Master card, Visa, Amex or Discover. All fees are non refundable.

You must surrender your “current” TLC license to receive an updated credential.

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**TLC DRIVER LICENSE**

(Please check all that apply)

[ ] TLC DRIVER LICENSE  ________________  [ ] VEHICLE LICENSE  ________________

(Print License Number)  

(Print License Number)

[ ] SHL PERMIT / RATE CARD  ________________  [ ] MEDALLION / RATE CARD  ________________

(Print SHL Number)  

(Print Medallion Number)

(Reason for update)

[ ] NAME CHANGE  

(Individual or Business)

[ ] UPDATE PHOTO

For Name Change Only:

I am changing my name from  __________________________  to  __________________________

(Print last and first name or Company name)  

(Print last and first name or Company name)

________________________________________  

(Signature)  

___________________________  

(Date)

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**TLC PERSONNEL USE ONLY**

**License Information**

<table>
<thead>
<tr>
<th>TLC License No: (All License Types)</th>
<th>Expiration Date: (All License Types)</th>
<th>Plate Number: (Vehicles)</th>
<th>Last 6 of VIN Number: (Vehicles)</th>
</tr>
</thead>
<tbody>
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**Documentation Submitted:**

[ ] TLC Driver’s License  
[ ] State issued Driver’s License  
[ ] Passport with new name  
[ ] Proof of EIN with new name  
[ ] Social Security Card (if number has been changed)  
[ ] Filing Receipt, Business or Partnership Certificate with new name  
[ ] Petition of Name Change  
[ ] Certificate of Naturalization  
[ ] Divorce Papers  
[ ] Marriage Certificate

Reviewed by:

Name of TLC Employee  
Signature of TLC Employee  
___________________________

(Date)