



# REQUEST TO UPDATE TLC CREDENTIAL

Please visit our website for more information at: [www.nyc.gov/tlc](http://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/tlcselfscheduling](http://www.nyc.gov/tlcselfscheduling)

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.

(Please check all that apply)

<input type="checkbox"/> TLC DRIVER LICENSE _____ (Print License Number)	<input type="checkbox"/> VEHICLE LICENSE _____ (Print License Number)
<input type="checkbox"/> SHL PERMIT / RATE CARD _____ (Print SHL Number)	<input type="checkbox"/> MEDALLION / RATE CARD _____ (Print Medallion Number)

(Reason for update)

<input type="checkbox"/> NAME CHANGE (Individual or Business)	<input type="checkbox"/> 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)

## TLC PERSONNEL USE ONLY

**License Information**

**TLC License No:** \_\_\_\_\_  
(All License Types)

**Expiration Date:** \_\_\_\_\_  
(All License Types)

**Plate Number:** \_\_\_\_\_  
(Vehicles)

**Last 6 of VIN Number:** \_\_\_\_\_  
(Vehicles)

Documentation Submitted:

<input type="checkbox"/> TLC Driver's License	<input type="checkbox"/> Petition of Name Change
<input type="checkbox"/> State issued Driver's License	<input type="checkbox"/> Certificate of Naturalization
<input type="checkbox"/> Passport with new name	<input type="checkbox"/> Divorce Papers
<input type="checkbox"/> Proof of EIN with new name	<input type="checkbox"/> Marriage Certificate
<input type="checkbox"/> Social Security Card (if number has been changed)	
<input type="checkbox"/> Filing Receipt, Business or Partnership Certificate with new name	

Reviewed by:

_____ Name of TLC Employee	_____ Signature of TLC Employee
_____ Date	