



## TLC CREDENTIAL REPLACEMENT INSTRUCTION SHEET

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Please visit our website for more information at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc), or our office at 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101 or contact our Call Center at 718-391-5501.

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### For Lost/Stolen OR Mutilated / Damaged TLC Credential Replacement

You must bring with you a completed and signed **"Affirmation to Request a Replacement Credential"** form. The form can be obtained from the TLC website, or you can visit our Long Island City facility, located at: 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, LIC, NY 11101.

**NOTE:** If your credential is damaged or mutilated, you must bring it in to our LIC facility.

*The form must be properly completed and signed and you must have any supporting documents for the replacement of credentials requested.*

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### For a Name Change and / or to Update your Photo

Obtain and complete the **"Request to Update TLC Credential"** form. The form can be obtained from the TLC website, or you can visit our Long Island City facility, located at: 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, LIC, NY 11101.

**NOTE:**

**Individual/Sole proprietor** - You must bring the Original and a Copy of a valid DMV chauffeur's license or it's Equivalent (Class A, B, C or E) with your NEW NAME or NEW PHOTO. If you have an out of state license, you must bring an Original and a Copy of a Certified Abstract (State Driver Record) from the Department of Motor Vehicles and it must be stamped or sealed and cannot be older than ninety (90) days. Please read page 2 and 3 of the TLC credential replacement checklist for additional information and requirements.

**Corporation/Partnership** – You must provide an Original and a Copy of a Filing Receipt or a Business/ Partnership Certificate, (whichever is appropriate) with new name. You must also submit an Original and a Copy of an IRS-issued CP-575 Notice or a 147-C letter (provided as a replacement or EIN verification letter to a business) with new name.

**To obtain a TLC credential replacement you must follow all required steps on page one before submitting the request at our Long Island City facility.**

**Lost or Stolen Credentials** and **Mutilated or Damaged Credentials** - - - - - Please follow the instructions on page 1 and provide the required items as listed below depending on the type of credential being replaced. **If your credential is damaged or mutilated, you must bring it in to our LIC facility.**

YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
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TLC Driver's License				
Come to the Long Island City facility with the following requirements:	Lost / Stolen	Damaged / Mutilated	Name Change	Update Photo
A completed and signed " <b><u>Affirmation to Request a Replacement Credential</u></b> " form.	✓	✓	/	/
A completed and signed " <b><u>Request to Update TLC Credential</u></b> " form.	/	/	✓	✓
Original and a Copy of your TLC Driver License.	/	✓	✓	✓
Original and Copy of your Social Security Card.	/	/	✓	/
<b><u>If you became a US Citizen, please have the following documents:</u></b> Original and Copy of your Certificate of Naturalization, Petition of Name Change, and Passport with your <b>NEW NAME</b> .	/	/	✓	/
<b><u>If your marital status has changed, please have the following documents:</u></b> Original and Copy of your Marriage Certificate, Divorce documents or any court documents with your <b>NEW NAME</b> .	/	/	✓	/
Original and Copy of your state issued Driver's license. If you have an out of state license you must bring an Original and a Copy of your <b><u>Certified Abstract (State Driver Record)</u></b> from the Department of Motor Vehicles and it <b>must be stamped or sealed and cannot be older than ninety (90) days</b> .	✓	✓	✓	✓
<b><u>Replacement/Update Fee of \$25:</u></b> Money order made payable to "NYC TLC" or Visa, Master Card, Amex and Discover.	✓	✓	✓	✓

TLC Vehicle Decal			
Come to the Long Island City facility with the following requirements:	Lost/ Stolen	Damaged/ Mutilated	Name Change
A completed and signed " <b><u>Affirmation to Request a Replacement Credential</u></b> " form.	✓	✓	/
A completed and signed " <b><u>Request to Update TLC Credential</u></b> " form.	/	/	✓
Original and Copy of your Picture ID (TLC or Driver license).	✓	✓	✓
<b><u>If you became a US Citizen, please have the following documents:</u></b> Original and Copy of your Certificate of Naturalization, Petition of Name Change, and Passport with your <b>NEW NAME</b> .	/	/	✓
<b><u>If your marital status has changed, please have the following documents:</u></b> Original and Copy of your Marriage Certificate, Divorce documents or any court documents with your <b>NEW NAME</b> .	/	/	✓
You must have zero outstanding judgments to the TLC, NYS DMV Traffic Violations Bureau (TVB), Department of Finance (DOF), Parking Violations and DOF Red Light Bureau (i.e., unpaid tickets).	✓	✓	✓
<b><u>Replacement Fee of \$25:</u></b> Money order made payable to "NYC TLC" or Visa, Master Card, Amex and Discover.	✓	✓	/
<b><u>Additional TLC Plate Requirement:</u></b> A Plate Transfer Appointment (must be scheduled from the base).	✓	✓	✓
<b><u>Corporation/Partnership</u></b> – Submit an Original and Copies of your updated Filing Receipt, Business or Partnership Certificate and an IRS issued proof of EIN with updated name.	/	/	✓

**To obtain a TLC credential replacement you must follow all required steps on page one before submitting the request at our Long Island City facility.**

**Lost or Stolen Credentials and Mutilated or Damaged Credentials - - - - -** Please follow the instructions on page 1 and provide the required items as listed below depending on the type of credential being replaced. **If your credential is damaged or mutilated, you must bring it in to our LIC facility.**

YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
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Rate Card for Medallion			
Come to the Long Island City facility with the following requirements:	Lost/ Stolen	Damaged / Mutilated	Name Change
You must have zero outstanding judgments to the TLC, NYS DMV Traffic Violations Bureau (TVB), Parking Violations Bureau and DOF Red Light Bureau, and DOF Commercial Motor Vehicle Tax (CMVT) Division.	✓	✓	✓
A completed and signed " <u>Affirmation to Request a Replacement Credential</u> " form.	✓	✓	/
A completed and signed " <u>Request to Update TLC Credential</u> " form.	/	/	✓
<b>Corporation/Partnership:</b> Submit an Original and Copies of your updated Filing Receipt, Business or Partnership Certificate and an IRS issued proof of EIN with updated name.	/	/	✓

Rate Card for SHL Permit			
Come to the Long Island City facility with the following requirements:	Lost/ Stolen	Damaged / Mutilated	Name Change
You must have zero outstanding judgments to the TLC, NYS DMV Traffic Violations Bureau (TVB), Parking Violations Bureau and DOF Red Light Bureau, and DOF Commercial Motor Vehicle Tax (CMVT) Division.	✓	✓	✓
A completed and signed " <u>Affirmation to Request a Replacement Credential</u> " form.	✓	✓	/
A completed and signed " <u>Request to Update TLC Credential</u> " form.	/	/	✓
Your TLC SHL Number.	✓	✓	✓
<b>Replacement Fee of \$25:</b> Money order made payable to "NYC TLC" or Visa, Master Card, Amex and Discover.	✓	✓	/
<b>Corporation/Partnership:</b> Submit an Original and Copies of your updated Filing Receipt, Business or Partnership Certificate and an IRS issued proof of EIN with updated name.	/	/	✓

**To obtain a TLC credential replacement you must follow all required steps on page one before submitting the request at our Long Island City facility.**

**Lost or Stolen Credentials** and **Mutilated or Damaged Credentials** - - - - - Please follow the instructions on page 1 and provide the required items as listed below depending on the type of credential being replaced. **If your credential is damaged or mutilated, you must bring it in to our LIC facility.**

YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
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<b>Medallion Tin</b>			
<b>Come to the Long Island City facility with the following requirements:</b>	<b>Lost/ Stolen</b>	<b>Damaged / Mutilated</b>	<b>Name Change</b>
You must have zero outstanding judgments to the TLC, NYS DMV Traffic Violations Bureau (TVB), Parking Violations Bureau and DOF Red Light Bureau, and DOF Commercial Motor Vehicle Tax (CMVT) Division.	✓	✓	✓
A completed and signed " <b>Affirmation to Request a Replacement Credential</b> " form.	✓	✓	/
A completed and signed " <b>Request to Update TLC Credential</b> " form.	/	/	✓
Your TLC Medallion Number.	✓	/	✓
Your TLC Medallion Tin.	/	✓	/
Original and Copy of your Picture ID (TLC or Driver's License).	✓	✓	✓
Original and Copy of your Rate Card.	✓	✓	✓
Original and Copy of your Power of Attorney (if you are not the owner).	✓	✓	✓
<b>Replacement Fee of \$25:</b> Money order made payable to "NYC TLC" or Visa, Master Card, AMEX and Discover.	✓	✓	✓
<b>Corporation/Partnership:</b> Submit an Original and Copy of your updated Filing Receipt, Business or Partnership Certificate and an IRS issued proof of EIN with updated name.	/	/	✓

<b>Street Hail Livery Permit</b>			
<b>Come to the Long Island City facility with the following requirements:</b>	<b>Lost/ Stolen</b>	<b>Damaged / Mutilated</b>	<b>Name Change</b>
A completed and signed " <b>Affirmation to Request a Replacement Credential</b> " form.	✓	✓	/
A completed and signed " <b>Request to Update TLC Credential</b> " form.	/	/	✓
Your TLC Street Hail Livery Permit Number.	✓	✓	✓
Original and Copy of your Picture ID (TLC or Driver's License).	✓	✓	✓
<b>Replacement Fee of \$25:</b> Money order made payable to "NYC TLC" or Visa, Master Card, Amex and Discover.	✓	✓	/
<b>Corporation/Partnership:</b> Submit an Original and Copy of your updated Filing Receipt, Business or Partnership Certificate and an IRS issued proof of EIN with updated name.	/	/	✓