



## MEDALLION LICENSING INFORMATION GUIDE

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

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## **Our Office Hours:**

**Business & Medallion Owners Licensing:**

Mon - Fri 8:00am-3:30pm

**Driver Licensing:**

Mon - Fri 8:00am-4:00pm

**Vehicle Redemption:**

(Pick-up confiscated vehicles)

Mon - Fri 8:00am-4:00pm



## GENERAL INFORMATION – INSURANCE COVERAGE

All vehicle insurance, Workers' Compensation Certificates, Exemption Forms, FH-1 and Certificate of Liability must be current to complete any transactions.

If the documents on file with the TLC are expired or have changed you must notify the TLC immediately. You must send in or bring us the following:

**Workers' Compensation:** An original certificate or exemption form. You can get an exemption form from the NYS Workers' Compensation Board at one of the following addresses:

1. 111 Livingston Street, 22<sup>nd</sup> floor, Brooklyn, NY 11201
2. 168-46 91 Avenue, 3<sup>rd</sup> floor, Jamaica, NY 11432

**Vehicle Insurance:** Original FH1 and a photocopy of your Insurance Declaration Page or Certificate of Liability, signed by an authorized insurance company representative.

**Note:** No transactions will be done if your Medallion is not in current status, i.e., suspension or pending status.

**NEW MEDALLION OWNERS:**

All open COMMERCIAL MOTOR VEHICLE TAX (CMVT) balances owed **must** be cleared with the Department of Finance (DOF) prior to the closing on a medallion.

**Quick Step Guide:** If you have just closed on a Medallion, here is what you must do to put your vehicle on the road:

1. **Certify your vehicle by visiting our Long Island City facility located at 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101 with the required documents.**

To learn how to certify your vehicle, please read Step I - [Vehicle Certification](#) on page 7.

After we have certified your vehicle and approved it to be used as a yellow taxicab we will give you a sub-plate letter that you must take to the NYS DMV in order to register your vehicle and receive Medallion plates.

2. **Visit a NYS DMV office to get plates for your vehicle.**

You will need to take the sub-plate letter given to you by the TLC to the NYS DMV Midtown Manhattan office located at 366 West 31<sup>st</sup> Street, New York, NY 10001 on the 2<sup>nd</sup> floor.

3. **Get a Tax Stamp.**

To get your Tax Stamp you must visit the Dept. of Finance located at 66 John Street, New York, NY 10038-3735. The Tax Stamp must be placed on the lower right hand corner of the front windshield on your taxicab.

4. **Visit our LIC facility located at 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101 to have your vehicle entered into our records.**

You will need to bring all required documents. To learn more about the requirements and understand what documents are needed, please read Step IV - [Vehicle Transfer](#) in the Change of Vehicle section on page 8.

5. **Visit a TLC licensed Taximeter shop to get a meter installed.**

To view a list of TLC licensed, Taximeter shops, visit our website at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc).

6. **Hack up\* your vehicle by visiting our Woodside facility located at 24-55 BQE West, Woodside, NY 11377.**

Only a **NEW** approved vehicle may be hacked-up as a taxicab. No appointment is needed. Visit the website for a listing of all approved vehicles.

**\*Hack-up:** The vehicle being used as a taxicab must first visit a TLC authorized Meter Shop. The meter shop is responsible for painting, signs, installing partitions and meters. The vehicle must then visit our Woodside facility where we will install the medallion and make sure all equipment is working within TLC regulations.

**CHANGE OF VEHICLE:**

This section explains how to get your vehicle set up to provide service as a TLC licensed Medallion taxicab.

Only a **NEW** approved vehicle may be hacked-up as a taxicab. The only exceptions are:

**§67-06 Requirements for Hacking Up a Taxicab**

*(d) Limited Right to "Re-Hack" for Transfer.* A vehicle that has been Hacked-up may be transferred to another Medallion, with the approval of the Commission, only if the vehicle passes inspection, has not yet met its Scheduled Retirement Date and meets one of the following conditions:

(1) **Repossessions.** The vehicle is purchased through a bank or other lender that has acquired the right to sell the vehicle through repossession and the repossession occurs within 24 months of Hack-up. **\*(see page 6)**

(2) **Long-Term Drivers.** The vehicle is owned by a Long-Term Driver who has driven the vehicle for at least five months under the existing Medallion and who will continue to be a Long-Term Driver under the new Medallion. **\*\* (see page 6)**

(3) **Same Medallion Owner or Agent.** The owner (or owner's Agent) of the Medallion transfers the vehicle to another Medallion operated by the same owner or agent. **\*\*\* (see page 6)**

(4) **Compressed Natural Gas Vehicle.** The owner of a Medallion (or the owner's agent) may transfer a vehicle fueled by Compressed Natural Gas to any other Medallion owned by the same owner.

(5) **Transfer of Medallion and Vehicle.** A vehicle which is in use with an Independent Medallion and is not at its Scheduled Retirement Date can continue in use with that Medallion following the transfer of that Medallion until its Scheduled Retirement Date if it passes all inspections and if the vehicle meets all of the following:

(i) the vehicle is acquired by a Transferee of an Independent Medallion together with that Medallion from the Transferor of that Independent Medallion and

(ii) the vehicle was operated by the Transferor of that Independent Medallion with that Medallion.



\* **Repossession:**

If you cannot make the payments on your vehicle and the bank takes back your vehicle, a new owner who buys the car already hacked-up, inspected and approved for use as a taxi, can submit change of vehicle documentation with the TLC and be approved to put the car on the road. To see a copy of our rules, please visit our website at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc), or you may visit our LIC facility located at 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101.

\*\***Long Term Driver:**

The request will not be processed immediately at the counter as the Long Term Driver status will need to be confirmed before a vehicle verification letter will be issued. This could take up to 10 business days.

\*\*\* **Same Medallion Owner or Agent:**

A vehicle may operate with the same Medallion until the vehicle's retirement date. A Medallion owner or agent with more than one Medallion can transfer a Medallion from vehicle to vehicle as long as he/she follows all requirements. To see a list of requirements, visit our website at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc), or you may visit our LIC facility at 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101.

**STEP I – Vehicle Certification:**

**This step is necessary to have your vehicle registered by DMV & TLC to operate as a Medallion taxicab.**

See website for a list of Taxicab Vehicles in use.

Bring the following **original** documents to our Long Island City facility located at 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101:

1. Certificate of Origin (new car) or Original Certificate of Title (used car).
2. Vehicle Bill of Sale/Invoice (notarized).
3. Current For-Hire Insurance Certificate (FH-1).
4. Certificate of Liability.
5. Certificate of Insurance or Declaration Page as coverage in the amount of \$100,000, \$300,000, \$200,000 P.I.P (Personal Injury Protection).
6. FS-6 (Motor Vehicle receipt for the old plates) or a Notice from the NYPD or TLC Officers and a \$25.00 fee paid by Money Order, Visa, Master Card, AMEX or Discover.  
**Note:** If you already have plates you do not need to bring in an FS-6 or Notice.

Note: Please refer to our website ([www.nyc.gov/tlc](http://www.nyc.gov/tlc)) for more information on the recently published list of Medallions which were selected in the Accessibility Drawing.

**Scheduled Vehicle Retirement****§67-18 Scheduled Vehicle Retirement**

*(a) 36-Month Retirement, Vehicles Hacked-up Prior to 4/20/2015.*

(1) If the vehicle is double-shifted, it must be retired no later than the first scheduled inspection of the vehicle occurring 36 months after the vehicle was Hacked-up.

(2) The 36-Month Retirement will not apply if the vehicle is driven by at least one Long-Term Driver or it is in service solely as an authorized Stand-By Vehicle.

*(b) 60-Month Retirement, Vehicles Hacked-up Prior to 4/20/2015.* All other vehicles must be retired from Taxicab service and replaced no later than the first scheduled inspection of the vehicle occurring 60 months after the vehicle was Hacked-up.

*(c) 84-Month Retirement.* All vehicles Hacked-up on or after 4/20/15 must be retired from Taxicab service and replaced no later than the first scheduled inspection of the vehicle occurring 84 months after the vehicle was Hacked-up.



**STEP II - Visit NYS DMV:** Go to the NYS DMV to have your vehicle registered as a yellow taxicab with the following documents from the TLC:

1. A Certification Card.
2. Sub-plate letter (this is issued only if you are a new owner or if your plates have been lost, stolen, mutilated or destroyed).

If you only need to register your new vehicle, you may go to any district DMV office within the 5 boroughs. If you have been given a sub-plate letter you must visit the Midtown Manhattan DMV office at 366 West 31<sup>st</sup> Street, New York, NY 10001 on the 2<sup>nd</sup> floor.

**STEP III – Tax Stamp:** Visit the Dept. of Finance located at 66 John Street, New York, NY 10038-3735 to get your Tax Stamp. The Tax Stamp must be placed on the lower right hand corner of the front windshield on your taxicab.

**STEP IV - Vehicle Transfer:** To complete this process you must visit our Long Island City facility located at 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101 within thirty (30) calendar days of the date of vehicle certification. We will process your paperwork and then approve your vehicle in our records to operate your vehicle as a yellow taxicab with DMV Medallion plates.

Return to Medallion Licensing with the following:

1. New Vehicle Registration.
2. Transfer fee of \$50 (If your vehicle is used/out of cycle, this means your vehicle has had all 3 inspections for its cycle, you will have to pay a total of \$140).
3. A state issued photo Identification or your Medallion Operators (Hack) License.
4. Power of attorney (if not the owner).
5. Rate Card, Storage Receipt, Credential Receipt or Affirmation to replace credentials.
6. Used car inspection papers (if this is a transfer from another Medallion).
7. Used vehicle lane inspection approval (if this a transfer from another Medallion).

**Note:** Used and out of cycle vehicles are vehicles that are not new and have had three (3) inspections completed for the past year. These vehicles have to pay \$50 for the transfer and \$90 for inspection. If the vehicle you are transferring is within its scheduled inspection cycle fee (this means you have at least one inspection left in your cycle), you will only have to pay \$50 for the transfer.



**STEP V – Hack-up:** hack-up means to set up a vehicle as a taxicab and obtain approval from the TLC for that vehicle to serve as a taxicab.

1. Visit any TLC licensed Taximeter shop to have your meter, roof light and all required decals installed (interior and exterior). To see a list of current TLC licensed Taximeter shops visit our website at [www.nyc.gov/tlc](http://www.nyc.gov/tlc).
2. Visit our Woodside TLC inspection facility located at 24-55 BQE West Woodside, NY 11377. Stop at the entrance to get a **“Gate Entry Form.”**

**Note:** You do not need to make an appointment. You can visit the “Hack-Site” at our Woodside facility during the following hours:

Hack-up full inspection	8:00 AM - 4:00 PM
Hack-up re-inspection	8:00 AM - 4:00 PM
Used Car* full inspection	7:00 AM – 4:00 PM
Used Car* re-inspection	7:00 AM – 4:00 PM

**Note:** If any taxicab fails to pass the 1<sup>st</sup> re-inspection, it will be re-inspected a 2<sup>nd</sup> time for an additional fee of thirty-five dollars (\$35). If a taxicab fails to pass the 2<sup>nd</sup> re-inspection, it will be re-inspected a 3<sup>rd</sup> time. No additional fee will be charged for the 3<sup>rd</sup> or any re-inspections after that.

\*Used and out of cycle vehicles are vehicles that are not new and have had three (3) inspections completed for the past year. These vehicles have to pay \$50 for the transfer and \$90 for inspection. If the vehicle you are transferring is within its scheduled inspection cycle fee (this means you have at least one inspection left in your cycle), you will only have to pay \$50 for the transfer.

**Please have the following when you get your vehicle Hacked-up:**

1. Taxicab – with all required equipment/decals.
2. Vehicle registration.
3. Current For-Hire Insurance Certificate (FH-1).
4. Rate Card and Medallion.
5. Vehicle Bill of Sale/Invoice (notarized).
6. Hack License or DMV license and Power of attorney needed (if not the owner).
7. Meter Certification: This is a Meter Mile Run (MMR) test, done one time each year at a TLC licensed Taximeter shop. You will receive a print out from the shop to show the TLC.
8. Tax Stamp receipt on windshield (get this from the Department of Finance).
9. Vehicle transfer receipt for (fee that was issued at our LIC facility).
10. Approval letter (if you are a new owner).
11. Used car inspection papers (if this is a transfer from another Medallion).

**TO DESIGNATE AN AGENT:**

An owner may designate an agent to act on his/her behalf. An owner may only designate one agent for the owner's taxicabs. The designated agent must be licensed by the TLC. If an agent is operating your Medallion, you must notify the TLC with the following documentation:

- Notarized Medallion Agent Designation Form. ([www.nyc.gov/tlc](http://www.nyc.gov/tlc)).
- Current For-Hire Insurance Certificate (FH1).
- Certificate of Liability.
- Original Rate Card.

**Note:**

- When designating an agent the mailing address is not changed. A Change of Address form must be submitted by the owner in order to change the address.
- A mini-fleet can only use one Agent. A mini-fleet (two medallions) must use the same Agent or no agent. They cannot have one medallion with an Agent and the other without an agent.

**STORAGE:****To Place your Medallion IN Storage:**

If your vehicle is not operational for a period of (ten) 10 days or more, you must place the Medallion and the original Rate Card in storage. This storage period is only a temporary measure and cannot exceed sixty (60) days. You must put your vehicle back in service as soon as possible.

**As per TLC rule, your license may be revoked any time a vehicle is not driven as a taxi for sixty (60) consecutive days.**

To put your Medallion in storage you must visit our Long Island City facility located at 31-00 47<sup>th</sup> Avenue, 3rd Floor, Long Island City, NY 11101 with:

1. Your Medallion and Rate Card.
2. A completed Medallion Storage Receipt form.
3. A letter from the agent if the Medallion is currently affiliated to an agent.

You can get a copy of the Medallion Storage Receipt form by visiting our website at [www.nyc.gov/tlc](http://www.nyc.gov/tlc), or you may pick it up in person.

**Note:** You may have a broker, agent or driver submit your Medallion and Rate Card for storage. **The TLC may revoke any license any time a vehicle is not driven as a taxi for sixty (60) consecutive days.**

**To Take your Medallion OUT of Storage:**

To take your Medallion out of storage you must submit the following documents to our Long Island City facility located at 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101:

1. Storage receipt (which was issued when medallion and rate card were placed in storage).
2. Current For-Hire Insurance Certificate (FH-1).
3. Certificate of Liability.
4. Current Registration.
5. A state issued photo identification (or Hack License).
6. Power of attorney (if not the owner).
7. A vehicle inspection report (VIR). If vehicle missed an inspection cycle, you can get this report from our Woodside facility located at 24-55 BQE West, Woodside, NY 11377.
8. Latest meter Measured Mile Run (MMR). If your MMR is overdue, you can get a new certificate from a TLC licensed meter shop.
9. Approved registered vehicle.

**MUTILATED OR DAMAGED RATE CARD:**

If your Rate Card is mutilated or badly damaged, it must be turned in to our Long Island City facility located at 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101 so a replacement can be given to you. If the Rate Card was confiscated by the Hack-site or Police Department for being mutilated, you must bring the Notice of Violation or the Receipt for Credentials that was given to you.

**You will need to visit our Long Island City facility with the following documents:**

1. A completed signed "**Affirmation to Request a Replacement Credential**" form. The form can be obtained from our website at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc), or you can visit our Long Island City facility, located at: 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101.
2. Current Registration.
3. A state issued photo Identification (or Hack License).
4. Power of Attorney (if not the owner).

**MUTILATED OR DAMAGED MEDALLION:**

If your Medallion is mutilated or badly damaged, it must be turned in at our Long Island City facility. If the Medallion was confiscated by the Hack-site or Police Department for being mutilated, you must bring the Notice of Violation or the Receipt for Credentials that was given to you.

**You will need to visit our Long Island City facility with the following documents:**

1. A completed signed "**Affirmation to Request a Replacement Credential**" form. The form can be obtained from our website at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc), or you can visit our Long Island City facility, located at: 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101.
  2. Current Registration.
  3. A state issued photo Identification (or Hack license).
  4. Power of Attorney (if not the owner).
  5. Original rate card.
  6. Mutilated Medallion.
- **Fee:** A \$25.00 fee must be paid by Money Order, Visa, Master Card, AMEX or Discover.

**LOST OR STOLEN RATE CARD:**

If your Rate Card is lost or stolen, you must come to our Long Island City facility located at 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101 so a replacement can be given to you.

**You will need to visit our Long Island City facility with the following documents:**

1. A completed signed "**Affirmation to Request a Replacement Credential**" form. The form can be obtained from our website at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc), or you can visit our Long Island City facility, located at: 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101.
2. Current Registration.
3. A state issued photo Identification (or Hack license).
4. Power of Attorney (if not the owner).

**There is no fee to replace your Rate Card.**

**LOST OR STOLEN MEDALLION:**

If your Medallion is lost or stolen, you must come to our Long Island City facility located at 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101 so a replacement can be given to you.

**You will need to visit our Long Island City facility with the following documents:**

1. A completed signed "**Affirmation to Request a Replacement Credential**" form. The form can be obtained from our website at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc), or you can visit our Long Island City facility, located at: 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101.
2. Current Registration.
3. A state issued photo Identification (or Hack license).
4. Power of Attorney (if not the owner).
5. One of the following:
  - Original Rate Card **OR**
  - Copy of the back of the rate car **OR**
  - Last Meter Mile Run and Last Inspection Report

**Note: You must return in thirty (30) days after getting your temporary Medallion:**

- With all previously submitted documents
- Original rate card
- \$25.00 fee
- Expired temporary Medallion

**LOST OR STOLEN LICENSE PLATES:**

To request new plates because your original ones were lost or stolen, you must visit our Long Island City facility located at 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101 and must bring the following to be issued a sub-plate letter:

**You will need to visit our Long Island City facility with the following documents:**

1. FS-6 from NYS DMV or Notice to replace plates from the TLC or NYPD Enforcement.
2. Current For-Hire Insurance Certificate (FH-1).
3. Certificate of Liability.
4. A state issued photo Identification (or Hack License).
5. Power of Attorney (if not the owner).
6. \$25.00 fee must be paid by Money Order, Visa, Master Card, Amex or Discover.

**Note:** Once you have received your new license plates from the NYS DMV, **you must return to the TLC office at 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY, 11101 with your original Rate Card and the new registration.**

**MUTILATED LICENSE PLATES:**

To replace your mutilated or badly damaged license plates, you must visit our Long Island City facility located at 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101.

**You will need to visit our Long Island City facility with the following documents:**

1. Current For-Hire Insurance Certificate (FH-1).
2. Certificate of Liability.
3. A state issued photo Identification (or Hack License).
4. Power of Attorney (if not the owner).
5. FS-6 from NYS DMV or a summons or notice from either a TLC or NYPD officer directing the owner to replace the license plates.
6. \$25.00 fee paid by Money Order, Visa, Master Card, Amex or Discover.

**Note:** Once you have received your new license plates from the NYS DMV (at Midtown Manhattan DMV, 366 West 31<sup>st</sup> Street, New York, NY 10001 on the 2<sup>nd</sup> floor), **you must return to the TLC at 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101 with your original Rate Card and the new registration.**

**CHANGE OF ADDRESS:**

To change the mailing address of a Medallion owner you **must** bring the completed Change of Address form in person, along with all required documents to our Long Island City Facility. Your documents will be reviewed and then your new address will be changed in our system.

**To get a Change of Address form, you can either:**

1. Visit our website at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc) Or,
2. Visit our Long Island City facility located at 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101

**When you visit our Long Island City facility you must bring:**

1. A completed Change of Address form.
2. The original Rate Card.
3. Current For-Hire Insurance Certificate (FH-1).
4. Certificate of Liability.

**CONFISCATED RATE CARD OR MEDALLION:**

If your TLC credentials were confiscated by **TLC enforcement or the Hack site**, you can pick them up at the Long Island City facility. To pick up a confiscated credential you must visit our Long Island City facility located at 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101 with:

- A credential receipt from a TLC enforcement officer or Hack Site Inspector.
- Current FH-1 and Certificate of Liability.
- Current vehicle inspection report.
- Last Meter Mile Run and Last Inspection Report.
- Workers Compensation Insurance.
- Power of Attorney if you are not the Medallion Owner.
- State Issued Photo ID or current Hack License.

**OWNERSHIP VERIFICATION LETTER:**

A Medallion ownership certification letter is a statement issued by the Taxi and Limousine Commission as proof of ownership of a Medallion. For corporations, the Ownership Verification Letter will list the names of the approved officers and shareholders and the amount of shares each owns.

If you would like to request a Medallion Ownership Verification Letter, you may do so by submitting the form located at

[http://www.nyc.gov/html/tlc/html/industry/form\\_med\\_owner\\_verify.shtml](http://www.nyc.gov/html/tlc/html/industry/form_med_owner_verify.shtml).

Please allow 5-7 business days for your information to be verified and your request completed. You will receive an email to schedule an appointment when the documents are ready to be picked up.

This guide is for informational purposes only and is not a full statement of your rights, duties and obligations under TLC Rules and applicable law. In the event that any of the information contained in this guide is not current or otherwise incorrect, TLC Rules and applicable law govern. For the complete TLC Rules, please visit our website at [www.nyc.gov/tlc](http://www.nyc.gov/tlc).

**Inquiries may also be directed to our Call Center at: 718 391-5501**