



## PARATRANSIT BASE NEW OR RENEWAL APPLICATION CHECKLIST

Please email at: [Businessunit@tlc.nyc.gov](mailto:Businessunit@tlc.nyc.gov) to schedule an appointment to submit your application and supporting documents. Completed application, required documentation and fees can be submitted in person at: 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101, between the hours of 8:00 am to 3:30 pm, Monday-Friday. Please visit our website for more information at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc). Please ensure all of following items are submitted together. If your application is not complete upon submission, it will not be accepted. If you need further clarification on the below items, please refer to the "Instructions for Filing an Application for a New or Renewal Paratransit Base License".

**These requirements must be submitted with your application:**

New	<b>Name Inquiry / Name Reservation Request</b> – Copy of approved Name Inquiry Form.	<input type="checkbox"/>
Renewal	<b>Renewal Payment form</b> – Filled-out and signed by one officer representing the owner(s). <i>This was included in the application and renewal packet mailed to you.</i>	<input type="checkbox"/>
Renewal	<p><b>Renewal Payment Method –</b></p> <p><b><u>To submit your Renewal Application, you can choose one of the two ways to make your payment:</u></b></p> <p><b>1. Payment BY MAIL:</b> You MUST Mail your Renewal Form with <u>all</u> requirements to:</p> <p style="text-align: center;"><b>New York City Taxi &amp; Limousine Commission</b>  <b>Attn:</b> Owners Licensing Unit          31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor          Long Island City, NY 11101</p> <ul style="list-style-type: none"> <li>• You <b>MUST</b> include a Money Order, Company Check or Certified Check in the amount indicated on the Renewal Form made payable to: <b><u>NYC Taxi &amp; Limousine Commission.</u></b></li> <li>• Please print the base license number on the front of the Money Order, Company Check or Certified Check.</li> <li>• You <b>MUST</b> mail <u>all</u> items in the enclosed envelope as soon as you have completed all of the requirements for licensure. A delay in mailing any requirements will cause a delay in the renewal process.</li> </ul> <p><b>2. ON-LINE Payment:</b> You can make your renewal payment online on our website.</p> <ul style="list-style-type: none"> <li>• Upon payment, a representative from the Owners Licensing Unit will contact you to make an appointment to submit all additional required documents necessary for the base renewal.</li> <li>• You must meet all license renewal requirements by the expiration date of your license for your license to be renewed. If you do not meet all license requirements by the expiration date of your license your application will be denied.</li> </ul> <p>For more information on how to make s renewal payment On-line, please visit our website at: <a href="https://www1.nyc.gov/lars/">https://www1.nyc.gov/lars/</a>.</p>	<input type="checkbox"/>
Renewal	To get your renewal license on time you need to complete all license requirements at least sixty (60) days your license expires.	<input type="checkbox"/>
New & Renewal	<b>Application for a New or Renewal Paratransit Base License</b> - You must answer <u>every</u> question; incomplete applications will not be accepted. (A copy of page 2 is acceptable for additional listing of individuals).	<input type="checkbox"/>
New & Renewal	<b>Zero outstanding judgments to the TLC, NYS DMV Traffic Violations Bureau (TVB), Department of Finance (DOF) Parking Violations and DOF Red Light Bureau</b> – (i.e., unpaid tickets)	<input type="checkbox"/>
New & Renewal	<b>Application fee of \$1,500 three (3) year license:</b> Money Order, Company Check, Certified Check or Credit Card (Master Card, Visa, AMEX and Discover). Money Orders, Company Checks and Certified Checks are made payable to: <b><u>NYC Taxi &amp; Limousine Commission.</u></b>	<input type="checkbox"/>
New	<b>Seventy-five dollar (\$75)</b> – Money Order PER Individual required to be fingerprinted or Credit Card (Master Card, Visa, AMEX and Discover). Money Orders are made payable to: <b><u>NYC Taxi &amp; Limousine Commission.</u></b> <u>Please note:</u> Any individual that holds 10% or more of the shares OR a title (e.g. President, Vice President, Secretary, Treasurer, or Member) must be fingerprinted.	<input type="checkbox"/>
New	<b>Two forms of identification for each person listed on the application</b> – A valid government issued identification and a social security card.	<input type="checkbox"/>

PLEASE TURN OVER FOR ADDITIONAL REQUIREMENTS

New & Renewal	<b>Proof of “Active” Status with the N.Y. Department of State</b> - You may verify your status via the NYS Department of State website at <a href="http://www.dos.state.ny.us/">http://www.dos.state.ny.us/</a> . Please bring in the on- screen printout.	<input type="checkbox"/>
New	<b>Certificate of Convenience</b> - This certificate is issued to carriers that serve the general public and is issued from the NYS Department of Transportation. See <i>Instructions for Paratransit License application for mailing address and telephone phone</i> .	<input type="checkbox"/>
New & Renewal	<b>Affirmation</b> – Filled-out and signed by one officer representing the owner(s).	<input type="checkbox"/>
New & Renewal	<b>Certificate of Workers Compensation Insurance</b> - Bases are required to provide documentation reflecting Workers' Compensation Insurance Coverage or exemption from providing this coverage.	<input type="checkbox"/>
New & Renewal	<b>Statements and business records</b> to disclose all individuals, partners, managers, officers, principals, and stockholders. You can bring in a current affirmed minutes of the meeting.	<input type="checkbox"/>
New & Renewal	<b>Rate Schedule</b> - Please provide a copy of the current rate schedule.	<input type="checkbox"/>
Renewal	Minimum of <b>One (1) vehicle affiliated</b> to the Paratransit Base.	<input type="checkbox"/>
New & Renewal	<b>Proof of business status-</b> 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.	<input type="checkbox"/>
New & Renewal	<b>Proof of EIN / Social Security No.</b> – If a <u>corporation</u> or <u>partnership</u> , you must submit an IRS 145-C Letter /Notice. If a <u>sole proprietor</u> , you must submit proof of social security number.	<input type="checkbox"/>
New & Renewal	<b>Address Verification</b> - If dispatching five (5) or more vehicles, applicant <u>must</u> submit, a <b>Certificate of Occupancy or Letter of No Objection</b> (must have from the Dept. of Buildings stamped or dated no more than two years before the date of this application). If four (4) or less vehicles, applicant <u>must</u> submit two (2) proofs of current address. Example: Utility Bills.	<input type="checkbox"/>
New & Renewal	<b>Original letters of no objection from City Council Member (CM), Community Board (CB) and Local Police Precinct (PD) OR copies of the letters requesting the “Letter of No Objection” along with the original signed certified mail receipts for the three (3) entities.</b> Please make sure you are reaching out to the <u>correct entities</u>	<input type="checkbox"/>

**The following are required once the application (new) has been approved**

New	<b>Paratransit vehicle licensing application</b> – A base license application must be accompanied by at least one Paratransit vehicle licensing application.	<input type="checkbox"/>
New & Renewal	<b>Required Electronic Record System Contract – Process and Information Fact sheet. See <i>Paratransit Electronic Record System Instruction sheets</i>.</b>	<input type="checkbox"/>