

TLC VEHICLE RENEWAL INFORMATION

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

The following three (3) transactions will need to be made online via our website at: <https://www.nyc.gov/lars/>.

1. **Valid Email Address:** All Vehicle Owners are required to have and maintain a working Email Address on record with the New York City Taxi and Limousine Commission at all times. You will need submit your email address online. If you do not comply with this rule by the expiration date of your license, it may result in the delay or denial of your license renewal.
2. **License Renewal Payment.** Payment will not be accepted through the mail or in person.
 - All additional requirements for the renewal of the license must be e-mailed to renewvehmr@tlc.nyc.gov or mailed to:
TLC Renewals Unit, 31-00 47th Avenue, 3rd Floor, LIC, NY 11101.
 - Renewal payment and additional requirements must be submitted no later than the expiration date of your license.
 - To get your renewal license on time you need to complete all license requirements at least **30 days before** your license expires. If you don't, you may not receive your new license before the old one expires.
 - Operating your vehicle with an expired Decal/Permit is illegal.
3. **TLC Summonses:** You can pay the balance due on a summons or plead guilty to and pay some TLC summonses online via our website

Your vehicle must be affiliated with an active TLC licensed Base / Authority.

	FHV	Paratransit	Commuter Van	<h3 style="margin: 0;">RENEWAL DOCUMENTS</h3> <p style="margin: 0;">You need to provide CLEAR copies of all required documents:</p> <p style="margin: 0; text-align: center;"> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> </p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No outstanding fees/finances with the TLC, DOF Parking violations, DOF Red light Bureau, or NYS DMV Traffic Violations.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Current for-hire insurance certificate (FH-1). Insurance must be issued in the applicant's name.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Current Insurance Declaration page directly from your insurance company, showing levels of insurance coverage. Insurance policy must be current.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All vehicles that are renewing are required to submit a copy of their current DMV registration.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In addition to all requirements listed above, Commuter Van and Paratransit Vehicle Renewals must have a N.Y.S. Department of Transportation Inspection form (MC300) showing that the vehicle has been inspected. The front and back page of the document is required. A defect report must be provided if vehicle inspection report indicates denied. (The inspection report is valid for one (1) year, and it must be current at time of application).
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Stretch Limousine, Commuter Van and/or Para Transit that are required to have NYS DOT carrier authority, can only be operated by drivers that have an ACTIVE 19A Status.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All FHV's must PASS an Inspection at our Woodside Inspection Facility or at one of our TLC approved Staten Island off-site inspection facilities to renew their vehicle license.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	INSPECTION FEE* : At the time of your renewal, you must pay a seventy five Dollar (\$75) Inspection fee together with your \$550 renewal fee. The Seventy-Five (\$75) is required if the vehicle has 500 miles or more. If your vehicle is affiliated to an SHL permit at the time of your renewal, you will not be required to pay any inspection fees. The SHL permit holder will pay the inspection fees.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RENEWAL FEE* : Five Hundred and Fifty dollars (\$550). To get your renewal license on time you need to complete all license requirements at least 30 days before your license expires. If you don't, you may not receive your new license before the old one expires.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	COMMERCIAL MOTOR VEHICLE TAX (CMVT) : Eight Hundred (\$800). This tax is collected for vehicles licensed by the TLC that are registered outside of NYC (Non TC plates) while the NYS DMV collects the tax for vehicles registered within NYC. The tax amount is \$800 for the 2 year license period. ALL Motor vehicles regularly used in New York City for the transportation of passengers, regardless of the mileage within the City, are required to pay the Commercial Motor Vehicle Tax (CMVT). NOTE: If you have proof that you paid the CMVT to the Department of Motor Vehicles or the Department of Finance, you must insert a copy of your registration and any receipts that you were issued as proof of payment with your renewal package.

*FEES can be paid Online at: <https://www1.nyc.gov/lars/> using your debit, credit card or e-check.

ALL FEES ARE NON-REFUNDABLE.

*****All Vehicles Must Be Inspected at the TLC's Inspection Facility for their License to be Renewed!*****

If your vehicle is affiliated to an SHL permit at the time of your renewal, you will not be required to pay any inspection fees. The SHL permit holder will pay the inspection fees.

INSPECTION INFORMATION

1. If your vehicle renewal payments and requirements are received and accepted on or before your license expiration date, a TLC staff member will schedule your vehicle for an **inspection appointment**. If your renewal application is incomplete, you will receive a letter from the TLC telling you what is missing. **You will not be scheduled for an inspection appointment until ALL requirements are received.** **Your renewal must be completed BEFORE your expiration date or it will be denied.**

When your renewal is complete, you will receive an appointment for an inspection. See chart below:

<u>FHV with 500 or more miles</u>	Inspection Fee of Seventy – five (\$75) is required.
<u>Commuter Van OR Paratransit OR FHV with less than 500 miles</u>	No inspection fee is required.

**If the FHV is model year 1995 or older, you will be scheduled for an Inspection. However, on the day of your inspection, you will be required to show proof of a Passed DMV inspection (which you can obtain at any local licensed NYS DMV inspection facility).*

2. Please review your inspection appointment to see where your inspection site is located.
 - a. If you are scheduled for an inspection at our Woodside facility, you will receive a Woodside Inspection Confirmation Form.
 - b. If your vehicle is affiliated to a Staten Island base, you will receive a Staten Island Inspection Authorization Form, which you will need to take to one of our TLC approved inspection off-site facilities on Staten Island.

Woodside Inspection only - You lose one (1) try every time you do not appear for a scheduled appointment or you fail your inspection! The sixty (60) days begin on your 1st scheduled inspection appointment date. You cannot operate your vehicle with just a receipt. **Note:** If you missed your inspection, you must contact your base immediately so they can email the TLC to request another inspection. Once you have passed your inspection, please do not leave the Woodside facility. A TLC Inspector will place your new decals on your vehicle.

Staten Island Inspection only - You have sixty (60) days or four (4) attempts from the date of issuance of the authorization letter to pass the required NYS DMV inspection. The sixty (60) days period starts on the date of issuance listed on your Staten Island Inspection Authorization Form. If your vehicle fails its inspection, you may take it to any mechanic to make necessary repairs. Once you have completed the repairs, a DMV Re-Inspection is required. You must go to the same inspection location listed on the Authorization Form. You can not go to a different location. **Visual inspections may be completed at: 1139 Hylan Blvd, Staten Island OR at 24-55 BQE West in Woodside, Queens.** Re-inspection fees are due if you fail any DMV inspection and **must** be paid at the TLC's Staten Island facility before proceeding to our TLC inspection facilities for your visual inspection. You will need to bring your receipt and passed inspection report. A TLC Inspector at our Staten Island office will perform a visual inspection, and if the vehicle passes, it will be issued the appropriate decals that will be placed on your vehicle. **Note:** If you misplaced your Staten Island Inspection Authorization Form, you will need to return to the Staten Island TLC office to request a replacement during normal business hours. Bring your registration and identification to facilitate the process. **Please note that the compliance date will remain the same.**

SUBMITTING A TRANSFER APPLICATION WITH YOUR VEHICLE RENEWAL

****NEW INFORMATION****

Bases and Vehicle Owners can now choose the date and time of their appointment to file a Transfer Application with the TLC. You will need to make an appointment via Appointment Plus at: <http://www.nyc.gov/tlcselfscheduling>.

To file a Transfer Application together with a Vehicle Renewal, follow the steps below:

Step 1: The Base or the vehicle owner will need to make an appointment via Appointment Plus to come in to TLC to file a Transfer Application.

Step 2: **When you arrive at our TLC Facility,** tell us that you'd like to file a transfer application and a renewal.

If your Vehicle Renewal and Transfer Application is received and accepted on or before your license expiration date, a TLC staff member will schedule your vehicle for an **Inspection Appointment** at one of our TLC Inspection facilities. If your Vehicle Renewal or Transfer Application is incomplete, your application will not be processed. .

You will not be scheduled for an inspection appointment until all requirements are received. Your appointment will need to be completed **before** your expiration date, or your renewal will be denied.

To file a Transfer Application and you have already received a date and time for your Vehicle Renewal Inspection at our Inspection Facilities, follow the steps below:

Step 1: The Base or the vehicle owner will need to make an appointment via Appointment Plus to come in to TLC to file a Transfer Application.

Step 2: **When you arrive at our TLC Facility,** tell us that you have you have received a vehicle renewal inspection appointment.

Please note: The date and time of your initial inspection appointment will change when you submit your transfer application.

Renew **early** so you can be scheduled for an inspection appointment before your license expires! *Remember, your renewal application needs to be **complete** before you can be processed and scheduled for an inspection appointment.