



**TAXI METER BUSINESS LICENSE NEW, RENEWAL  
OR CHANGE 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. Please be advised that if your application is not complete upon submission, it will not be accepted. Please refer to the “Instructions for Filing an application to apply for a Taxi Meter Business License New, Renewal, or Change of Information” for further assistance. Please follow the guide to the left to determine what documents apply to your New (New application), Renewal (Renewal Application) Change (Change Application).

New & Renewal	<b>Name Inquiry / Name Reservation Request</b> – Copy of approved Name Inquiry Form.	<input type="checkbox"/>
Renewal	<b>Renewal Payment form</b> – Filled-out, 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 align="center"><b>New York City Taxi &amp; Limousine Commission</b>  <b>Attn: Owners Licensing Unit</b>          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>NYC Taxi &amp; Limousine Commission</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. If you don't, you may not receive your new license before the old one expires. Money Orders, Company Checks or Certified Checks are made payable to: <b>NYC Taxi &amp; Limousine Commission</b> .	<input type="checkbox"/>
New, Renewal & Change (ALL)	<b>Application for a Taxi Meter Business New, Renewal, or Change of Information</b> - You must answer <b>every</b> 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"/>

PLEASE TURN OVER FOR ADDITIONAL REQUIREMENTS

New & Renewal	<b>Application fee of \$500</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>NYC Taxi &amp; Limousine Commission</b> .	<input type="checkbox"/>
New & Change (ownership)	<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>NYC Taxi &amp; Limousine Commission</b> . <b>Please note:</b> 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 & Change (ownership)	<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"/>
Renewal	<b>New York State Criminal History Report for all individuals, partners, officers, principals, and stockholders of 10% or more shares.</b> (Must also include dispositions of any convictions). For filing instructions, please go to: <a href="http://www.nycourts.gov/apps/chrs/">http://www.nycourts.gov/apps/chrs/</a>	<input type="checkbox"/>
New, Renewal & Change (ALL)	<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 attach a copy of <u>the on screen</u> print-out.	<input type="checkbox"/>
New & Renewal	<b>Rate Schedule</b> - A list of current fees for all services related to the sale, repair, installation and calibration of taximeters.	<input type="checkbox"/>
New, Renewal & Change (location)	<b>Certificate Of Occupancy</b> - Must have from the Dept. of Buildings stamped or dated no more than two years before the date of this application. In lieu of this, you must submit a “Letter of No Objection” from the Dept. of Buildings stating that said Department has no objection to the operation of this type of business at the subject premises.	<input type="checkbox"/>
New, Renewal & Change (name)	<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 & Change (ALL)	<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 & Change (name)	<b>Proof of EIN / Social Security No.</b> – If a <u>corporation or partnership</u> , you must submit an IRS issued CP-575 Notice or a 145-C letter (provided as a replacement or verification letter to business). If a <u>sole proprietor</u> , you must submit proof of social security number.	<input type="checkbox"/>
New, Renewal & Change (name or ownership)	<b>Original Surety Bond of \$50,000 for the benefit of the City of New York</b> (Note -- you <b>MUST</b> bring in the original; a copy will not be accepted).	<input type="checkbox"/>
New, Renewal & Change (ALL)	<b>Affirmation</b> – Filled-out and signed by one officer representing the owner(s).	<input type="checkbox"/>
Ownership	<b>Updated contracts for Off Street Parking (OSP)</b>	<input type="checkbox"/>