



LIVERY BASE STATION RENEWAL APPLICATION CHECKLIST

Please email at: 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 47th Avenue, 3rd 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. Please ensure all of the following items are submitted together. If your renewal application is not complete upon submission, it will not be accepted and may cause you to not have a complete submission by your expiration date, and not be renewed. If you need further clarification on the below items, please refer to the "Instructions for Filing a Renewal Application for a TLC Livery Base Station".

Renewal Payment form - Filled out and signed by one officer representing the owner(s). This was included in the application and renewal packet mailed to you.	<input type="checkbox"/>
Renewal Payment Method – <u>To submit your Renewal Application, you can choose one of the two ways to make your payment:</u> 1. Payment BY MAIL: You MUST Mail your Renewal Form with <u>all</u> requirements to: <div style="text-align: center; margin: 10px 0;"> New York City Taxi & Limousine Commission Attn: Owners Licensing Unit 31-00 47th Avenue, 3rd Floor Long Island City, NY 11101 </div> <ul style="list-style-type: none"> You MUST include a Money Order, Company Check or Certified Check in the amount indicated on the Renewal Form made payable to: NYC Taxi & Limousine Commission. Please print the base license number on the front of the Money Order, Company Check or Certified Check. You MUST 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. 2. ON-LINE Payment: You can make your renewal payment online on our website. <ul style="list-style-type: none"> 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. 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. <p>For more information on how to make s renewal payment On-line, please visit our website at: https://www1.nyc.gov/lars/</p>	<input type="checkbox"/>
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 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: NYC Taxi & Limousine Commission .	<input type="checkbox"/>
Application to Operate a Renewal Livery Base Station – Must be completely filled-out and signed.	<input type="checkbox"/>
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)	<input type="checkbox"/>
Background Questionnaire – Filled out by all officers that have 10% of the corporate shares or a title (e.g. President, Vice President, Secretary, Treasurer or Member). (This form is on page 3 of the application form).	<input type="checkbox"/>
Statements and business records to disclose all individuals, partners, managers, officers, principals, and stockholders. Please ensure that the # of shares per person is indicated. <u>You may</u> bring in a current affirmed minutes of the meeting.	<input type="checkbox"/>
Proof of at least 10 vehicles <u>affiliated</u> with the base - This should be obtained via the website base system.	<input type="checkbox"/>
Lease or statement by a landlord to lease office space <u>with a start and expiration date</u> . Lessor's and Lessee's printed name and signature. Contact information must be signed by both parties.	<input type="checkbox"/>
Certificate of Occupancy, or Letter of No Objection - From the Department of Buildings (stamped or dated no more than two years before the date of this application) for the Base Station location.	<input type="checkbox"/>
Dispatch App Disclosure - If you use an app (ie. An iOS/Andriod app or web page) to dispatch, you will be required to disclose information on that app. (Please see disclosure page attached to the application forms.)	<input type="checkbox"/>
Privacy and Security Policies (if collecting passenger identifying, geolocation, or credit card information)	<input type="checkbox"/>

PLEASE TURN OVER FOR ADDITIONAL REQUIREMENTS

