

TLC DRIVER LICENSE NEW APPLICATION INSTRUCTION GUIDE

All **NEW** "Yellow" Taxicab & For-Hire Vehicle Driver Licenses will be one (1) year only and the license fee will be \$84. The first year of licensure will be considered a probationary year. At the end of your probationary year, you will be required to meet certain criteria. If you meet these criteria, a two (2) year renewal license will be issued. If you do not, you will not be issued a renewal license, and must apply for a new license, which once again begins with a probationary year.

Commuter Van & Para Transit Driver Licenses remain two (2) years and the license fee will be \$168.

A checklist with all of the requirements is available at www.nyc.gov/tlc or at the TLC offices to assist you with the completion of your application.

LOCATIONS AND HOURS OF OPERATION

You may file your application at either of the facilities listed below. Customers visiting either facility must pass through a metal detector and will not be permitted into the building with any weapon or any item that may be used as a weapon. The average waiting time to be processed is approximately one to two hours.

LONG ISLAND CITY OFFICE

32-02 Queens Boulevard,
Long Island City, NY 11101

Open: 8:00 a.m. to 4:00 p.m.

Monday through Friday

No Appointments Required

STATEN ISLAND OFFICE

1893 Richmond Terrace,
Staten Island, NY 10302

Open: 8:00 a.m. to 4:00 p.m.

Monday through Friday

Appointment **Required**

Call (718) 815-3734 or 815-3735

APPLICATION REQUIREMENT-All applicants

Your application must be completely and accurately filled out and signed.

AGE REQUIREMENT-All applicants

You must be at least 19 years old.

PROOF OF ADDRESS REQUIREMENT-All applicants

If your DMV license has a different address than the one on your application, you must bring a document (i.e., Utility bill) that shows your current mailing address with your name on it and it can not be older than thirty (30) days.

PLEASE NOTE

**DOCUMENTS MUST HAVE IDENTICAL NAMES AND SPELLING AND
YOUR DMV LICENSE MUST HAVE A CURRENT PHOTOGRAPH.**

**APPLICATIONS ARE VALID FOR NINETY (90) CALENDAR DAYS. ALL REQUIREMENTS MUST BE MET WITHIN THE NINETY (90) CALENDAR
DAYS FROM THE DATE YOU SUBMIT YOUR APPLICATION TO THE TLC OR YOUR APPLICATION WILL BE DENIED.**

**ALSO, YOUR APPLICATION WILL BE DENIED IF WE FIND YOU HAVE ANY TLC OR DMV VIOLATIONS LISTED ON THE NEW FITNESS RULES
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ALL FEES ARE NON-REFUNDABLE.

PLEASE TURN OVER TO PAGE 2 FOR MORE INFORMATION



SOCIAL SECURITY REQUIREMENT- *All applicants*

You must have a valid and an original Social Security card. **“Replacement Receipt” letter from the Social Security office with the new name will NOT be accepted.** Also, **COPIES and LAMINATED Social Security Cards will NOT be accepted.**

The TLC requires that the name on your Social Security Card must be the same as your DMV driver’s license. If you are known by more than one name and your documents do not match, you will be required to go to the agency that issued you the inconsistent document and request a name change of that document.

FOR EXAMPLE:

If your NYS DMV driver’s license name is written as SMITH, JOHN and Social Security Card is written as JOHN SMITH, it **WILL BE ACCEPTED.

If your NYS DMV driver’s license name is written as SMITH, JOHN and Social Security Card is written as JOHN M. SMITH it **WILL NOT BE ACCEPTED.

Please note: This requirement applies to NYS DMV driver’s license and Out of State driver license holders.

DRIVER’S LICENSE REQUIREMENT- *All applicants*

You must bring a valid and an original New York State Department of Motor Vehicles (DMV) Chauffeur’s license with a current photo appearance (Class A, B, C, or E is ACCEPTED). Your driver’s license can NOT be revoked, suspended, conditional, probationary, or restricted.

Please note:

NYS DMV Class D driver license will NOT be accepted. You can obtain a chauffeur’s license by visiting your local DMV.

The picture on your DMV driver’s license must resemble your current appearance. If it does not, you will be required to get a new DMV license with a current photograph. Copies of your DMV license and temporary license (interim) will NOT be accepted.

OUT OF STATE DRIVER’S LICENSE REQUIREMENT- *All applicants*

Only New Jersey (NJ), Pennsylvania (PA), or Connecticut (CT) driver’s license are accepted.

If you live in NJ, PA or CT, you must bring:

1. A valid and original NJ, PA or CT DMV Chauffeur’s License or its Equivalent. For information about DMV Chauffeur’s License or its Equivalent, you can visit their website: **NJ** www.state.nj.us/mvc, **PA** www.dmv.state.pa.us or **CT** www.ct.gov/dmv.

Please note: You can obtain a chauffeur’s license by visiting your local NJ, PA or CT DMV. The picture on your DMV license should resemble your current appearance. If it does not, you will be required to get a new DMV license with a current photograph. Copies of your DMV license and temporary license (interim) will NOT be accepted.

2. A **Certified Abstract** (State Driver Record) must be **stamped or sealed and can not be dated more than thirty (30) days** from the date you submit your application to the TLC.

Please note: If you are required to resubmit a new Abstract while your application is being processed, it must be certified, stamped or sealed and it can not be older than thirty (30) days.

ZERO OUTSTANDING JUDGMENT REQUIREMENT- *All applicants*

You must have no outstanding judgments to the TLC, NYS DMV Traffic Parking Violations Bureau (TVB), Department of Finance (DOF) Parking Violations and DOF Red Light Bureau.

If any outstanding judgments are discovered (i.e., unpaid tickets), your application will not be processed. If you have a driver’s license from New Jersey, Pennsylvania or, Connecticut you will need a Certified Abstract (State Driver Record) as proof that you do not owe money from the State DMV that issued your license.

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“YELLOW” TAXICAB AND FOR-HIRE VEHICLES ONLY DEFENSIVE DRIVING COURSE REQUIREMENT

In addition to all requirements listed

You must bring your **ORIGINAL** Certificate of completion or an **ORIGINAL** temporary completion receipt of a NYS DMV Certified Defensive Driving Class (DDC) completed no more than six (6) months before the date you submit your application. Completion Certificates must indicate type of course, date course was taken, hours of instruction, name (license #) of instructor, and **must indicate an official ink stamp or seal from instruction site**. You can find all NYS certified DDC providers on the DMV website at: <http://www.nydmv.state.ny.us/pirp.htm>.

Please note: Online courses are accepted with ORIGINAL Certificate of completion only. Email receipts will NOT be accepted. Copies or faxes of your Certificate of completion or temporary completion receipt and/or documents altered will NOT be accepted.

“YELLOW” TAXICAB ONLY MEDICAL REQUIREMENT

In addition to all requirements listed

You must provide a TLC Medical Form that has been completed and signed by a medical doctor. It cannot be more than six (6) months before the date you submit your application.

Please note: Medical Certification Form must include an official stamp or seal from the physician. Form will not be accepted if it is written in pencil or altered. Copies or Faxes will not be accepted.

“YELLOW” TAXICAB ONLY SCHOOL INFORMATION AND TEST REQUIREMENT

In addition to all requirements listed

All **“Yellow” Taxicab driver applicants** must attend an approved taxi school for either the 80-hour or the 24-hour course. Taking the 80-hour course increases your chances of passing the taxi exam because it covers additional material not covered in the 24-hour course. After completing the taxi school course you must then pass the English proficiency test and the written test with a score of 70 or above. It is important to note that you must take the required taxi course before you can take the exam and that you must take the exam at the same school where the course was completed.

Payment is made directly to the school of choice:

80 hour course is \$325 **24 hour** course is \$175

Taxi test and English proficiency test for each reserved date of testing- \$25

“Yellow” Taxicab driver applicants may purchase supplemental study material- \$25

Please note: Applicants must contact the taxi school directly for information and to register for the test. Taxi schools will not let you register unless you have already filed an application with the TLC.

For more information, please contact the school of choice directly. See below.

<u>H.A.N.A.C. / NYC TAXI ACADEMY</u> 35-11 Queens Boulevard – Suite 1 Long Island City, NY 11101 Contact Person: Hasain Shakil Tel: (718) 433-0132 / (718) 433-0493 E-Mail: hshakil@verizon.net	<u>LaGuardia Community College / NYC Taxi and FHV Driver Institute</u> 30-20 Thomson Avenue Long Island City, NY 11101- Room B-114 Contact Person: Andrew Vollo Tel: (718) 482-5335 Email: cunytaxi@lagcc.cuny.edu Website: www.lagcc.cuny.edu/taxi
<u>Master Cabbie Taxi Academy</u> 24-29 Jackson Avenue Long Island City, NY 11101 Contact Person: Terry Gelber Tel: (718) 472-1699 / (800) 955-8294 Website: www.mastercabbie.com	<u>Kingsborough Community College Taxi Institute</u> 2001 Oriental Boulevard Brooklyn, NY 11235-Room T4122 Contact Person: Efim Vitomsky Tel: (718) 368-5189 / (718) 368-5052 Email: taxi@kbcc.cuny.edu

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**“YELLOW” TAXICAB AND FOR-HIRE VEHICLE ONLY
DRUG TEST FEE AND REQUIREMENT**

In addition to all requirements listed

Drug Test Fee of \$26.00 – A major bank Credit or Debit card or a U.S. Postal or locally issued money order payable to: **Labcorp**.

You must go to a TLC approved lab to be tested. This requirement **MUST** be fulfilled **ONLY** after submitting your TLC application. The testing locations that new TLC applicants are recommended to go to accept new applicants (with a TLC receipt and your State Department of Motor Vehicles (DMV) driver's license) on a walk-in basis and is located near the Long Island City and Staten Island Licensing facilities. Directions are provided when you file. Failing the drug test results is an automatic denial of your application.

Drug Testing is an on-going requirement that must be fulfilled **EVERY YEAR**. For more information please see TLC rules on our website at www.nyc.gov/tlc

**STRETCH LIMOUSINE, COMMUTER VAN & PARA TRANSIT ONLY
ACTIVE 19-A STATUS REQUIREMENT**

In addition to all requirements listed

Drivers with NYS DOT carrier authority who operate Stretch Limousine, Commuter Van and Para Transit must have an ACTIVE 19A commercial status driver license status (class A, B, or C). You may find out more about 19A status on the NYS DMV website at: <http://www.nydmv.state.ny.us/art19.htm>.

**STRETCH LIMOUSINE, COMMUTER VAN & PARA TRANSIT ONLY
EXAMINATION TO DETERMINE PHYSICAL CONDITION
OF A DRIVER UNDER ARTICLE 19-A REQUIREMENT**

In addition to all requirements listed

Drivers with NYS DOT carrier authority who operate Stretch Limousine, Commuter Van and/or Para Transit must present a 19A medical form that was completed and stamped by a doctor. It cannot be dated more than one (1) year before the date you submit your application. You may access the form on the NYS DMV website at <http://www.nydmv.state.ny.us/art19.htm>

LICENSE FEES – NON-REFUNDABLE

“Yellow” Taxicab and For-Hire Applicants one (1) year License Fee of \$84 – Money order made payable to: NYC Taxi & Limousine Commission or Visa, Master Card, AMEX or Discover.

Commuter Van and Para Transit Applicants two (2) years License Fee of \$168 – Money order made payable to: NYC Taxi & Limousine Commission or Visa, Master Card, AMEX or Discover.

Fingerprinting Fee of \$75 for All Applicants – Money order made payable to: NYC Taxi & Limousine Commission or Visa, Master Card, AMEX or Discover.

You will be photographed and fingerprinted at the TLC facility on the day that you file your application. The fingerprints are used to check for prior criminal convictions. If you have a criminal record, you must bring in dispositions.

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