



# NEW YORK CITY TAXI & LIMOUSINE COMMISSION

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## INDUSTRY INFORMATION | INDUSTRY NOTICES

FOR IMMEDIATE RELEASE  
 Industry Notice #05-13  
 April 29, 2005

### TLC CONTINUES LICENSE APPLICATION APPOINTMENT SYSTEM FOR NEW, TRANSFER AND RENEWAL FHV AND PARATRANSIT VEHICLES

Until further notice, the New York City Taxi and Limousine Commission (TLC) will continue to **ONLY** accept applications for new, transfer and renewal licenses for Tier I For-Hire Vehicle (FHV) and Paratransit vehicle licenses via an online, web-based appointment request form or via use of drop-off service. This process is identical to the one in effect since February 24, 2005 and will allow TLC to more efficiently, and in a more customer friendly manner, handle expected volume at the facility. Below is a review of the procedures that will remain in effect:

#### OVERVIEW OF ONLINE APPOINTMENT FORM PROCESS:

- The on-line form may be accessed via TLC's homepage - [www.nyc.gov/taxi](http://www.nyc.gov/taxi) or directly via [www.nyc.gov/tlcappointment](http://www.nyc.gov/tlcappointment).
- **Only TLC-licensed** FHV and Paratransit base stations can use the On-line Appointment Form – appointment requests from individual vehicle owners will **not** be accepted. Required information is listed below:
  - **New Application** - vehicle owner's name, Vehicle Identification Number (VIN).
  - **Transfer Application** - vehicle owner's name, TLC License Number for the **new vehicle owner**, the VIN and the License plate number.
  - **Renewal Applications** - vehicle owner's name, TLC License Number for the vehicle owner and the VIN.
  - Up to twenty-five (25) vehicles may be included in each on-line request. Only those vehicles listed in the on-line request will be reviewed during the scheduled appointment.
- TLC will prioritize transfer and renewal applications. Requests for specific appointment dates and times will be reviewed on a case-by-case basis.
- Within 2 business days of submission of the on-line form, confirmation of the appointment time and date will be forwarded back to the requesting base via fax, along with important information about required supporting materials and documentation, or necessary actions (i.e., payment of outstanding summonses).

**NOTE: It shall be the base owner's responsibility to notify each vehicle owner of the scheduled appointment time and date, and of any required supporting materials and documentation, or actions.**

- If you choose not to use the on-line form, you can schedule an appointment at the TLC's Staten Island facility, located at 1839 Richmond Terrace, by calling **(718) 815-3735**. A limited number of appointment slots will be available.

#### SERVICES PROVIDED TO APPOINTMENT HOLDERS

- **CHECK-IN:** At the time and date of their scheduled appointment, each vehicle owner must check-in at the check-in window located on the second floor. In addition, applications will be pre-screened to ensure that all materials and supporting documents are available and all necessary actions have been taken.
- **SERVICE WINDOWS:** Only registered vehicle owners will be serviced. License applications must be filed in accordance with all written instructions provided with the application. In addition, this year **the TLC is requiring that applicants provide one copy of all application materials and supporting documents** in addition to the originals. Applications that are incomplete will not be accepted or processed (for example, any application that fails to include the required proof of minimum insurance coverage).

#### OVERVIEW OF DROP-OFF SERVICE

**Registered owners, or any person authorized (with power of attorney) to conduct business on behalf of the registered owner, may use this service between the hours of 2:00 p.m. and 4:30 p.m. Monday through Friday.** All renewal, transfer and new applications may be processed via drop-off. License applications must be filed in accordance with all written instructions provided with the applications.

All other licensing transactions (including Tier II and Tier III permits, medallion, commuter van and driver transactions) will continue to be accepted in-person, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, and processed in accordance with regular procedures. No appointment is necessary. These transactions will be accepted on a first-come, first-served basis.

If there are any additional questions please call TLC's Base Licensing Unit at **718-391-5635**.