



**MEMORANDUM**

Please visit our website for more information at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc), or our office at 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101 or contact our Call Center at 718-391-5501.

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**TO:** New York City Police Department

**FROM:** New York City Taxi and Limousine Commission

**RE: LOST OR STOLEN TLC CREDENTIALS**

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The person submitting this memorandum has had a credential granted by the TLC either lost or stolen. In order to obtain a replacement we request the following information on the police report (Incident Information Slip #61 Form):

1. Police Department Complaint Number (*please see **NOTE** below*).
2. The report *must specify that the TLC Credential was either **lost** or **stolen***.
3. NAME OF LICENSEE, MEDALLION NUMBER OR STREET HAIL LIVERY(SHL) PERMIT (*depending on item lost or stolen*).
4. Type of missing item (*select from one of the items listed below from A to G*).

*Incomplete reports will not be processed and will be returned for completion.*

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Incident reports for these items should contain the following information:

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| <b>A. LOST/STOLEN TLC DRIVER LICENSE</b><br><i>Please include <u>License #</u> and <u>Complaint #</u></i> | <b>B. LOST/STOLEN RATE CARD</b><br><i>Please include <u>Medallion or SHL #</u> and <u>Complaint #</u></i> |
| <b>C. LOST/STOLEN MEDALLION TIN</b><br><i>Please include <u>Medallion #</u> and <u>Complaint #</u></i>    | <b>D. LOST/STOLEN SHL PERMIT</b><br><i>Please include <u>SHL #</u> and <u>Complaint #</u></i>             |
| <b>E. LOST/STOLEN FHV DECAL</b><br><i>Please include <u>Decal #</u> and <u>Complaint #</u></i>            | <b>F. LOST/STOLEN PLATE</b><br><i>Please include <u>Plate #</u> and <u>Complaint #</u></i>                |

*Thank you for your assistance.*

**\*\*\*NOTE ON POLICE DEPARTMENT COMPLAINT NUMBERS\*\*\***

It takes approximately twenty-four (24) hours to obtain a Complaint Number from the date the TLC credential is reported lost or stolen to the Police Department. You should **NOT** return to the TLC for a replacement credential until you have obtained the Police Department Complaint Number. Contact the precinct directly for your Police Department Complaint Number before requesting your replacement credential.