



MEDALLION AGENT/BROKER CHANGE OF ALL INFORMATION 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 or contact our Call Center at 718-391-5501. 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 New Broker / Agent License, Renewal License or Change of Information" for further assistance.

Please provide the required documentation listed below (depending on your change of information type) in addition to:

Application for a New Broker/Agent License, Renewal License or Change of Information - You must completely fill-out and sign <u>all</u> sections on the application; incomplete applications will not be accepted. (A copy of page 2 is acceptable for additional listing of individuals).	<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"/>
Original Surety Bond of \$50,000 for the benefit of the City of New York: (Note – You MUST bring the original; a copy will not be accepted). If application (NEW) is considered for approval on or after July 1 st , the bond is still required to reflect coverage for one year. The Bond on file must be current and maintained all ALL times.	<input type="checkbox"/>

Specific Change of Information Requirements:

Name Inquiry / Name Reservation Request – Copy of approved Name Inquiry Form.	<input type="checkbox"/>
Change of Business Name (Section III) - Please provide copy of filing receipt and corporation certificate.	<input type="checkbox"/>
Change of D/B/A Name (Section III) - Please provide copy of filing receipt and corporation certificate.	<input type="checkbox"/>
Change of Address (Section III) (Brokers only) - Please provide location information. (Agents only) - Please provide a Certificate of Occupancy for the proposed location by 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"/>
Change of Off Street Parking Location (Agents Only) Section IV - Proof of available sufficient off-street parking at new location or near business premises to store the lesser of twenty-five vehicles or the following: 50% of the taxicabs leased on a daily basis, and 5% of the taxicabs leased for longer than a day. Copy of lease or contract that must include the # of spaces leased, the start date and expiration date of the lease / contract and must be signed by the provider of parking (if not owned by agent). If you own the parking location, please bring in a letter affirming you own the parking location (include # of spaces the lot holds, or you plan to use).	<input type="checkbox"/>
Removal of an owner, officer, partner or stockholder - List all remaining individuals with ownership interests and affirmed business records to disclose the distribution or sale of interest.	<input type="checkbox"/>
Addition of owner(s), officer(s), partner(s), manager(s) and stockholder(s) of company: 1. Two forms of identification for each person being added. A valid government issued identification and a social security card. (Required for new owner, partner, officer, or stockholder of company). 2. Seventy-five dollar (\$75) – Money Order PER Individual required to be fingerprinted or Credit Card (Master Card, Visa, AMEX and Discover). Money Orders are made payable to: NYC Taxi & Limousine Commission . <u>Please note:</u> 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. 3. Background Questionnaire (Section V) - Required for new owner, partner, officer or stockholder of company holding 10% of the corporate shares or a title (e.g. President, Vice President, Secretary, Treasurer or Member). Resume (Brokers Only) - Resumes of any new individuals, partners, officers, principals and stockholders, together with a cover letter demonstrating ability to assume the duties of a taxicab broker.	<input type="checkbox"/>

**If you are applying for a New or Renewal Application for Broker or Agent license please refer to the
TLC Medallion Broker/Agent License New and Renewal Application Checklist**