

TLC VEHICLE LICENSING
DROP-OFF APPLICATION

DROP-OFFS WILL BE ACCEPTED ONLY FOR NEW APPLICATIONS THAT NEED T&LC PLATES AND REPLACEMENT PLATES AT THE LONG ISLAND CITY OFFICE: 32-02 QUEENS BLVD. LONG ISLAND CITY, NY 11101

Hours of Drop-off operation: DROP OFF 9:00AM – 11:30AM & PICK UP 2:00PM – 4:30PM

INSTRUCTIONS: Fill out this original form, make two (2) clear copies and submit with all required documents to have your drop-off application processed.

Incomplete submissions will not be accepted.

*You must submit clear photocopies of **all** required documents. Please refer to the “TLC VEHICLE APPLICATION REQUIREMENTS AND CHECKLIST” for a complete list of the required documents.

FEEES:

For-Hire Vehicle, Para-transit and Commuter Van

NEW APPLICATIONS	\$550.00 and \$75 Inspection fee (where applicable)
PLATE TRANSFERS	\$ 25.00
LICENSE RENEWAL (with transfer only)	\$625.00

Money orders or certified checks **ONLY**, payable to: **NYC Taxi & Limousine Commission.**

ALL FEES ARE NON REFUNDABLE

Name of Authorized Representative of Vehicle Owner

Daytime contact Telephone # () Fax # ()

Total Number of: Plate Transfers Renewals with Transfer New Application

Total Number of Transactions Total Amount of Fees
(Maximum of 10 transactions allowed)

DROP-OFF Date / / Received by:

PICK-UP Date / / Sign when picking up:

Do not write below this line.

FOR TLC OFFICE USE ONLY

Your application(s) will be ready by:
 / / (completion date)

Time stamp here

FOR OFFICE USE ONLY
 PROCESSED BY:

