



## BASE, PLATE AND VEHICLE TRANSFER AND AFFILIATION APPLICATION FHV, PARATRANSIT & COMMUTER VAN

Please read the steps below & review the TLC Vehicle Application Requirements and Checklist carefully before submitting your application. Please visit our website for more information at [www.nyc.gov/tlc](http://www.nyc.gov/tlc).

### HOW TO SUBMIT AN APPLICATION FOR A TRANSFER AND/OR AFFILIATION

#### STEP 1

Schedule an appointment at: [www.nyc.gov/tlcappointment](http://www.nyc.gov/tlcappointment). An appointment confirmation with the date and time of your appointment will be sent to the email address you have provided. Keep this email for your records.

### SUBMIT AN APPLICATION

#### STEP 2

On the day of your appointment, You will need to bring a complete application package. This includes:

- A printout of your Appointment Confirmation.
- A completed "Base, Plate and Vehicle Transfer and Affiliation Application Form."
- **CLEAR AND LEGIBLE COPIES** of all required documents. Incomplete application packages will NOT be accepted.
- All required payments.

**ALL FEES ARE NON-REFUNDABLE.**

You must be on time. If you are late you will be required to request a new appointment through your Base.

The applicant must be the registered owner or direct lease holder of the vehicle. Please provide current registration, lease agreement, certificate of origin or your title (front and back) as proof.

**If you are not the owner and/or officer, you must have a signed Power of Attorney from the owner.** A Power of Attorney form can be downloaded at: [www.nyc.gov/vehicleowners](http://www.nyc.gov/vehicleowners).

You must use the same address on your TLC application, Declaration Page, FH-1 and DMV registration. If your address is a Post Office Box you must provide a legal address and a recent utility bill or bank statement or lease from your landlord as proof of your legal address. **Cell phone bills are not accepted as proof of address.**

### REGISTRATION / INSPECTION

#### STEP 3

**Plate Transfers** (Lost, stolen or mutilated plates)

Once your application has been processed at the counter you will be transferred to the DMV Counter if you need new T&LC plates. As soon as you obtain your TC license plates and registration you will be given a Visual Inspection Referral for Woodside.

**Base and Vehicle Transfers and Plate transfers with vanity/out of state plates.**

Once your application has been processed Your inspection will be scheduled by the TLC staff.

#### Notes:

##### Street Hail Livery - SHL (IF APPLICABLE):

- If the vehicle owner does not want to appear at the TLC in person, they may choose someone to come to the TLC for them by filling out the Street Hail Livery Vehicle Power of Attorney Form which can be downloaded at [www.nyc.gov/tlc/shl](http://www.nyc.gov/tlc/shl).
- If the permit applicant/owner does not want to appear at the TLC in person, they may choose someone to come to the TLC for them by filling out the Street Hail Livery Permit Power of Attorney which can be downloaded at [www.nyc.gov/tlc/shl](http://www.nyc.gov/tlc/shl).
- A vehicle found operating without current permits or license will be summonsed and may be seized by Enforcement.
- To operate a vehicle as an SHL it must be attached to an SHL Permit.
- The vehicle MUST be Hacked Up BEFORE going for an inspection.
- Yellow vehicles are not allowed to operate as a For-Hire Vehicle.
- The Vehicle cannot operate For-Hire until it has completed the inspection process.

#### STEP 4

### PASS INSPECTION! START OPERATING!

Once you have passed your inspection, it will take 24-48 hours to update in OpenData.  
Once the update is complete you will be cleared to drive.

**CALL HEALTHSTAT AT 311  
TTY (212) 504 – 4115  
[WWW.NYC.GOV/HEALTH](http://WWW.NYC.GOV/HEALTH)**



## BASE, PLATE AND VEHICLE TRANSFER AND AFFILIATION APPLICATION REQUIREMENTS AND CHECKLIST FHV, PARATRANSIT AND COMMUTER VAN

Please review the Checklist carefully before submitting your application to determine the requirements needed for your transaction with the TLC.

Please visit our website for more information at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc).

You must provide **CLEAR** copies of all required documents. If you do not provide all requirements on the date you submit your application to the TLC, your application will be denied.

**ALL FEES ARE NON REFUNDABLE.**

	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	VEHICLE TRANSFER	PLATE TRANSFER	BASE TRANSFER	SHL PERMIT AFFILIATION
<b>ALL TYPES</b>						
Zero outstanding judgments to the TLC, NYS DMV Traffic Violations Bureau (TVB), Department of Finance (DOF) Parking Violations, DOF Red Light Bureau (i.e., unpaid tickets) and Commercial Motor Vehicle Tax (CMVT).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Current for-hire Insurance Certificate (FH-1). Insurance must be issued in the applicant's name.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Current DMV registration, Bill of Sale, Leasing Agreement, Certificate of Origin or Certificate of Title (Front and Back). NOTE: Vehicles licensed out of state must provide DMV registration showing seating capacity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Government Issued photo I.D. of applicant. State issued driver's license preferred. <b>*(see note below)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Social Security Requirement – You must have a valid Social Security number when you submit your application.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>To verify business entities:</b> Filing Receipt & Corporate Resolute (minutes) electing officers, Business or Partnership Certificate, (whichever is appropriate); and Lease Agreement, (if applicable). <b>(See page 2 of 2 for more information)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DMV receipt for plates (FS-6T) or new registration with vanity plates documenting that plates have been surrendered or destroyed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TRANSFER FEE:</b> Twenty Five (\$25) transfer fee for each Transfer type. VEHICLE TRANSFERS ONLY – Seventy-Five (\$75) Inspection fee also required, depending on the transaction type. See below – “INSPECTION FEE”	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>INSPECTION FEE:</b> Seventy-Five (\$75) required if vehicle has 500 miles or more recorded on the odometer. Vehicle (replacement) Transfers must pay an inspection fee together with their Transfer application fee of \$25. If a transfer application is submitted at LIC or Staten Island, Inspection fees are REQUIRED before your visit to our TLC Inspection facilities for an Inspection. <b>Note: SHL affiliated vehicles are not required to pay an inspection fee.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>STRETCH LIMOUSINE ONLY</b>						
<b>Stretch limousine only:</b> In addition to all of the above requirements, limousine applicants must also bring a copy of the Coach Builder's letter as proof that the vehicle was stretched by a manufacturer- certified stretch limo builder.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FOR FHV AND COMMUTER VAN ONLY</b>						
Current Insurance Declaration Page directly from your insurance company showing levels of insurance coverage. <b>Insurance policy must be current.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>STRETCH LIMOUSINE, COMMUTER VAN AND PARATRANSIT</b>						
<b>Stretch limousine vehicle(s), Commuter Van and Paratransit vehicles</b> must have a N.Y.S. Department of Transportation Inspection form (MC300) showing vehicle has been inspected. The front and back page (defect report) of the document is required. The defect report must be provided if vehicle inspection report indicates a denial. (The inspection report is valid for one (1) year, and it must be current at time of application). If NYS DOT operating authority license is not required, a NYS DOT exemption letter is needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Stretch limousine vehicle(s), Commuter Van and Paratransit vehicles</b> that are required to have NYS DOT carrier authority, can only be operated by drivers that have an ACTIVE 19A Status.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**\*Please note:** Copies of these documents are not required if the information previously submitted to the TLC for the most current & existing vehicle license has not changed.

**FEES can be paid by Money Orders, Certified Checks, Master Card, Visa, AMEX or Discover. Money Orders and Certified Checks are payable to: NYC Taxi & Limousine Commission.**

## Document Requirements to Verify Businesses Entities

**Along with all required items listed on the Vehicle Application Checklist, businesses must also include the following documents for your business type:**

<b>Partnerships</b>	If the Applicant is a partnership, it must file with its application a certified copy of the partnership certificate from the clerk of the county where the partnership's principal place of business is located.
<b>Corporations</b>	If the Applicant is a corporation, it must file with its application: A certified copy of its certificate of incorporation; a list of officers and shareholders; a certified copy of the minutes of the meeting at which the current officers were elected.
<b>Limited Liability Companies (LLCs)</b>	If the Applicant is a limited liability company, it must file with its application: A copy of its articles of organization; a copy of its operating agreement; a list of the members, with the percentages of the Applicant owned by each. We cannot accept an election of officers form for an LLC as they do not have shares in an LLC only percentages are assigned.

**Each of the above are also required to submit the photo identification and social security cards of each of its stock holders or members or managing members, whichever is applicable. They also need to submit the IRS issued CP-575 Notice or 147-C letter for the business.**

## VEHICLE INSURANCE REQUIREMENTS

Please visit our website for more information at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc).

Please see the chart below for the minimum insurance levels your vehicle must possess based on the type of vehicle you own and the vehicle's seating capacity (as per TLC rule unless otherwise noted).

Vehicle Type		Seating Capacity	Minimum Insurance Levels
F H V	Livery Vehicle  &  Black Car	1-8 passengers	\$100,000 per person \$300,000 per occurrence \$200,000 PIP*
		9-15 passengers	\$1.5 Million per occurrence \$200,000 PIP* **See Note
		16-20 passengers	\$5 million occurrence \$200,000 PIP* **See Note
	Luxury Limousine	1-8 passengers	\$500,000 per person \$1 million per occurrence \$200,000 PIP* **See Note
		9-15 passengers	\$1.5 million occurrence \$200,000 PIP* **See Note
		16-20 passengers	\$5 million occurrence \$200,000 PIP* **See Note
Commuter Van		1-12 passengers	\$100,000 per person \$300,000 per occurrence \$50,000 property damage
		13-20 passengers	\$100,000 per person \$500,000 per occurrence \$50,000 property damage
Paratransit Vehicle		Insurance levels for paratransit vehicles are those required by New York State.  Please refer to the New York State Department of Transportation (NYSDOT) Passenger-Insurance Requirements for more information.	

\*Personal Injury Protection (PIP)

**\*\*Note:** Only a vehicle owned directly by the Base can use a Base Umbrella Policy to meet any portion of the TLC mandated liability insurance requirements. The Declaration Page of the Base policy presented MUST include a schedule of Vehicle Identification Numbers (VINS) that are covered. The policy must have insurance levels that bring the vehicle up to all agency insurance requirements and the policy must cover any and all accidents incurred by the vehicle. There can be no exclusionary language in the policy that limits liability or coverage for the vehicle. The TLC may request a full copy of the Base policy to confirm coverage and this could delay the processing of your application.



**Taxi & Limousine  
Commission**

**BASE, PLATE AND VEHICLE TRANSFER AND AFFILIATION APPLICATION**  
**FHV, PARATRANSIT & COMMUTER VAN**

Please review the Checklist carefully before submitting your application to determine the requirements needed for your transaction with the TLC.  
The documents needed for each transaction may be different depending on the transaction type – so review carefully.  
Please visit our website for more information at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc).

**TYPE OF VEHICLE:**

☐

**FOR-HIRE VEHICLE**

☐

**PARATRANSIT**

☐

**COMMUTER VAN**

**Street Hail Livery Vehicle ONLY**

**Vehicle Classification:**

☐

Wheelchair Accessible Vehicle

☐

Non Wheelchair Accessible Vehicle

*Please Note: A Wheelchair Accessible SHL Permit MUST affiliate a Wheelchair Accessible Vehicle.*

**TRANSACTION TYPE:**

☐

Transfer Plates

☐

Transfer vehicle to another base

☐

Transfer Vehicle

☐

Affiliate vehicle to SHL Permit

TLC License number:

\_\_\_\_\_

TLC H Record number:

\_\_\_\_\_

**APPLICANT INFORMATION**

**Name**

**D/B/A**

**Mailing Address**

**City**

**State**

**Zip**

**EIN**

☐

**or**

**SS#**

☐

**Cell phone #**

**Other Telephone #**

**Email Address  
(Required)**

**Is this a new email address?**

☐

**YES**

☐

**NO**

**Residence Address (No P.O. Boxes)**

**City**

**State**

**Zip**

**Business Type**  
*(please check one)*

☐

Sole Proprietorship

☐

Partnership

☐

Corporation

**NEW VEHICLE INFORMATION**

(Fill out if requesting a Vehicle Transfer only)

**VEHICLE ID #**

**SEATING CAPACITY**

**PLATE #**

**YEAR**

**MAKE**

ARE THE PLATES LISTED ABOVE CURRENTLY ON THE VEHICLE? YES ☐ NO ☐

HAS THIS VEHICLE BEEN STRETCHED? YES ☐ NO ☐ IS THIS VEHICLE WHEELCHAIR ACCESSIBLE? YES ☐ NO ☐

IF YES, GIVE THE NAME OF THE COACH BUILDER:

**Note:** If vehicle has a NYS DOT operating authority (MC 300), a Visual Inspection is required, no fee needed.

**CURRENT VEHICLE INFORMATION**

**VEHICLE ID #**

**YEAR**

**PLATE #**

**MAKE**

## BASE TRANSFER OR AFFILIATION INFORMATION

ALL vehicles licensed by the Taxi and Limousine Commission must be current and affiliated with a licensed base in order to operate. These vehicles can only be operated by drivers with valid TLC licenses who are permitted to operate that type of vehicle. You must submit an affirmation form completed by a base representative . See Affirmation Form on page 4.

### NEW BASE or COMMUTER VAN AUTHORITY

BASE / AUTHORITY NAME

BASE LICENSE #

Base Owner: Please review the rules and regulations that mandate affiliation and operation of this vehicle.

### CURRENT BASE or COMMUTER VAN AUTHORITY

BASE / AUTHORITY NAME

BASE LICENSE #

Has this Base Owner been notified that this vehicle is being removed?

YES ☐

NO ☐

## STREET HAIL PERMIT TRANSFER OR AFFILIATION INFORMATION

In order to affiliate a vehicle with a Street Hail Livery Permit the vehicle must have a underlying FHV, PARATRANSIT OR COMMUTER VAN LICENSE. You must submit a signed affirmation form completed by the SHL Permit Holder. See Affirmation Form on page 4.

TYPE OF SHL PERMIT:

☐

Wheelchair Accessible Vehicle (WAV)

☐

Non-Wheelchair Accessible Vehicle (Non-WAV)

Please Note: A Wheelchair Accessible SHL Permit MUST affiliate a Wheelchair Accessible Vehicle.

If this section is complete, you must submit an affirmation complete by the Permit Holder.

### NEW PERMIT AFFILIATION -- STREET HAIL LIVERY PERMIT AFFILIATIONS ONLY

SHL PERMIT ENTITY NAME

SHL PERMIT #

Permit Holder: Please review the rules and regulations that mandate affiliation and operation of this vehicle.

### CURRENT PERMIT AFFILIATION -- STREET HAIL LIVERY AFFILIATIONS ONLY

SHL PERMIT ENTITY NAME

SHL PERMIT #

Has this Permit Owner been notified that this vehicle is being removed?

YES ☐

NO ☐

1.- Does the vehicle have less than 500 miles recorded on the odometer?

YES ☐

NO ☐

If you answered NO to question 1, an inspection fee of seventy-five (\$75) is required.  
The mileage will be verified on the day of your inspection.

2.- Is the vehicle higher than 7 feet?

YES ☐

NO ☐

3.- Does this vehicle weigh over 8,500lbs?

YES ☐

NO ☐

If you answered YES to ANY of the above questions, you will be scheduled for a Visual Inspection at one of our TLC Inspection facilities. On questions 2 or 3, on the day of your inspection you will be required to show proof of a Passed DMV inspection within the last four (4) months (which you can obtain at any local licensed NYS DMV inspection facility).

**LIST ALL OWNERS, PARTNERS, OFFICERS AND STOCKHOLDERS** (Use additional page if necessary)

**NOTE: This page does not replace a filing receipt for a Corporation or a member breakdown for a LLC**

**Business Type (please check one):**

☐

Sole Proprietorship

☐

Partnership

☐

Corporation

**NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE #:** ( \_\_\_\_\_ ) \_\_\_\_\_ — \_\_\_\_\_ **# OF SHARES:** \_\_\_\_\_

**SS #:** \_\_\_\_\_ — \_\_\_\_\_ — \_\_\_\_\_ **DRIVER LICENSE #:** \_\_\_\_\_

**For Corporation or Partnership,  
please check if you are:**

☐

President

☐

Vice President

☐

Secretary

☐

Treasurer

☐

Shareholder

**NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE #:** ( \_\_\_\_\_ ) \_\_\_\_\_ — \_\_\_\_\_ **# OF SHARES:** \_\_\_\_\_

**SS #:** \_\_\_\_\_ — \_\_\_\_\_ — \_\_\_\_\_ **DRIVER LICENSE #:** \_\_\_\_\_

**For Corporation or Partnership,  
please check if you are:**

☐

President

☐

Vice President

☐

Secretary

☐

Treasurer

☐

Shareholder

**NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE #:** ( \_\_\_\_\_ ) \_\_\_\_\_ — \_\_\_\_\_ **# OF SHARES:** \_\_\_\_\_

**SS #:** \_\_\_\_\_ — \_\_\_\_\_ — \_\_\_\_\_ **DRIVER LICENSE #:** \_\_\_\_\_

**For Corporation or Partnership,  
please check if you are:**

☐

President

☐

Vice President

☐

Secretary

☐

Treasurer

☐

Shareholder

**NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE #:** ( \_\_\_\_\_ ) \_\_\_\_\_ — \_\_\_\_\_ **# OF SHARES:** \_\_\_\_\_

**SS #:** \_\_\_\_\_ — \_\_\_\_\_ — \_\_\_\_\_ **DRIVER LICENSE #:** \_\_\_\_\_

**For Corporation or Partnership,  
please check if you are:**

☐

President

☐

Vice President

☐

Secretary

☐

Treasurer

☐

Shareholder

**For Election or Change of Officers use only**

At a special meeting, stockholders of \_\_\_\_\_

nominated and duly elected by unanimous vote the officers listed above.

Company Name

Secretary (Print)

Secretary (Signature)

Date

☐ By initialing this box I am affirming that I am the same person who signed the affirmation statement below, that I have read and reviewed this application and that there is an existing and current vehicle license issued by the TLC and that there have been no changes to the Business Entity structure for that current & existing vehicle license since the last submission to the TLC. Copies of a principals DMV license are therefore not needed for this transaction.

"I do hereby affirm, under penalty of law, that I have examined and reviewed the information in the submitted form(s) or application(s), including any supplemental form(s) and/ or document(s) and that these document(s) and or statement(s) do not contain any untrue statement(s) nor are they missing any material information and/ or fact(s). If the box above has been initialed then I am also affirming that there have been no changes to the Business Entity structure for the most current & existing vehicle license since the last submission to the TLC. I also acknowledge and understand that any false statement(s) submitted is punishable under the law and may result in a denial of an application or the suspension or revocation of an existing license/permit.

I further affirm and acknowledge that I have read all rules applicable to my license and that I understand that I am are required to follow and comply with these rules. Failure to do so may result in the issuance of a summons that could result in the imposition of points, fines, a suspension or revocation of my license."

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Affirmation Form

(check one)

Owner ☐

Officer ☐

Partner ☐

Stockholder ☐

LICENSE TYPE

☐

For-Hire

☐

Para Transit

☐

Commuter Van

In order to process an application a signed affirmation must be submitted for each required entity.  
Signatures must be original and signed by hand. No copied or stamped signatures.

I, \_\_\_\_\_, \_\_\_\_\_  
Name Entity Name (either applicant name, base, or SHL permit holder)

with the vehicle identification number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

I understand that:

"I hereby affirm, under penalty of law, that I have examined and reviewed the information in the submitted form(s) or application(s), including any supplemental form(s) and/ or document(s) and that these document(s) and or statement(s) do not contain any untrue statement(s) nor are they missing any material information and/ or fact(s) according to the rules applicable to my license type. There has been no changes to the Business Entity structure for the most current & existing vehicle license since the last submission to the TLC, if applicable. I also acknowledge and understand that any false statement(s) submitted is punishable under the law and may result in a denial of an application or the suspension or revocation of an existing license/permit.

I further affirm and acknowledge that I have read all rules applicable to my license and that I understand that I am are required to follow and comply with these rules. Failure to do so may result in the issuance of a summons that could result in the imposition of points, fines, a suspension or revocation of my license."

Applicant Name →

Print Name

Signature

Date

Base Owner →

Print Name

Signature

Date

Street Hail Livery  
Permit Owner  
(if Applicable) →

Print Name

Signature

Date