



## NEW YORK CITY TAXI & LIMOUSINE COMMISSION

- [Home](#)
- [About TLC](#)
- [Taxi of Tomorrow](#)
- [TLC Rules and Local Laws](#)
- [Court Administration](#)
- [Passenger Information](#)
- [Licensing](#)
- [Safety & Emissions](#)
- [Industry Information](#)
- [Commission Meetings](#)

- TLC News**
  - [Proposed Rules](#)
  - [Newly-Passed Rules](#)
  - [TLC Regulatory Agenda - Fiscal Year 2011](#)
  - [Average Medallion Prices](#)
  - [Photo Gallery](#)
  - [Industry Notices](#)
  - [Press Releases](#)
  - [Public Notices](#)
  - [Informational Presentations](#)
  - [Testimony](#)
  - [Newsletters](#)
  - [Sign up for official e-mail updates, news and Industry Notices from the TLC](#)

- [Current Licensees](#)
- [Employment Opportunities](#)
- [FAQ](#)
- [Contact / Visit TLC](#)
- [TLC Site Map](#)

SEARCH TLC

### INDUSTRY INFORMATION | INDUSTRY NOTICES

FOR IMMEDIATE RELEASE  
 Industry Notice #04-05  
 February 26, 2004

#### TLC ANNOUNCES MANDATORY PROCEDURES FOR NEW AND TRANSFER FHV AND PARATRANSIT VEHICLE APPLICATIONS

Effective February 26, 2004, the New York City Taxi and Limousine Commission (TLC) announces the implementation of a mandatory procedure to facilitate the processing of all applications for new, transfer and renewal Tier I For-Hire Vehicle (FHV) and Paratransit vehicle licenses, which will become effective shortly. This procedure will be similar to the one in effect during March and April of last year. This procedure is necessary because of the increased volume of applications that are received during this time of the year. It is designed to ensure prompt attention to applicants and licensees by our customer service representatives on the scheduled appointment date. This mandatory procedure will remain in effect until further notice.

#### MANDATORY PROCEDURES:

- All applications for new and transfer FHV vehicle or Paratransit vehicle licenses must be filed in person, **by appointment only**. Applications for renewal FHV licenses may be filed through the mail (strongly recommended) or in person, **by appointment only**.
- Requests for an appointment at the Long Island City facility must be filed by completing the on-line form.
- Requests for an appointment at the Staten Island facility must be made by calling **(718) 815-3735**.
- Requests for appointments may be made by TLC licensed FHV and Paratransit **base stations ONLY**. Requests received from individual vehicle owners will **not** be accepted or processed.

#### USING THE ON-LINE FORM TO MAKE AN APPOINTMENT

- The on-line form may be accessed [here](#).
- Each vehicle owner and vehicle identification number (last six digits) must be listed on the appointment request form. No more than twenty-five (25) vehicle transactions may be included in a single request. Only the vehicles listed on the appointment request form will be processed and reviewed at the time of the scheduled appointment.
- Appointments will be generally assigned to new applicants on a first-come, first served basis in the order received, subject to the discretion of the TLC to change the order to meet the operational needs of the Agency. Transfer and renewal applications will receive priority scheduling. Requests for specific appointment dates and/or times cannot be guaranteed, however, the TLC will make every effort to accommodate such requests.
- Confirmation of the appointment date will be forwarded back to the requesting base via fax. **It shall be the base owner's responsibility to notify each affiliated vehicle owner of the scheduled appointment.**

#### SERVICES PROVIDED TO APPOINTMENT HOLDERS

- On the date of the scheduled appointment, the following services will be available:
- **SERVICE WINDOWS: Only registered vehicle owners** will be serviced. License applications must be filed in accordance with all written instructions provided with the application. 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).
- **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. to 4:30 p.m.** the drop off procedure will remain the same. License applications must be filed in accordance with all written instructions provided with the application. Applications that are incomplete will be rejected.

All other licensing transactions (including Tier II and Tier III permit, medallion, commuter van and driver transactions) will 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 718-391-5635.