



**INSTRUCTIONS FOR FILING AN APPLICATION FOR
A NEW, RENEWAL OR CHANGE OF STATUS
BLACK CAR / LUXURY LIMOUSINE BASE LICENSE**

General Instructions

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 at www.nyc.gov/tlc.

New Applications are valid for ninety (90) days. If you do not complete all requirements from the date you submit your application to the TLC, your application will be denied. **Filing an application does not grant operating authority.** Operating a Luxury / Black Car base before the license application is approved is illegal and will subject the applicant to fines and other penalties. Applicants found guilty of operating an unlicensed Luxury / Black car base will be subject to disqualification from operation of a base station for a period of three years.

To submit your Renewal Application, you can choose one of the two ways to make your payment:

1. **Payment BY MAIL:** You MUST Mail your Renewal Form with all requirements to:

New York City Taxi & Limousine Commission
Attn: Owners Licensing Unit
31-00 47th Avenue, 3rd Floor
Long Island City, NY 11101

- You **MUST** include a Money Order, Company Check or Certified Check in the amount indicated on the Renewal Form made payable to: **NYC Taxi & Limousine Commission**.
- Please print the base license number on the front of the Money Order, Company Check or Certified Check.
- You **MUST** mail all items in the enclosed envelope as soon as you have completed all of the requirements for licensure. A delay in mailing any requirements will cause a delay in the renewal process.

2. **ON-LINE Payment:** You can make your renewal payment online on our website.

- Upon payment, a representative from the Owners Licensing Unit will contact you to make an appointment to submit all additional required documents necessary for the base renewal.
- You must meet all license renewal requirements by the expiration date of your license for your license to be renewed. If you do not meet all license requirements by the expiration date of your license your application will be denied.

For more information on how to make renewal payment On-line, please visit our website at: <https://www1.nyc.gov/lars/>

Note 1: Renewal Applications must be submitted sixty (60) days before expiration date. To get your renewal license on time you need to complete all license requirements at least sixty (60) days before your license expires. If you don't, you may not receive your new license before the old one expires. Renewals may also be submitted by mail, but please be advised that if the application is found incomplete it will be returned and your payment will not be processed. You must complete the application in its entirety and submit all necessary requirements as noted on the appropriate checklist.

Note 2: If your base license is suspended, you cannot dispatch vehicles. If you dispatch vehicles while your base license is suspended you can be issued a summons which could result in the imposition of fines or other penalties, including revocation of your base license. If a vehicle is dispatched from your base while the base license is suspended, the vehicle may be subject to seizure for unlicensed operation and may be subject to fines and penalties.

Purpose of this Application

- **New License:** Applying for a three (3) years \$1,500 for a license to operate as a Luxury/Black Car Base License.
- **Renewal License:** Applying for a three (3) years \$1,500 for a license that was previously issued for operation of a Luxury/Black Car Base License. To get your renewal license on time you need to complete all license requirements at least sixty (60) days before your license expires.
- **Change of Status:** Applying for Change of Ownership, Change of Address, Change of Corporate and/or D/B/A name and Change of Corporate Officers of a Luxury/Black Car Base License.

Type of Business – There are three (3) basic types of businesses:

1. **Sole Proprietorship** – The business is owned by one person, usually the individual who has day-to-day responsibility for running the business. Sole proprietors own all the assets of the business and the profits generated by it. They also assume complete responsibility for any of its liabilities or debts.
2. **Partnership** – Two or more people share ownership of a single business. The Partners should have a legal agreement that sets forth how decisions will be made, profits will be shared, disputes will be resolved, how future partners will be admitted to the partnership, how partners can be bought out, or what steps will be taken to dissolve the partnership when needed.
3. **Corporation** – It is considered by law to be a unique entity, separate and apart from those who own it. It is chartered by the state in which it is headquartered. A corporation can be taxed. It can be sued. It can enter into contractual agreements. The owners of a corporation are its shareholders. The shareholders elect a board of directors to oversee the major policies and decisions. The corporation has a life of its own and does not dissolve when ownership changes.
4. **LLC** - is a company where the owners are called members not partners or shareholders. Number of members are unlimited and may be individuals, corporations, or other LLC's.

Please **check** the business type applicable to your new Luxury / Black Car base application. **Note:** If you are a Corporation you must disclose the number of shares authorized and the number of shares outstanding/issued: Please provide **raw numbers** rather than percentages. Percentages **will not** be accepted and your application will be deemed incomplete.

The difference between authorized and issued shares is as follows:

At the time of incorporation, the incorporation documents specify the total number of shares that the corporation can issue. These are called the “**Authorized**” shares. The Board of Directors is responsible for deciding if and when to issue the authorized shares. When shares are actually given to the shareholders, they become “**Issued/ Outstanding**” shares.

Section I. Background Information

This basic background information is necessary to process your base station application. Please fill-out this section completely, and make sure the information you provide to us is accurate. Inaccurate information may result in a delay in processing your application.

- **Business Name:** Refers to the name of the business entity associated with the base station application.
- **D/B/A: Doing Business As:** A D/B/A name is a company name, also commonly called "trade name" or "assumed name". A D/B/A is a secondary name for your business, an officially sanctioned "alias". Leave the D/B/A section blank if you plan to conduct business under one name if that name is the same as the company name.
- **E-Mail:** Each Luxury / Black Car base station is **required** to maintain a working E-mail address on file at the TLC to receive TLC updates and other important information.
- **Website Address:** It is **required** to provide your business website address.
- **Telephone #:** Contact numbers for ALL individuals, officers, partners, principals or stockholders responsible for all inquiries related to this application.
- **EIN/SS#:** Please provide either Social Security number or "EIN", Employer Identification Number. An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. You may apply for an EIN in various ways, and now you may apply online at www.irs.gov. This is a free service offered by the Internal Revenue Service. If you need a replacement you can reach out to the IRS by calling the Business & Specialty Tax Line at (800) 829-4933.

- **FCC License #:** Federal Communications Commission (FCC) license number, which permits the applicant to operate a radio communication system for the purpose of communication between base stations and their licensed vehicles. For more information on FCC business radio licensing, please go to: <http://wireless.fcc.gov/services/ind&bus/index.html>
**If you are not using a radio system with an FCC regulated frequency please provide the type of communication system you will be using at your base station.

Section II. Luxury / Black Car Address

The proposed location of the Luxury / Black Car base.

Section III. Listing of All Owners, Officers, Partners, Managers, and Stockholders

Please provide a complete list of all Officers, Partners, Managers and Stockholders associated with the business entity applying for a Luxury / Black Car base license. The following information is required for all individuals:

- Name •home address •amount of time living at this address •date of birth
- Social Security number •DMV license # •DMV license State •Telephone number for individual
- title (which is the position held in the corporation i.e. president, secretary, etc.) and
 - number of shares owned by the individual.

Section IV. Workers’ Compensation Law

Proof of Membership in the New York Black Car Operators’ Injury Compensation Fund, Inc. (“Fund”) if the base owns LESS than fifty (50%) percent of the vehicles it dispatches.

Or

Proof of Workers Compensation Insurance if the base owns fifty (50%) percent or more of the vehicles it dispatches.

Section V. Dispatch App information

Each base is required to disclose the use of mobile or internet-based electronic dispatch software and its origin. Answer the questions in this section if the App is base owned or fill out the Dispatch App Disclosure if the App is contracted by a Third party vendor.

Section VI. Affirmation to Operate Black Car Base Station or Affirmation to Operate a Luxury Limousine Base Station

One person representing the owner(s) must fill out either the affirmation to operate a black car base on page 4 of this application or the affirmation to operate a luxury limousine base on page 5 of the application, depending on the license that you are applying for.

Section VII. Background Questionnaire

For the questions listed in this section please check the box that correctly answers the questions for the individual(s) or firm whose name appears on the application. All officers, shareholders, partners & individual owners who have 10% of the corporate share (or more) OR a title as President, Vice President, Secretary, Treasurer or Member must fill out the background questionnaire on page 6 of the application. If you answered “YES” to any of the questions you must provide a signed statement and pertinent documentation giving all relevant details as an addendum to this application. The statement must include all names, dates, license numbers, certificate of disposition and any other relevant information to the incident being described. **False answers to any of the questions will be grounds for denial of your base license application.**

Section VIII. Criminal Court Affirmation

All officers, shareholders, partners & individual owners who have 10% of the corporate share (or more) OR a title as President, Vice President, Secretary, Treasurer or Member must fill out the criminal court affirmation on page 7 of the application.

Attachments A and B

A. (New and Change of Corporate and/or D/B/A name only) Name Inquiry / Name Reservation Request:

Copy of approved Name Inquiry Form

B. Dispatch App Disclosure: Under Chapter 77 of the TLC rules, an app that contracts with licensed bases can only dispatch vehicles affiliated with those bases and must obey all TLC rules governing them, including but not limited to dispatching only to licensed drivers and vehicles, charging rates in compliance with the rates that each base it is dispatching through has on file with the TLC, and disclosing all pertinent base, vehicle, and driver license numbers to passengers in a conspicuous manner. Apps that do not have their own base license, but have contracts with licensed bases, in effect dispatch or refer jobs on behalf of those bases. Use of these apps must not result in violation of TLC rules by bases, vehicles, or drivers.

Additional Requirements

(New, Change of Corporate Officers and Change of Ownership only)

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**. Please note: 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.

(New only)

Application fee of \$1,500 for a three (3) year base license: Money Order, Company Check, Certified Check or Credit Card (Master Card, Visa, AMEX and Discover). Money Orders, Company Checks and Certified Checks are made payable to: **NYC Taxi & Limousine Commission**.

(Renewal only)

Renewal Payment form - Filled out and signed by one officer representing the owner(s). *This was included in the application and renewal packet mailed to you.*

(Renewal only)

To get your renewal license on time you need to complete all license requirements at least sixty (60) days before your license expires.

(New, Renewal, Change of Corporate Officers and Change of Ownership only)

A list of names, license numbers and addresses of any other base station which are/have been operated by the applicant or its partners, officers, principals and stockholders: Any prior TLC license information must be disclosed as part of this application. Failure to properly disclose this information will be grounds for **denial** of your base license application.

(New, Renewal, Change of Ownership and Change of Corporate and/or D/B/A name only)

Statements and business records to disclose all individuals, partners, managers, officers, principals, and stockholders: Examples of acceptable records would include a Secretary's Certificate identifying partners, managers officers, principals and stockholders. Any of the above-referenced entities are required to disclose their identity through statements and business records.

(New, Renewal, Change of Corporate Officers and Change of Ownership only)

Two forms of identification for each person listed on the application: A valid government issued identification and a Social Security card.

Examples: Certificate of Citizenship, Certificate of Naturalization, a Medicaid card, a NYS Food Stamp Card, professional license, State issued driver license, US marriage document, a US divorce document, or a court-issued name change document, School ID Cards, health insurance card or a medical prescription card, ATM card or a debit card, or a valid Credit Card.

(New, Renewal and Change of Address only)

Lease or statement by a landlord to lease office space, and Certificate of Occupancy, or Letter of No Objection from the Department of Buildings stamped or dated no more than two years before the date of this application:

The lease or statement by a landlord to lease office space and Certificate of Occupancy **must** be commercially zoned with appropriate use group. If submitting a Letter of No Objection, the letter must state that the Department of Buildings does not object to the operation of a For-Hire Vehicle Base Station from the proposed location. This requirement is for bases located in New York City only.

(New, Renewal, Change of Corporate and/or D/B/A name only)

Proof of business status, i.e. partnership, sole proprietorship, or corporation: All businesses must submit proof of filing for authority to use assumed name, if applicable. Partnerships must submit proof of filing with the County Clerk. Corporations must submit proof of filing with the Department of State.

(New & Renewal only)

Zone Rate Schedule Map or Rate of Fare book, whichever is appropriate:

Each base station is required to maintain, on file with the TLC, a listing of current rates of fare. The fare can be structured through zones via maps or can simply be in the form of a rate of fare book with a listing of possible destinations and corresponding fares. Rate of fare books should also include a calculation for determining rates of fare that are not listed in the fare book. If at any time during operation rates of fare are modified, the base station is responsible for immediately notifying TLC by submitted a revised rate of fare book or zone map.

(New, Renewal, Change of Corporate Officers and Change of Ownership only)

Vehicle registration and driver's licenses of the partners, officers, principals and stockholders: Documents from the New York State Department of Motor Vehicles or the equivalent in another state or residence must be submitted as part of your application.

(New, Renewal and Change of Name only)

Proof of compliance with Rule §59B-17(c) (ability to provide wheelchair-accessible service on demand): As per rule §59B-17(c), every Luxury / Black Car base is required to provide wheelchair-accessible service to persons with disabilities upon request, at an **equivalent price and service level** as non-wheelchair-accessible transportation.

****Methods of Compliance:**

- Your base may, solely or in conjunction with other base owners, purchase an accessible vehicle (Vehicle must be checked and approved by TLC).
- Your base may contract with another TLC-licensed for-hire vehicle base station that provides wheelchair-accessible service upon request. A copy of the current contract must be provided (Vehicle must also be checked and approved by TLC).
- Your base may contract with a TLC-licensed paratransit base for provision of wheelchair-accessible service upon request; the paratransit base must dispatch a TLC-licensed, unmarked paratransit or livery vehicle to provide the service. The vehicle may not include signs that read "Ambulette," "Paratransit" or "Invalid Coach." A copy of the current contract must be provided.

For more information, and to access a list of accessible vehicle dealers, please go:

http://nyc.gov/html/tlc/html/industry/wheelchair_access.shtml

(New, Renewal, Change of Ownership, Change of Corporate and/or D/B/A name and Change of Address)

Proof of "Active" Status with the N.Y. Department of State: All corporations and business entities are required to attach proof of "ACTIVE" status with the Department of State. To inquire about your status, please go to:

<http://www.dos.state.ny.us/> and search for your business. If your current entity status is "ACTIVE," please print out the entity information and attach it to your application. **If your corporation or business is currently "INACTIVE" you must contact the New York State Department of Taxation and Finance, taxpayer Services, Corporate Dissolution Hotline at (800) 327-9688 to become active.**

(New, Renewal, Change of Corporate and/or D/B/A name only)

Establishment of a Surety Bond of \$5,000 for the benefit of the City of New York: Each base is required to maintain a Surety Bond of \$5,000. Original Surety Bond of \$5,000 for the benefit of the City of New York (**note -- you MUST bring in the original; a copy will not be accepted**).

(New and Change of Ownership only)

Copy of resumes of all individuals, partners, officers, principals and stockholders, together with a cover letter demonstrating their ability to manage a base station: **Resumes should be up-to-date and should reflect all relevant work and educational experience. They should also include an applicant's current telephone number. In addition, cover letters must be submitted along with the resumes. A cover letter provides information not covered in the resume and/or highlights areas in the resume that are of the most significance to the applicants' future position within the base station.

(New only)

Upon receiving approval of your Luxury / Black Car base license application, you will be required to submit applications for licensing of all vehicles that will be affiliated with the new Luxury / Black Car base station (must be at least ten vehicles). You will be required to have confirmed a working telephone number at the base station location as well as a confirmed number at which the base owner can be reached on a twenty-four hour basis. In addition, you will also be required to show proof of Membership in the New York Black Car Operators' Injury Compensation Fund Inc if the base owns LESS than fifty (50%) percent of the vehicles it dispatches OR proof of Workers' Compensation Insurance if the base owns fifty (50%) percent or more of the vehicles it dispatches. Failure to demonstrate any of these will result in the denial of your base license application.

(Change of Ownership)

Bill of Sale: The bill of sale needs to include how many shares were transferred, as well as signature of seller and buyer.

(New, Renewal, Change of Ownership, Change of Corporate and/or D/B/A name and Change of Address) Employer ID Numbers (EINs): An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. Generally, businesses need an EIN. You may apply for an EIN in various ways, and now you may apply online at: www.irs.gov. This is a free service offered by the Internal Revenue Service. If you need a replacement you can reach out to the IRS by calling the Business & Specialty Tax Line at (800) 829-4933.

(New, Renewal, Change of Corporate Officer, Change of Ownership, Change of Corporate and/or D/B/A name and Change of Address)

Zero outstanding judgments to the TLC, NYS DMV Traffic Violations Bureau (TVB), Department of Finance (DOF) Parking Violations and DOF Red Light Bureau: If any outstanding judgment (i.e., unpaid tickets) are discovered, your application will not be processed.

(Change of Ownership)

Updated contracts for Off Street Parking (OSP)