



## STREET HAIL LIVERY PERMIT APPLICATION REQUIREMENTS AND CHECKLIST

Please visit our website for more information at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc),  
or our office at 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101.

**PURPOSE OF THIS FORM:** This checklist is to be used in conjunction with the “Street Hail Livery Permit Application Form” to submit an application to the NYC Taxi and Limousine Commission to obtain a Street Hail Livery Permit.

*\*In order to attach a vehicle to this permit, once granted, you must have your SHL base schedule an appointment for you. If applicable, you may use your existing vehicle. On the day of your appointment, you’ll need to bring your appointment form, a completed “Vehicle Application Form” and all required documents.*

**HOW TO SUBMIT AN APPLICATION FOR A STREET HAIL PERMIT:** Please visit our website at: [www.nyc.gov/tlcappointment](http://www.nyc.gov/tlcappointment) to make an appointment to submit your “Street Hail Livery Permit Application.” All requirements listed below must be submitted on the day you are scheduled to bring your application.

**NOTE:** 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).

**You must submit all items listed on this checklist with your application. If an item is missing, your application will NOT be accepted. Applicants are responsible for reviewing ALL requirements listed on this checklist. FEES ARE NOT REFUNDABLE.**

<b>Street Hail Livery Permit Application Form:</b> must be completed and signed.	<input type="checkbox"/>
<b>New Application Fee:</b> Payable to the NYC Taxi and Limousine Commission (See method of payment below) The fee to purchase a Street Hail Livery Permit for year two (2) is \$3,000.	<input type="checkbox"/>
<b>Inspection Fee: Five Hundred and Forty Dollars (\$540.00):</b> This fee covers the six (6) DMVTLC inspections required during the three (3) year term of the license. Inspection fees must be prepaid with each new and renewal application. <i>Note: Paratransit Vehicles licensed as Accessible Street Hail Liveries will be subject only to a visual inspection to assure that they are accessible and that the accessibility features are operating in addition to a meter test.</i>	<input type="checkbox"/>
<b>Zero outstanding judgments:</b> to the TLC, NYS DMV Traffic Violations Bureau (TVB), Department of Finance (DOF) Parking Violations and DOF Red Light Bureau (i.e., unpaid tickets) and Commercial Motor Vehicle Tax (CMVT).	<input type="checkbox"/>
<b>Government Issued photo I.D.</b> of applicant. For example, US passport.	<input type="checkbox"/>
<b>Social Security No. / Proof of EIN:</b> If a <u>corporation or partnership</u> , you must submit an IRS issued CP-575 Notice or a 145-C letter (provided as a replacement or verification letter to business). If a <u>sole proprietor</u> , you must submit proof of a valid social security number.	<input type="checkbox"/>
<b>SHL Service Requirement</b> – A Street Hail Livery License must be placed into service with a For-Hire Vehicle within: <ul style="list-style-type: none"> <li>· 90 days of issuance if the SHL Non-Wheelchair Accessible Permit</li> <li>· 180 days of issuance if the SHL is a Wheelchair Accessible Permit</li> </ul> <p>A permit holder can apply for one extension provided that they submit an application for consideration PRIOR to their in service requirement date (90 or 180 days from permit issuance). There will only be one (1) extension granted per permit to place a vehicle in service. If the extension is granted, based upon the application and documents submitted, it will be for a MAXIMUM of thirty (30) days only. No additional extensions will be granted.</p>	<input type="checkbox"/>

**\*\*\*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.** A Street Hail Livery Permit must be placed into service with a licensed TLC vehicle within (90) days of issuance. *Exception:* A Street Hail Livery Permit that is restricted to use with a Wheelchair accessible vehicle must be placed into service with a For-Hire Vehicle or a Paratransit Vehicle within (180) days of issuance. [Note: A maximum of two \(2\) credit cards will be accepted to process a payment.](#)

**ALL FEES ARE NON REFUNDABLE**

## STREET HAIL LIVERY PERMIT APPLICATION REQUIREMENTS AND CHECKLIST

**You must submit all items listed on this checklist with your application. If an item is missing, your application will NOT be accepted. Applicants are responsible for reviewing ALL requirements listed on this checklist. FEES ARE NOT REFUNDABLE.**

### Affiliation form to attach a SHL Permit to a SHL Base

*The permit must be affiliated to an SHL Endorsed Base at the time a vehicle is being attached to a permit. This form does not have to be submitted with the "Street Hail Livery Permit Application" form. Please see page 5 for more information.*

Original and copy of SHL permit

Original and copy of proof of identification (DMV license, passport)

If this is base transfer and not a first time affiliation, a \$25.00 payment is required.



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### Wheelchair Accessible Permit Applications – GRANT Funding

**Wheelchair Accessible Grant Proposal:** Grant funding for purchasing or upfitting a Wheelchair Accessible Vehicle is available from the City of New York. If you are interested in the grant funding please read and complete a Grant Application package. Please visit our website at: [www.nyc.gov/tlc/shl](http://www.nyc.gov/tlc/shl) to download the required forms.

### Post Licensure Requirement for Hack-Up of a Vehicle

**Workers' Compensation:** A Valid Workers' Compensation Insurance Policy or an Exemption Letter issued by the New York State Workers' Compensation Board (WCB) with the Permit number listed, must be provided to the TLC in order to complete the Hack-Up process. You will not be issued a Hack-Up Certification Letter if you do not provide proof of coverage. The policy presented can contain no exclusions as to service type and must cover both street hails and dispatch service.

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ALL FEES ARE NON REFUNDABLE

## 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.



## STREET HAIL LIVERY PERMIT APPLICATION FORM

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or our office at 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101.

### Application Type (Please check one)

New Application

Change of Information

### Permit Type (Please check one)

Wheelchair Accessible SHL Permit

Non-Wheelchair Accessible SHL Permit

License #:

### Business/Entity Type (Please check one)

Individual/Sole Proprietorship

Partnership

Corporation

LLC

### I. BACKGROUND INFORMATION ON APPLICANT (All fields in this section must be filled-out completely for your application to be processed)

Name:

D/B/A:

Address:

City:  State:  Zip Code:

E-Mail: (required)

Cell Phone #:  EIN#:  or SSN#:

**Proof of EIN / Social Security No.** – If a corporation or partnership, you must submit an IRS issued 145-C letter/notice. If a sole proprietor, you must submit proof of a valid social security number.

Other Telephone #:

#### Office Use Only

Initials of Person Assigned to Application: \_\_\_\_\_

Permit # Assigned: \_\_\_\_\_

Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_

**II. LISTING OF ALL OWNERS, OFFICERS, PARTNERS, MANAGERS AND STOCKHOLDERS** – this page can be photocopied if needed for additional officers

Last Name:  First Name:

Address:

City:  State:  Zip Code:

How long at this Address?  # of shares:

Date of Birth:  EIN/SSN#:   
Month Day Year

Title:  Phone #:

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Last Name:  First Name:

Address:

City:  State:  Zip Code:

How long at this Address?  # of shares:

Date of Birth:  EIN/SSN#:   
Month Day Year

Title:  Phone #:

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Last Name:  First Name:

Address:

City:  State:  Zip Code:

How long at this Address?  # of shares:

Date of Birth:  EIN/SSN#:   
Month Day Year

Title:  Phone #:

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Last Name:  First Name:

Address:

City:  State:  Zip Code:

How long at this Address?  # of shares:

Date of Birth:  EIN/SSN#:   
Month Day Year

Title:  Phone #:

### III. BACKGROUND QUESTIONNAIRE

PLEASE NOTE – ALL OFFICERS MUST FILL OUT THIS FORM.

If you have multiple officers, please photocopy this page and have each officer that has 10% or more shares fill this form out in full.  
All questionnaires must be COMPLETED & SUBMITTED with your application.

#### **Character/History of Principals**

**Have you ever:**

A) had any type of license suspended or revoked?

YES

NO

B) had any TLC license with your name under any other individual, partners, corporations, officers, principle and/or stockholders?

YES

NO

**If you answered “YES” to any of the preceding questions you must provide a signed statement (below or on a separate document) giving pertinent information and documentation including but not limited to names, dates, license numbers, certificate of deposition etc.**

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# Affirmation Form

## Street Hail Livery Permit Owner

LICENSE TYPE

Wheelchair Accessible SHL Permit

Non-Wheelchair Accessible SHL Permit

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

I, \_\_\_\_\_  
Print Name

(check one)

Individual Owner

Officer

Partner

Stockholder

of \_\_\_\_\_  
Print Company Name  
(Corporation, Partnership or LLC if applicable)

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 have been no changes to the Business Entity structure for the most current & existing 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 affirm that the Workers' Compensation Policy being submitted as proof of coverage contains no exclusions as to service type (street hail or dispatch) and that the policy provided provides full coverage for both street hail and dispatch services. In addition, I affirm my understanding that I will be granted only one (1) extension per permit to place my vehicle in service past the in service date. Said single extension will be limited to a maximum of thirty (30) days only. I understand that no further extensions will be granted and that my permit is subject to revocation if I do not have a vehicle in service by the required date.

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."

Street Hail Livery  
Permit Applicant →

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**AFFILIATION FORM TO ATTACH AN SHL PERMIT TO AN SHL BASE**

Please visit our website for more information at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc),  
or our office at 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101.

**Purpose of this form:** This form is to be used by the SHL endorsed base or SHL Permit holder to notify the TLC when an SHL Permit is being attached to the base.

*Base Owner:* In order to attach an SHL Permit, once granted, an appointment must be scheduled to attach the permit, please request an appointment at: [www.nyc.gov/tlcappointment](http://www.nyc.gov/tlcappointment). On the day of the appointment, the Permit holder will need to bring the appointment form, a completed "Vehicle Application Form" (if the vehicle affiliation is being done on the same day) and any other required documents.

Additional requirements are needed in order to complete the affiliation to an SHL base.	<input checked="" type="checkbox"/> Original and copy of SHL permit <input checked="" type="checkbox"/> Original and copy of proof of identification (DMV license, passport) <input checked="" type="checkbox"/> Current and valid FHV Owner or Operators license (Original and copy)
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***If this is base transfer and not a first time affiliation, a \$25.00 payment is required.***

SHL Permit Holder Name <input style="width: 600px;" type="text"/>			
D/B/A <input style="width: 800px;" type="text"/>			
Mailing Address <input style="width: 700px;" type="text"/>			
City <input style="width: 100px;" type="text"/>	State <input style="width: 50px;" type="text"/>	Zip <input style="width: 100px;" type="text"/>	Cell Phone # <input style="width: 50px;" type="text"/> ( <input style="width: 50px;" type="text"/> ) <input style="width: 50px;" type="text"/> - <input style="width: 50px;" type="text"/>
EIN <input type="checkbox"/> or SS# <input type="checkbox"/> <input style="width: 200px;" type="text"/>		Other Telephone. # <input style="width: 50px;" type="text"/> ( <input style="width: 50px;" type="text"/> ) <input style="width: 50px;" type="text"/> - <input style="width: 50px;" type="text"/>	
Permit Type: (Please check one) SHL Non- Wheelchair Accessible Permit <input type="checkbox"/> SHL Wheelchair Accessible Permit <input type="checkbox"/>			
SHL Permit # <input style="width: 150px;" type="text"/> Please check one: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation			
<b><i>This section must be signed and dated by the SHL Permit Holder.</i></b>			
_____		_____	____/____/____
Print Name		Signature	Date

**NEW BASE/AUTHORITY INFORMATION**

Base / Authority Name:	<input style="width: 700px;" type="text"/>
Base License #:	<input style="width: 200px;" type="text"/>

**OLD BASE/AUTHORITY INFORMATION (complete this section if this is an application to Transfer to another Base)**

Base / Authority Name:	<input style="width: 700px;" type="text"/>
Base License #:	<input style="width: 200px;" type="text"/>

"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). There has been no changes to the Business Entity structure 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 also attest that all my vehicles attached to my SHL Permit must be attached to the same SHL base."

***This section must be signed and dated by the Base Owner.***

_____	_____	_____	____/____/____
Print Name	Title	Signature	Date



**STREET HAIL LIVERY (SHL) PERMIT TRANSFERS**

Please visit our website for more information at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc), or our office at 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101.

-Per TLC Rule §82-44, the following requirements apply to all SHL permit transfers:

- **Commission Approval:** No permit transfers can take place without the written approval of the Commission.
- **Documents:** An Applicant must submit a fully completed SHL Permit Transfer Application along with all supporting documentation required by the Commission. Please visit our website at: [www.nyc.gov/tlc/shl](http://www.nyc.gov/tlc/shl) for additional information on the SHL program. You can download the Transfer application, Requirements and Checklist document off of our web site at: [http:// www.nyc.gov/html/tlc/downloads/pdf/shl\\_permit\\_transfer\\_app\\_and\\_checklist.pdf](http://www.nyc.gov/html/tlc/downloads/pdf/shl_permit_transfer_app_and_checklist.pdf).
- **Attendance Required:** All parties involved in the transfer must appear before the Commission. You may schedule a closing for the sale of your permit by contacting our Legal Department at 212-676-1135.
- **Fulfillment of the Licensing Requirements:** The entity purchasing the SHL Permit must meet all required SHL Licensing requirements at the time of the purchase. This includes, but is not limited to, the requirement that you be a licensed TLC FHV driver or hold an FHV vehicle owner license for at least one year and that the license is in good standing with the TLC. Ownership limitations apply at all times and you cannot hold or have an interest in more than the allowable number of permits under the law (one non-wheelchair accessible permit and ownership interests in up to five wheelchair accessible permits).
- No person or entity is permitted to attempt to transfer or participate in the transfer of any SHL permit without contacting TLC Legal prior to the sale.
- **Violations of this process and attempts of invalid transfers will result in a \$10,000 fine and possible revocation of your permit.**

I, \_\_\_\_\_, (business entity representative for the business entity purchasing the permit)  
(Print Name)

acknowledge my\our understanding that the entity purchasing this permit cannot proceed with any sale or transfer of said permit unless I\we fully comply with all TLC sale\transfer requirements. By my signature below I affirm my understanding of these requirements and of the above.

Signature:

Date:

Permit Number: