

VEHICLE RENEWAL INSTRUCTIONS & REQUIREMENTS

This form provides information and instructions to renew a TLC vehicle license. To successfully complete license renewal, all requirements must be submitted / completed as instructed below.

Changing Vehicles during renewal? If you want to replace the vehicle attached to the vehicle license being renewed, follow the instructions to complete a TLC vehicle transfer, [available here](#).

When to submit a renewal application:

- To complete the renewal application process, and obtain a renewed license before the existing license expires, all renewal requirements must be completed at least thirty (30) days before the license expiration date.
 - Note: Renewal applications submitted within thirty (30) days of the license expiration date may not be processed / approved before the license expires.
- A vehicle license not renewed by the expiration date, has an additional sixty (60) days to complete all renewal requirements. The vehicle license will remain expired until all renewal requirements are submitted, processed, and approved by TLC.
 - After late renewal, you will be sent a twenty-five dollar (\$25.00) late fee notification; payable using [LARS](#).
 - If renewal is not completed within the sixty (60) days following the expiration date, renewal will be denied.

Documents Required:

- Current Insurance Certificate (FH-1), if expired a current copy will be requested.
- Current Insurance Certificate of Liability. Must be submitted directly from the insurance company, showing levels of insurance coverage; and the coverage must meet the [minimum insurance requirements](#).
- If the vehicle is registered outside of New York State (NYS), a current copy of DMV registration must be submitted.
- *Paratransit and Commuter Van License renewals* also require submitting both sides of the NYS Department of Transportation inspection report (MC300). This form must be current; it cannot be more than one (1) year old.

Note: If the renewal application is incomplete, TLC will send the vehicle owner an email detailing the missing requirements / documents. Contact information should be [updated in LARS](#).

How to apply for renewal:

- Pay all outstanding parking, traffic, and / or TLC tickets;
- Pay all license renewal fees using [LARS](#);
 - All fees must be paid online; TLC will not accept in person or mailed payments.
- The required documents (see above) must be submitted online, using [TLC UP](#);
 - Note: All renewal fees must be paid before documents are submitted.
- If all required documents are approved, TLC will email a vehicle inspection date;
 - The inspection date / time, and confirmation email can also be checked using [TLC UP](#).
 - Note: The inspection will not be scheduled until all requirements are submitted and approved by TLC.
- When the vehicle passes inspection, the vehicle license will be renewed.
 - To learn more about different TLC vehicle inspection requirements, visit [Vehicle Inspections](#).

Renewal Fees:

- Five hundred, fifty dollar (\$550.00) vehicle renewal fee (non-WAVs).
 - WAVs are not required to pay the above vehicle renewal fee, but the below fees still apply.
- Seventy-five dollar (\$75.00) inspection fee; applies to vehicles with five hundred (500) miles or more.
 - *Paratransit and Commuter Van Licensees* are not charged the seventy-five dollar inspection fee.
 - If the vehicle is affiliated to an SHL permit at the time of renewal, the SHL permit owner pays inspection fee.
- Eight hundred dollar (\$800.00) CMVT (Commercial Motor Vehicle Tax) for vehicles registered outside of NYC.

Note: All fees are non-refundable; no exceptions.

Important reminder: To lawfully operate a TLC licensed vehicle for-hire, the vehicle must be affiliated with an active TLC licensed Base or Authority, at all times.