



**AFFILIATED DRIVERS**

List all drivers affiliated with the Base Station. Use additional paper if you need more space.

WCTLC Driver Permit #	Name	Home Address

**AFFILIATED VEHICLES**

List all vehicles operating from the Base Station (Based owned and affiliated). Use additional paper if you need more space.

WCTLC Vehicle Permit #	Year & Make	Seating Capacity	License Plate #

**Workers Compensation Statement**

Signing below acknowledges that Applicant is familiar with the Laws, Rules and Regulations pertaining to Workers Compensation. Further, Applicant states that: (select one )

- \_\_\_\_ Applicant is covered by Workers' Compensation Insurance, or
- \_\_\_\_ Applicant is a member of the Black Car Operators' Injury Compensation Fund, or
- \_\_\_\_ Applicant is a member of the Independent Livery Drivers Benefit Fund, or
- \_\_\_\_ Applicant is exempt from Workers' Compensation requirements.

**Applicant must provide proof of Workers' Compensation Insurance or Exemption.**

**You may supply a copy of the court disposition and/or DMV abstract on any criminal or traffic offenses.**

- 1. Have you ever been convicted of a crime?** [ ] Yes [ ] No  
*If "yes", you must provide date, jurisdiction, reason and any other pertinent information:*
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- 2. Have you ever had any type of license suspended or revoked?** [ ] Yes [ ] No  
*If "yes", you must provide date, jurisdiction, reason and any other pertinent information:*
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- 3. Have you ever had a Taxi and/or Limousine permit (base station, driver or vehicle) suspended, revoked or denied in any jurisdiction?** [ ] Yes [ ] No  
*If "yes", you must provide date, jurisdiction, reason and any other pertinent information:*

In consideration of the granting of the permit hereby applied for, the applicant agrees that service of any paper, notice, letter, summons, complaint or legal process of any kind or nature may be made by the County of Westchester or any department thereof, upon the person to whom the permit is issued by leaving a copy of any such paper, notice, letter, summons, complaint, or legal process with any person located at the address designated in his/her application. It is further agreed by applicant that (s)he will conform to all rules and regulations of the Westchester County Taxi & Limousine Commission governing the type of permit for which this application is submitted. In addition, applicant understands that acceptance of this permit subjects the for-hire vehicle driven by the driver listed herein to welfare and compliance inspections.

**Under penalties of perjury, I \_\_\_\_\_ (please print name) declare that I have examined this application, and to the best of my**

knowledge and belief, all the information is true, correct and complete. I understand that if this application is missing or has incorrect information, my application will be rejected and that any fees I paid will not be refunded. If I want, I can re-apply with a corrected application including the required application fees. I also know that under the law, all license applications are public records and may be disclosed, including this application and all other documents and information filed with it; and I understand and agree that the Westchester County Taxi & Limousine Commission may verify any documents and information I provide, including verification of my social security number by the Social Security Administration, and Child Support case status if applicable in connection with this application. Applicant further understands that, pursuant to §210.45 of the NYS Penal Law, it is a crime punishable as a Class "A" misdemeanor to knowingly make a false statement herein.

Application Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
*Applicant's Signature*

State of New York  
 County of \_\_\_\_\_ )ss: Sworn to before this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
*Notary Public Signature*

## BASE STATION APPLICATION PROCEDURES

**Applications will not be processed without ALL of the following. Failure to submit any of the following items will result in DENIAL of your application.**

ITEM	INSTRUCTIONS
Completed application form	Applications will not be accepted if they are not completely filled out and notarized. <i>WCTLC does not notarize forms.</i>
Criminal Background Form	<b>New Applicants only MUST provide a completed copy of the Criminal Background Form.</b>
Owner Information	<p><b><u>New Base Stations:</u></b> All sole proprietors must complete an application for a Base Station License.</p> <p>Each individual in a partnership, corporation or other state registered business entity holding 10% or more ownership must complete a separate application.</p> <p><b><u>Renewal Base Stations:</u></b> If there has been a change in ownership, those individuals who have obtained 10% or more ownership of shares in a partnership or other entity prior to renewal must each complete a NEW application. All signatures must be notarized.</p> <p><i>NOTE: If there is a total ownership change, the base must apply for a NEW base station license.</i></p>
Identification	New owners and/or managers must supply two (2) forms of identification each. One must be a government issued picture ID (i.e. driver license; passport). Both IDs must have the same home address listed.
Rates of fare	Supply a schedule of the base station's rate of fare.
\$5,000 bond	Supply a bond in the amount of \$5,000 to the benefit of Westchester County. The bond must be conditioned upon the permittee complying with the requirement that only affiliated vehicles permitted by WCTLC will be dispatched. The bond shall assure the payment of all civil penalties imposed by WCTLC. The bond must also list all dba/trade names used by the company. Please make certain that the bond is signed by the owner of the company and has the corporate seal. Failure to include the bond with your application may result in a summons being issued with a minimum <b>\$250 fine</b> .
Official Filing Receipt-Certificate of Incorporation	All corporations are required by §402 of the Business Corporation Law to file a Certificate of Incorporation with the New York State Department of State (NYS DS). <b>New applicants that are corporations</b> must supply a photocopy to WCTLC of the "Official Filing Receipt" issued by NYSDS. This is a one time submission.
Vehicle & Driver Lists	You may use a separate sheet if you need more space. If you do so, please make sure that all information requested for drivers and vehicles is given. Be advised that the base station owner is responsible for ensuring that a driver have a commercial driver's license, class A, B or C (or equivalent from driver's home state), when driving a vehicle with a seating capacity of 15 or more passengers.
Reference forms	<b><u>New Base Stations:</u></b> All owners required to fill out the Owners Information section must also submit, on the proper WCTLC forms, three (3) fully completed AND notarized references.
Fees: Application	Money order, or business check, payable to "WCTLC" for <b>\$600.00</b> . Credit card is also acceptable. There is a small service fee for using a credit card. <b>Personal checks/cash will not be accepted.</b>
Fees: Fingerprints	<b>\$90. Personal checks/cash will not be accepted.</b> If there are two or more owners, everyone owning 10% or more of stock in the corporation and all members of a partnership/sole proprietor must be fingerprinted. NOTE: Only NEW applicants/new owners, as defined in the Owner Information section of these procedures, require fingerprinting. <b>THE CRIMINAL BACKGROUND CHECK FORM MUST BE COMPLETED.</b>
Late fee	Renewals that are late are required to pay an additional fee of <b>\$75.00</b> .

**ALL APPLICATION FEES & MATERIALS ARE NON-REFUNDABLE, NON-RETURNABLE.**