



# New York City Taxi and Limousine Commission (TLC)

## License Applications Renewals and Summonses (LARS) User Guide

Version 1.3 (October 2013)

CITY OF NEW YORK  
DEPARTMENT OF INFORMATION TECHNOLOGY  
& TELECOMMUNICATIONS

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## Introduction

### Hello and Welcome!

This User Guide explains how to use the New York City Taxi & Limousine Commission (TLC) online **License Applications, Renewals, and Summonses (LARS)** system to pay for a renewal or summons.

Before you begin the process of using this website to submit your renewal payment or to pay a summons, please read the following sections:

- Accessing LARS – how to access LARS
- Before You Start – what you will need to begin
- Exiting LARS – how to exit the system
- Error Messages – about error messages you may receive as you work your way through the screens

### Accessing LARS

You may access LARS by browsing to the [TLC website](https://www.nyc.gov/lars/), or you may go directly to LARS via this URL:

<https://www.nyc.gov/lars/>

### Before You Start

To use this online system, you must have a valid checking account, credit card or debit card which you can use to pay, a valid e-mail address to which the receipt confirmation can be sent and a working printer attached to your computer to print the transaction receipt and information. If you do not have a valid checking account, credit card or debit card and e-mail address, you cannot use LARS.

You must also have all of the following TLC and Department of Motor Vehicles (DMV) information before you begin:

- Your current TLC license number
- The date your current TLC license expires
- \*If you are a:
  - Driver - the last 5 Digits of your DMV License No.
  - Vehicle – the last 5 Digits of your Vehicle Identification No. (VIN)
  - Business or Medallion – the last 5 digits of your EIN or SSN
- If you are looking for a specific summons (applies to all TLC licensees and unlicensed entities ):



- Summons #

**\*Note:** Respondents can only search for multiple summonses if they have a valid TLC license.

Only a summons where no personal appearance is required can be paid via LARS. On the summons, if the 'Personal Appearance Required' box is checked, you will **not** be able to pay or plead guilty and pay that summons through LARS.

### Exiting LARS

If you decide that you would like to exit LARS, click the "Return to TLC Home" link in the top right corner of the "Search," "Authentication," "cancel" or "Payment Receipt and Checklist" screens.

### Error Messages

You will receive an error message if, for example, you incorrectly enter information, if the system cannot find the information that you entered, or if you leave the application inactive past a certain period of time and your session expires. You should refer to "[Appendix 1 – Error Messages](#)" at the end of the document for a list of common error messages and explanations.

### User Guide Version History

Version 1 April 2011: Initial publication

Version 1.1 September 2011: Updated renewal fee on screenshots

Version 2.1 July 2013: Updated Renewals, Summonses and New Applications information

**NOTE:** Sample data in this guide is included for instructional purposes only and is not intended to represent actual data.



## Home Page- Renewals

### Entering Your Data

Once you browse to LARS directly, or click the link to LARS on the TLC website, you will start the license renewal process on the “Welcome to LARS” screen; the top portion of which is shown below. This page requires you to either make a Summons or a Renewal Payment. Once you select Renewal payment, you will have the option to make a license type selection based on a license that you are renewing.

### “LARS Home Page” Screen

TLC | License Applications, Renewals and Summonses [Return to TLC Home](#)

NEW YORK CITY TAXI & LIMOUSINE COMMISSION

**WELCOME TO LARS**

Through the following screens of the NYC Taxi & Limousine Commission’s License Applications, Renewals & Summonses (LARS) system, you can plead guilty and pay summons(es) or make a license renewal payment online.

**Summons Inquiry or Renewal Payment**

Please select from the following options:

 **Summons**       **Renewal Payment**



## “Landing Page (Renewals Only)” Screen

The screenshot shows the 'Renewal Payment' screen in the LARS system. At the top, it says 'TLC | License Applications, Renewals and Summonses' and 'Return to TLC Home'. Below that is the TLC logo and 'NEW YORK CITY TAXI & LIMOUSINE COMMISSION'. The main heading is 'WELCOME TO LARS'. A paragraph explains that users can make license renewal payments online through the LARS system. The 'Renewal Payment' section contains the instruction 'Please select your license type to submit your license renewal payment' and four radio button options: 'Driver', 'Vehicle', 'Business', and 'Medallion'. A red arrow points to the 'Medallion' option. A yellow 'Continue' button is located below the options.

Select any of the following license types to continue with making a Renewal payment:

- Driver
- Vehicle
- Business
- Medallion



## Entering Your Data

Once you have selected a license type, you will start the license renewal process on the “Search” screen; the top portion of which is shown below. This page asks for information to find your records in the system.

Enter ALL of the necessary data into the 3 fields provided:

- Your current TLC license number
- The date your current TLC license expires
- If you are a:
  - Driver - the last 5 Digits of your DMV License No.
  - Vehicle – the last 5 Digits of your Vehicle Identification No. (VIN)
  - Business or Medallion – the last 5 digits of your EIN or SSN

Renewal Payment

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Through the following screens of the NYC Taxi & Limousine Commission’s **LARS** system, you can make a license renewal payment online.

**Convenience Fee:** The City of New York offers multiple payment options. As a convenience to you, the City of New York accepts credit and debit cards. If you choose to pay with a credit or debit card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable. You will see this amount before you check out. The fee will be shown as a separate charge on your credit or debit card statement, and the New York City Department of Finance will be the merchant. If you pay by E-Check, you will not be charged a fee.

Please have the following information available before you begin:

- Your current TLC issued license.
- The last 5 digits of your DMV License Number.

Once you are ready, enter the required information below. Be sure to review the information you have entered **BEFORE** you select the “Search” button below. The information must match the details in our system or you will not be able to proceed. If you incorrectly enter the information three times, you will be locked out for an hour.

**Driver Search**

**TLC License Number**

**Expiration Date of TLC License**  
MM DD YYYY

**Last 5 Digits of DMV License No.**  
 No dashes or spaces

Please enter the characters you see in the box below (not case-sensitive):



For security purposes, before submitting your information you must type the letters or numbers you see in the blue box into the field below the box.

If you cannot see the characters clearly, you can request a different set of characters by clicking the button with the blue “recycle” image. Or you can listen to a voice recording by clicking the blue “sound” button with the “speaker” icon. If you need assistance with the reCaptcha, click on the “question mark” icon for assistance on how to use the reCaptcha function.

When you are done, click the yellow “Search” button at the bottom of the page to proceed.

**NOTE:** If any required information has been entered incorrectly the system will display an error message and you will not be able to continue. Refer to the [Appendix 1 – Error Messages](#) section at the end of this document for more details.



## Authenticating Your Data

Once you have correctly entered all of the required information, the system will display your information on the “Licensee Authentication” screen. It will look like the following example. Note that, due to space constraints on this page, the following example displays only the top portion of the screen. Check all of the information to confirm it is correct. **NOTE:** For security purposes, you will only have 20 minutes to review the information and proceed to the next page.

### “Licensee Authentication” Screen

TLC | License Applications, Renewals and Summonses [Return to TLC Home](#)

**NEW YORK CITY TAXI & LIMOUSINE COMMISSION**

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**WELCOME TO LARS**

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**Renewal Payment**

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**TLC LARS | LICENSEE AUTHENTICATION**

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**TLC Authentication**

Please review the information below. If it is not correct or your information has changed, you SHOULD NOT proceed. Contact the TLC Call Center at 718-391-5501 or visit our TLC Licensing Office at 32-02 Queens Boulevard, 2nd Floor, Long Island City, NY 11101 to inquire about how to update your address information before using this payment system. Your license, should you meet all other requirements for it to be renewed will be mailed to the name and address listed below.

Please note you will have 20 minutes to review the information on this page and proceed to the next page. If you do not proceed to the next page within the next 20 minutes, your “session” will expire and you will have to re-enter your information.

A payment made using this service does not mean that your license will be approved for renewal. Upon receipt of your license renewal payment, verification of all other requirements for continued licensure will be done. If you meet all of the renewal requirements for your license your renewal application will be approved. If a new license is to be mailed to you it will be mailed to the name and address listed below.

**Fees:**  
The following pages will display all of the fees you will need to pay to start the license renewal process for the license selected. The applicable convenience fee, depending upon your choice of payment method, will also be listed for you.

**NOTE:** Due to processing requirements, payments made after 5:00 PM using LARS online process may not be posted to your account until the next full business day. All fees are non-refundable and if your payment is rejected for any reason, whether by your Credit Card Company or bank, in addition to the original amount that must be paid you will be charged an additional \$20 processing fee for the returned payment before your application will be processed.

Licensee	JOHN,EDWARD,DOE
Mailing Address	32-02 41ST STREET 5TH FLOOR NEW YORK, NY 11111
TLC License Number	5370599

[Search Again](#)



You may return to the “Search” page at any time by clicking the “Search Again” link at the bottom of the “Licensee Authentication” screen.

TLC License Number	5370599
<a href="#">Search Again</a>	

### Incorrect Information

If there is any problem with the information displayed on the “Licensee Authentication” screen, you should:

- contact the TLC Call Center at 718 391 5501 or
- visit TLC's Licensing Office at  
32-02 Queens Boulevard  
2nd Floor  
Long Island City, NY 11101

You should not continue with the payment process.

### Declaration of Applicant

The picture below shows at the bottom of the “Licensee Authentication” screen. If the information in the top portion of the screen is correct and your renewal payment is due, then you must scroll down to the bottom of the page to check off your agreement and acceptance of the declaration before you can continue.

<p><b>Declaration of Applicant</b></p> <p>Under penalties of perjury, I declare that I have examined the information shown above and, to the best of my knowledge and belief, all the information shown herein is true, correct, and complete. I am aware and understand that, in accordance with law, all license applications are public records and subject to public disclosure, which include the application and all other documents and information filed therewith and I understand and agree that the New York City Taxi and Limousine Commission may verify any documents and information provided by me, including but not limited to and where applicable: verification of my Social Security number by the Social Security Administration; child support case status if applicable; the status of my Driver's License or Vehicle registration with the appropriate state entities; my business entity status with the appropriate state entities; and that taxes, fines and fees have been paid to various state and local entities as required in TLC Rules or applicable law. I understand that I am obligated to follow, and am subject to, all rules and regulations of the New York City Taxi and Limousine Commission and all applicable local and state laws which govern my license. I further understand that the renewal fees submitted today are non-refundable, and are only a payment and do not guarantee the issuance of a license. 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.</p> <p><b>By checking this box I am confirming that I have read and fully understand the Declaration of Applicant above.</b></p> <p>I Agree <input type="checkbox"/> </p>
--



**Note:** Only by clicking the "I Agree" checkbox are you allowed to continue with the renewal process.

By checking this box I am confirming that I have read and fully understand the Declaration of Applicant above.

I Agree  

---

**Continue** Cancel

You will receive a Message from the webpage when you click "Continue." Press "OK" to proceed.





**Fees**

The “License Renewal” page will display the renewal fee(s) you must pay as part of the license renewal process. If it is within 30 days of your expiration date, the page will also display a late fee. Depending on what license type you are renewing, you may have additional fees (Commercial Motor Vehicle Tax, DMV Inspection Fee).

By clicking the “Total Renewal Fee,” this will combine the total for ALL Renewal fees due at the time of selection.

TLC | License Applications, Renewals and Summonses
[Return to TLC Home](#)

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**RENEWAL PAYMENT**

The following item(s) are associated with the information you provided.

\*Please note that payment of renewal fee does not guarantee license renewal if there are other required actions you must take.

Licensee	TLC License Number	Mailing Address	License Type
JOHN,EDWARD,DOE	5370599	32-02 5TH FLOOR NEW YORK, NY 11111	Medallion

**License Renewal**

Item	Amount Due
<small>*By selecting the Total Renewal Fee, you are agreeing to pay all renewal items listed.</small>	
<input checked="" type="checkbox"/> Total Renewal Fee	\$1,675.00
Renewal Fee	\$1,110.00
Late Fee	\$25.00
DMV Inspection	\$540.00

**Payment Summary**

**Renewal Amount: \$1675.00**

[Continue](#)
[Cancel](#)



By using the online License Applications Renewals & Summonses (LARS) System, you are protected from paying the same renewal fee more than once.

### Paying for Your License Renewal

When you click the “Continue” button on the “License Renewal” page, the “Payment Entry” screen will open. Use this page to enter your payment and billing information, and then click the “Continue” button:

### “Payment Entry” Screen

**NYC** Taxi & Limousine Commission

## Payment Entry

The City of New York offers multiple payment options. As a convenience to you, the City of New York accepts credit and debit cards. If you choose to pay with a credit or debit card, you will be charged a fee of 2.49% of the payment amount. **This fee is nonrefundable.** You will see this amount before you check out. The fee will be shown as a separate charge on your credit or debit card statement, and the New York City Department of Finance will be the merchant. If you pay by E-Check, you will **not** be charged a fee.

You will be asked on the next page to agree to Terms and Conditions governing the use of this website, as well as the services accessed from it. If you choose not to accept the [Terms and Conditions](#), by declining to click “I Agree” on the next page, you will not be able to make a payment on this site and none of your personal information that you insert below will be transmitted or retained by the City of New York.

Payment Method: Credit or Debit Card

#### Card Information

Card Number

Expiration Date Month Year

Card Identification Code

The City of New York is committed to providing multiple convenient payment methods to its customers. MasterCard, Discover, Visa and American Express credit and debit cards may be used to make payments on this site.

#### Billing Information

Name

Country United States

Address

City

State New York

Zip

Phone

Email

Re-Enter Email

If you are paying with a credit or debit card, please make sure that the name and address entered above is the same as the one associated with this credit or debit card.

Cancel
Continue



## Terms and Conditions

After you have clicked “Continue” on the “Payment Entry” screen, you must agree to the Terms and Conditions of the Payment process. You have the option to go back and edit your payment information if required.

### “Terms and Conditions” Screen

The screenshot shows the 'Terms and Conditions' screen. At the top left is the NYC Taxi & Limousine Commission logo. Below the logo, the title 'Terms and Conditions' is displayed. The main text reads: 'By clicking "I agree," you: (1) acknowledge that you have read and agree to the [Terms and Conditions](#) for using this site; (2) authorize the City of New York to charge your account for the payment amount and, if applicable, the Convenience Fee; (3) confirm that the information provided by you is true, complete, and correct to the best of your knowledge and is supplied in good faith; (4) confirm that you are authorized to instruct this payment using the credit card, debit card, or checking account included in your payment instructions.'

Below the text is a checkbox labeled 'I agree'. A red arrow points to this checkbox. To the right of the checkbox are three buttons: 'Go Back/Edit' (circled in red), 'Cancel', and 'Continue'. At the bottom of the screen, there are links for 'Privacy Policy', 'Terms of Use', 'Terms and Conditions', 'FAQs', and 'Contact Us'.

## Payment Detail Review

After you have accepted the Terms and Conditions, you will see the following “Payment Detail Review” screen. But you are not finished! This screen gives you a chance to review all the information and make sure it is correct before you make your payment.

If you need to correct your payment or billing information, click the “Go Back/Edit” button to return to the “Payment Entry” screen. Correct your information and click the “Continue” button to return to the confirmation screen.

When you are ready to finalize your payment, click the “Process Payment” button to complete the submission of your payment.

**NOTE:** Do not click on the “Cancel” button or you will completely cancel the transaction.



“Payment Detail Review” Screen

**NYC** Taxi & Limousine  
Commission

## Payment Detail Review

Please scroll down and click on the "Process Payment" button. Your payment will not be processed until you click on the button.

TLC License Number : 5370599

Order Number : 1321100541

TLC License Expiration Date : 05/31/2011

Online New Application Submission Number :

Item Description	Amount
Medallion License Renewal	\$1,110.00
Late Fee	\$25.00
Medallion Vehicle DMV Inspection Fees	\$540.00
Payment Amount:	\$1,675.00
Convenience Fee:	\$41.71
<b>Total Payment Amount:</b>	<b>\$1,716.71</b>

### Card Information

Card Number \*\*\*\*\*0003

Expiration Date 12/13

### Billing Information

Name M

Country US

Address 133-44

City Queens

State NY

Zip 11201

Phone (718) 555-1212

Email jdoe@email.com

By clicking "Process Payment", I certify that the information provided by me is true, complete and correct to the best of my knowledge and is made in good faith. By submitting this form, the total cost indicated above will be billed to the card indicated above. I confirm my understanding that all license fees are non-refundable. If my payment is rejected for any reason, whether by my credit card company or my bank, I acknowledge that in addition to the original amount that must be paid I will be charged an additional \$20 processing fee for the returned payment before my application will be processed.

Go Back/Edit
Cancel
Process Payment



After the TLC LARS application has finished processing your renewal payment, you will receive an email confirmation and the “Payment Receipt and Checklist” screen will show you information about your license, renewal requirements, and payment. The following is the top portion of the screen.

“Payment Receipt and Checklist” Screen

TLC | License Applications, Renewals and Summonses
Return to TLC Home

NEW YORK CITY TAXI & LIMOUSINE COMMISSION

**PAYMENT RECEIPT AND CHECKLIST**

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[PRINTER FRIENDLY FORMAT](#)

Thank you for your payment, this receipt is for your records only and DOES NOT guarantee the issuance of a renewal license. You are obligated to complete all the requirements for licensure to fulfill the application process prior to the expiration date of your license. Any delay in meeting the additional requirement for licensure may result in a delay in the renewal process and or denial of your application. Please print this confirmation immediately, as you will not have the ability to return to this page after it has been closed. As a reminder - All renewal fees are non-refundable. THIS TRANSACTION CANNOT BE CANCELLED.

Licensee Name	JOHN,EDWARD,DOE
TLC License Number	5370599
Transaction Type	License Renewal Payment
Transaction Date	07/30/2013
Order Number	1321100541
Total Amount Charged (including Convenience Fee)	\$1,716.71
Convenience Fee	\$41.71

**License Renewal**

Renewal Items	Amount Paid
Total Renewal Fee	\$1,675.00
Renewal Fee	\$1,110.00
Late Fee	\$25.00
DMV Inspection	\$540.00



The lower portion of the screen will have a “Requirements Checklist” section that will display information you should know about your TLC license renewal requirements. The [Renewal Requirements Information](#) link will redirect you to the TLC website where you can access more information about your renewal requirements.

### Requirements Checklist

If you have made your license renewal payment online, you should take some time to review the renewal requirements for your license type on our website through the link(s) shown below. The items on the renewal checklist for your license type must be completed before your license will be renewed. Upon receipt of your payment we will review all other licensing requirements and, if you have met all license renewal requirements, your application will be approved. Incomplete renewal applications will cause a delay in the processing and issuance of your renewal license. YOU are responsible for making certain that all requirements for your license are met prior to the expiration date of your license or your renewal application will be denied.

Click on the link below to be directed to the main Licensing page. Scroll down to "Renew a License" and select your license type to view your renewal requirements.

[Renewal Requirements Information](#)



### Printing the Payment Confirmation and License Renewal Checklist

IMPORTANT! Be sure to print a copy of the “License Renewal Payment Confirmation and Renewal Requirements Checklist” before you close the browser window. Once you close the browser window, you will not be able to return to the “Payment Receipt and Checklist” screen.

At the top of the screen, click the “Printer Friendly Format” link to print a paper copy of the payment confirmation and checklist. There is another “Printer Friendly Format” link at the bottom of the screen.

### PAYMENT RECEIPT AND CHECKLIST

Thank you for your payment, this receipt is for your records only and DOES NOT guarantee the issuance of a

[PRINTER FRIENDLY FORMAT](#)

**NOTE:** After you have reviewed and printed the “License Renewal Payment Confirmation and Renewal Requirements Checklist,” for security purposes, be sure to close the browser window.



## Home Page- Summons

### Entering Your Data

Once you browse to LARS directly, or click the link to LARS on the TLC website, you will start the summons process on the “Welcome to LARS” screen; the top portion of which is shown below. This page requires you to either make a Summons or a Renewal Payment. Once you select Summons, you will have the option to either search multiple summonses by a license type or for a specific summons by summons number.

### “Landing Page (Summons)” Screen

Select any of the following license types to continue with Summons option:

Option1:

- Driver
- Vehicle
- Business
- Medallion

*or*

Option 2:

Search by Summons #



## Entering Your Data

Once you have selected an, Option 1 or Option 2, you will start the summons process on the “Search” screen; the top portion of which is shown below. This page asks for information to find your records in the system.

For license types, enter ALL of the necessary data into the 3 fields provided:

- Your current TLC license number
- The date your current TLC license expires
- If you are performing an inquiry for:
  - Driver – the last 5 Digits of your DMV License No.
  - Vehicle – the last 5 Digits of your Vehicle Identification No. (VIN)
  - Business or Medallion – the last 5 digits of your EIN or SSN

### “Summons Search by License Type (For Driver)” Screen

Pay Summonses and/or Plead Guilty and Pay a Summons

Through the following screens of the NYC Taxi & Limousine Commission’s License Applications, Renewals & Summonses (LARS) system, you can plead guilty and pay summons(es).

**Convenience Fee:** The City of New York offers multiple payment options. As a convenience to you, the City of New York accepts credit and debit cards. If you choose to pay with a credit or debit card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable. You will see this amount before you check out. The fee will be shown as a separate charge on your credit or debit card statement, and the New York City Department of Finance will be the merchant. If you pay by E-Check, you will not be charged a fee.

Please have the following information available before you begin:

- Your current TLC issued license
- The last 5 digits of your DMV License Number

Once you are ready, enter the required information below. Be sure to review the information you have entered **BEFORE** you select the “Search” button below. The information must match the details in our system or you will not be able to proceed. If you incorrectly enter the information three times, you will be locked out for an hour.

**Driver Search**

**TLC License Number**

**Expiration Date of TLC License**  
 MM  DD  YYYY

**Last 5 Digits of DMV License No.**  
 No dashes or spaces

Please enter the characters you see in the box below (not case-sensitive):



If you are a TLC Licensee or an Unlicensed Entity, you may also pay for a summons that you have received by entering the summons number listed on the summons for.

**Note:** Only a summons where no personal appearance is required can be paid via LARS. On the summons, if the 'Personal Appearance Required' box is checked, you will **not** be able to pay or plead guilty and pay that summons through LARS.

### “Summons Search by Summons #” Screen

**Summons Inquiry**

To either make a summons payment or to plead guilty and pay a specific summons, please search by summons number.

**Convenience Fee:**The City of New York offers multiple payment options. As a convenience to you, the City of New York accepts credit and debit cards. If you choose to pay with a credit or debit card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable. You will see this amount before you check out. The fee will be shown as a separate charge on your credit or debit card statement, and the New York City Department of Finance will be the merchant. If you pay by E-Check, you will not be charged a fee.

Please have the following information available before you begin:

- Summons Number

Once you are ready, enter the required information below. Be sure to review the information you have entered BEFORE you select the “Search” button below. The information must match the details in our system or you will not be able to proceed. If you incorrectly enter the information three times, you will be locked out for an hour.

#### Summons Inquiry

**Enter Summons Number**  
 No dashes or spaces

Please enter the characters you see in the box below (not case-sensitive):

For security purposes, before submitting your information you must type the letters or numbers you see in the blue box into the field below the box.

52469595

2

[Privacy & Terms](#)

SearchCancel



If you cannot see the characters clearly, you can request a different set of characters by clicking the button with the blue “recycle” image. Or you can listen to a voice recording by clicking the blue “sound” button with the “speaker” icon. If you need assistance with the reCaptcha, click on the “question mark” icon for assistance on how to use the reCaptcha function.



When you are done, click the yellow “Search” button at the bottom of the page to proceed.



**NOTE:** If any required information has been entered incorrectly the system will display an error message and you will not be able to continue. Refer to the [“Appendix 1 – Error Messages”](#) section at the end of this document for more details.

### Authenticating Your Data

Once you have correctly entered all of the required information, the system will display your information on the “Respondent Authentication” screen. It will look like the following example. Note that, due to space constraints on this page, the following example displays only the top portion of the screen. Check all of the information to confirm it is correct. **NOTE:** For security purposes, you will only have 20 minutes to review the information and proceed to the next page.



### “Respondent Authentication” Screen

#### Respondent Authentication

Please review the information below. If it is not correct or your information has changed, you SHOULD NOT proceed. Contact the TLC Call Center at 718-391-5501 or visit our TLC Licensing Office at 32-02 Queens Boulevard, 2nd Floor, Long Island City, NY 11101 to inquire about how to update your address information before using this payment system.

Please note you will have 20 minutes to review the information on this page and proceed to the next page. If you do not proceed to the next page within the next 20 minutes, your “session” will expire and you will have to re-enter your information.

A payment made using this service does not mean that the payment of the amount due on a summons is a guarantee of summons satisfaction. If a summons you are paying or pleading guilty to using this service requires an additional action in order to close the summons, such as attending a required course of instruction, the summons will not be officially closed with the submission of your payment and/or your guilty plea and payment. All requirements must be completed for the summons to be closed.

#### Fees:

The following pages will display one or all of the following: (1) any summons(es) to which you have been found guilty and which has a fine amount that remains open and/or (2) any summons(es) to which you can plead guilty on-line (should you choose to do so) and pay the required fine amount. The applicable convenience fee, depending upon your choice of payment method, will also be listed for you.

The following page will only display the fine amount associated with the summons(es).

**NOTE:** Due to processing requirements, payments made after 5:00 PM using LARS online process may not be posted to your account until the next full business day. All fees are non-refundable and if your payment is rejected for any reason, whether by your Credit Card Company or bank, in addition to the original amount that must be paid you will be charged an additional \$20 processing fee for the returned payment before your application will be processed.

Respondent	DOE,JOHN
Mailing Address	11 TENEYCK STREET #1D BROOKLYN, NY 11206
Respondent Number	5070744
<a href="#">Search Again</a>	

You may return to the “Search” page at any time by clicking the “Search Again” link at the bottom of the “Respondent Authentication” screen.

Respondent Number	5070744
<a href="#">Search Again</a>	



### Incorrect Information

If there is any problem with the information displayed on the “Respondent Authentication” screen, you should:

- contact the TLC Call Center at 718 391 5501 or
- visit TLC's Licensing Office at  
32-02 Queens Boulevard  
2nd Floor  
Long Island City, NY 11101

You should not continue with the payment process.

### Declaration of Applicant

The picture below shows the bottom of the “Respondent Authentication” screen. If the information in the top portion of the screen is correct, then you must scroll down to the bottom of the page to check off your agreement and acceptance of the declaration before you can continue.

#### Declaration of Applicant

Under penalties of perjury, I declare that I have examined the information shown above and, to the best of my knowledge and belief, all the information shown herein is true, correct, and complete. I understand that I am obligated to follow, and am subject to, all rules and regulations of the New York City Taxi and Limousine Commission and all applicable local and state laws which govern my license. I further understand that the fines submitted today are non-refundable, and are only a payment and do not guarantee the satisfaction and closure of a summons if additional requirements to close said summonses are required. In addition, I understand that by pleading guilty here to violation(s) issued by the New York City Taxi and Limousine (TLC) it is the same as being found guilty by a judge and that by doing so I have waived my rights to any administrative and/or judicial review or appeal of this matter and any claims for damages, costs, attorney's fees or other related expenses. I also understand that as part of my guilty plea I am required to pay the fine(s) listed on the summons for the violation. I also acknowledge and understand that any false statement(s) submitted is punishable under the law and could result in action being taken by the TLC against my existing license or the denial of an application submitted by me for licensure.

I Agree



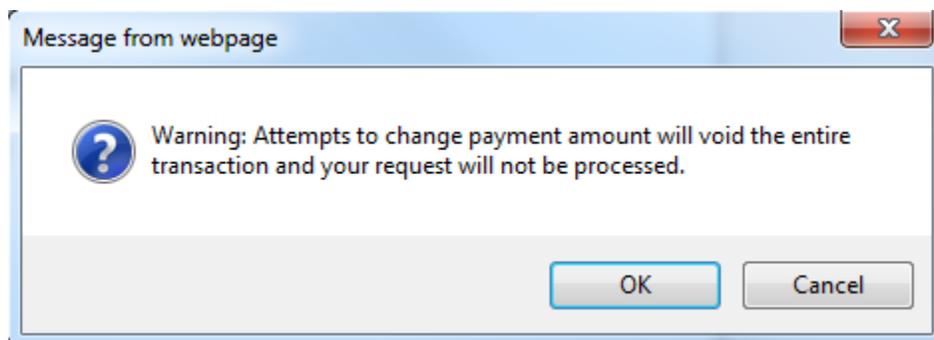
**Note:** Only by clicking the “I Agree” checkbox are you allowed to continue with the summons payment process.

I Agree





You will receive a Message from the webpage when you click "Continue." Press "OK" to proceed.





## Fees

The “Pay Summons(es) and/or Plead Guilty and Pay a Summons” page will display only those summonses where no Personal Appearance is required that are either:

- a) Summonses that you have already plead guilty to and now want to pay
- b) Summonses that you can plead guilty and pay
- c) Both (a) and (b)

By clicking the check box next to Summons #, you are selecting ALL summonses to be paid. This box is not available if you have more than 9 (nine) summonses to select. If you have more than 9 (nine) summons and want to pay or plead guilty to and pay all of them you can select up to 9 (nine), make a payment on those and then enter LARS again to pay the remainder. The summonses you paid the first time will not appear again once paid. If you select the check box at each summons row, you are selecting individual summonses to be paid.

## Guilty Acceptance

Upon selecting summonses, you are required to click the ‘I Agree’ in the Guilty Acceptance in order to proceed with making payments.

### Guilty Acceptance

I understand that by checking the following box I am pleading guilty to the New York City Taxi and Limousine (TLC) violation(s) listed above, which is the same as being found guilty by a judge. I also understand that as part of my guilty plea I am required to pay the fine(s) listed on the summons for the violation. I understand that by pleading guilty I have waived my rights to any administrative and/or judicial review or appeal of this matter and any claims for damages, costs, attorney’s fees or other related expenses. I understand that failure to pay the fines will result in action being taken by the TLC against my existing license or the denial of an application submitted by me for licensure.

I Agree





TLC | License Applications, Renewals and Summonses
[Return to TLC Home](#)

NEW YORK CITY TAXI & LIMOUSINE COMMISSION

**TLC LARS | Pay Summons(es) and/or Plead Guilty and Pay a Summons**

---

The following summons(es) are associated with the information you provided. Be advised that this listing may not be inclusive as there may be other pending summons(es) which require you to appear before an Administrative Law Judge.

\*Please note that payment of the penalty amount due on a summons does not guarantee closure of the summons if there are other required actions you must take.

Respondent	Respondent Number	Respondent Type	Mailing Address
DOE,JOHN	5070744	TLCCDR	11 TENEYCK STREET #1D BROOKLYN, NY 11206

Please select all summonses that you would like to make payment on. By selecting the item(s), you are agreeing to pay the total amount due of the summons(es) selected.

**Summons (You may select up to 9 summonses)**

**Summons(es) without a Plea (Plead Guilty and Pay)**

<input type="checkbox"/> Summons #	Date Issued	Amount Due
<input checked="" type="checkbox"/> 70120536A	2013-09-30	\$100.00

**Guilty Acceptance**

I understand that by checking the following box I am pleading guilty to the New York City Taxi and Limousine (TLC) violation(s) listed above, which is the same as being found guilty by a judge. I also understand that as part of my guilty plea I am required to pay the fine(s) listed on the summons for the violation. I understand that by pleading guilty I have waived my rights to any administrative and/or judicial review or appeal of this matter and any claims for damages, costs, attorney's fees or other related expenses. I understand that failure to pay the fines will result in action being taken by the TLC against my existing license or the denial of an application submitted by me for licensure.

I Agree

**Payment Summary**

<b>1 Items</b>	<b>\$100.00</b>
<b>Summons Amount</b>	<b>\$100.00</b>

[Continue](#)
[Cancel](#)

By using the online License Applications Renewals & Summonses (LARS) System, you are protected from paying the same summons more than once.



### Paying for Your Summonses

When you click the “Continue” button on the “Pay Summonses” page, the “Payment Entry” screen will open. Use this page to enter your payment and billing information, and then click the “Continue” button:

### “Payment Entry” Screen

**NYC** Taxi & Limousine Commission

## Payment Entry

The City of New York offers multiple payment options. As a convenience to you, the City of New York accepts credit and debit cards. If you choose to pay with a credit or debit card, you will be charged a fee of 2.49% of the payment amount. **This fee is nonrefundable.** You will see this amount before you check out. The fee will be shown as a separate charge on your credit or debit card statement, and the New York City Department of Finance will be the merchant. If you pay by E-Check, you will **not** be charged a fee.

You will be asked on the next page to agree to Terms and Conditions governing the use of this website, as well as the services accessed from it. If you choose not to accept the [Terms and Conditions](#), by declining to click “I Agree” on the next page, you will not be able to make a payment on this site and none of your personal information that you insert below will be transmitted or retained by the City of New York.

Payment Method: Credit or Debit Card

#### Card Information

Card Number

Expiration Date Month Year

Card Identification Code

The City of New York is committed to providing multiple convenient payment methods to its customers. MasterCard, Discover, Visa and American Express credit and debit cards may be used to make payments on this site.

#### Billing Information

Name

Country United States

Address

City

State New York

Zip

Phone

Email

Re-Enter Email

If you are paying with a credit or debit card, please make sure that the name and address entered above is the same as the one associated with this credit or debit card.

Cancel
Continue



## Terms and Conditions

After you have clicked “Continue” on the “Payment Entry” screen, you must agree to the Terms and Conditions of the Payment process. You have the option to go back and edit your payment information if required.

### “Terms and Conditions” Screen

**NYC** Taxi & Limousine Commission

### Terms and Conditions

By clicking “I agree,” you: (1) acknowledge that you have read and agree to the [Terms and Conditions](#) for using this site; (2) authorize the City of New York to charge your account for the payment amount and, if applicable, the Convenience Fee; (3) confirm that the information provided by you is true, complete, and correct to the best of your knowledge and is supplied in good faith; (4) confirm that you are authorized to instruct this payment using the credit card, debit card, or checking account included in your payment instructions.

I agree 

[Go Back/Edit](#) [Cancel](#) [Continue](#)

[Privacy Policy](#) | [Terms of Use](#) | [Terms and Conditions](#) | [FAQs](#) | [Contact Us](#)

## Payment Detail Review

After you have accepted the Terms and Conditions, you will see the following “Payment Detail Review” screen. But you are not finished! This screen gives you a chance to review all the information and make sure it is correct before you make your payment.

If you need to correct your payment or billing information, click the “Go Back/Edit” button to return to the “Payment Entry” screen. Correct your information and click the “Continue” button to return to the confirmation screen.

When you are ready to finalize your payment, click the “Process Payment” button to complete the submission of your payment.

**NOTE:** Do not click on the “Cancel” button or you will completely cancel the transaction.



“Payment Detail Review” Screen

**NYC** Taxi & Limousine  
Commission

## Payment Detail Review

Please scroll down and click on the “Process Payment” button. Your payment will not be processed until you click on the button.

TLC License Number : 5070744

Order Number : 1321100541

TLC License Expiration Date : 05/31/2011

Online New Application Submission Number :

Item Description	Amount
Summons # 70120536A	\$100.00
Payment Amount: \$100.00	
Convenience Fee: \$2.49	
<b>Total Payment Amount: \$102.49</b>	

### Card Information

Card Number \*\*\*\*\*0003

Expiration Date 12/13

### Billing Information

Name M

Country US

Address 133-44

City Queens

State NY

Zip 11201

Phone (718) 555-1212

Email jdoe@email.com

By clicking “Process Payment”, I certify that the information provided by me is true, complete and correct to the best of my knowledge and is made in good faith. By submitting this form, the total cost indicated above will be billed to the card indicated above. I confirm my understanding that all license fees are non-refundable. If my payment is rejected for any reason, whether by my credit card company or my bank, I acknowledge that in addition to the original amount that must be paid I will be charged an additional \$20 processing fee for the returned payment before my application will be processed.

Go Back/Edit
Cancel
Process Payment



After the TLC LARS application has finished processing your summons payment, you will receive an email confirmation and the “Payment Receipt and Checklist” screen will show you information about your summons information and payment. The following is the top portion of the screen.

“Payment Receipt and Checklist” Screen

TLC | License Applications, Renewals and Summonses
[Return to TLC Home](#)

NEW YORK CITY TAXI & LIMOUSINE COMMISSION

**PAYMENT RECEIPT AND CHECKLIST**

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[PRINTER FRIENDLY FORMAT](#)

Thank you for your payment, this receipt is for your records only. It DOES NOT guarantee the closure of a summons as there may be additional requirements that must be met. Please print this confirmation immediately, as you will not have the ability to return to this page to print it after it has been closed. As a reminder - All fee payments are non-refundable. THIS TRANSACTION CANNOT BE CANCELLED.

Respondent	DOE,JOHN
Respondent Number	5070744
Transaction Type	Summons Payment
Transaction Date	10/29/2013
Order Number	1330200591
Convenience Fee	\$2.49
Total Amount Charged (including Convenience Fee)	\$102.49

**Summons Payment(s)**

Summons #	Date Issued	Amount Paid
70120536A	2013-09-30	\$100.00

**Summons Payment Details**

**Plead Guilty:** If you have plead guilty to a summons on-line and paid the required penalty then you have plead guilty to the violations on that summons and all associated charges. Once the payment is complete you cannot dispute this charge. Payment of the penalty amount due on the summons does not guarantee closure of the summons(es) if there are other required actions you must take, such as completing an education requirement. These must be completed before the summons(es) can be closed. If you are unaware of any additional requirements or actions needed to close these summons(es) completely you can review our rules, located on our web site ([www.nyc.gov/tlc](http://www.nyc.gov/tlc)) or you can contact the TLC Call Center at 718-391-5501. Someone there will assist you in identifying any additional requirements. You may contact the Office of Administrative Trials and Hearings at 718-391-5718 to inquire about any pending summons(es) that were not listed on this web site and may therefore require additional attention.

[Printer Friendly Format](#) | [Return to TLC Home](#)



### Printing the Summons Payment Confirmation

IMPORTANT! Be sure to print a copy of the “Summons Payment Confirmation” before you close the browser window. Once you close the browser window, you will not be able to return to the “Payment Receipt” screen.

At the top of the screen, click the “Printer Friendly Format” link to print a paper copy of the payment confirmation. There is another “Printer Friendly Format” link at the bottom of the screen.





## Questions/Feedback

Congratulations!

You have submitted your payment online using the License Applications Renewals & Summonses (LARS) System of the New York City Taxi & Limousine Commission (TLC).

If you have any questions, or want to provide any feedback about this online process, please:

- contact the TLC Call Center at 718 391 5501 or
- visit TLC's Licensing Office at  
32-02 Queens Boulevard,  
2nd Floor,  
Long Island City, NY 11101

Thank you for using the New York City's Taxi & Limousine Commission website to submit your payment.



## Appendix 1 - Error Messages

The following is a list of common error messages and an explanation of why each occurs.

Error Message	Explanation
Please Select License Type	This error message will display if you do not select a specific license type (driver, vehicle, business, or medallion).
Please enter your TLC License number.	This error message will appear when you have left the "TLC License Number" field blank on the "License Search" screen. Please enter the license number and resubmit.
TLC license number is invalid. It may contain only the following characters: 0-9, a-z or A-Z.	This error message will appear if the TLC license number is entered incorrectly.
Please enter Expiration {Month}, {Day}, {Year}.	This error message will appear when you have left one of the "Expiration Date of TLC License No." fields on the "License Search" screen blank. Please reenter the correct date and resubmit.
Please enter numeric value for Expiration {Month}, {Day}, {Year}.	This error message will appear when you have entered a non-numeric value in one of the "Expiration Date of TLC License No." fields on the "License Search" screen. Please enter numeric values only and resubmit.
Please enter numeric value for Expiration Month.	This error will appear if you enter anything other than a two-digit number between 01 and 12.
TLC License expiration date is invalid.	This error message will appear if the month exceeds 12 or the day exceeds 31 (30 for some months, 28/29 for February).
Please enter the last 5 digits of your DMV License number.	This error message will appear if you have left the "Last 5 digits of your DMV License No." field blank on the "License Search" screen. Please enter the correct digits and resubmit.



Error Message	Explanation
<p>No dashes or spaces required. Please re-enter the last 5 digits of the DMV License No.</p>	<p>This error message will display if you add dashes or spaces in the DMV License field.</p>
<p>Please enter the last 5 digits of your Vehicle Identification Number (VIN).</p>	<p>This error message will appear if you have left the “Last 5 digits of your Vehicle Identification Number (VIN)” field blank on the “Vehicle Search” screen. Please enter the correct digits and resubmit.</p>
<p>No dashes or spaces required. Please re-enter the last 5 digits of the VIN.</p>	<p>This error message will display if you add dashes or spaces in the Vehicle Identification Number (VIN) field.</p>
<p>Last 5 Digits of VIN are invalid. It must be the last 5 digits and contain any of the following characters: 0-9 and / or A-Z.</p>	<p>This error message will display if the last 5 digits of the VIN were entered incorrectly.</p>
<p>Please enter the last 5 digits of your EIN or SSN.</p>	<p>This error message will appear if you have left the “Last 5 digits of your EIN or SSN” field blank on the “Business or Medallion Search” screen. Please enter the correct digits and resubmit.</p>
<p>Last 5 Digits of EIN or SSN are invalid. It must be the last 5 digits and contain the characters 0-9.</p>	<p>This error message will display if the last 5 digits of the EIN or SSN were entered incorrectly.</p>
<p>No dashes or spaces required. Please re-enter the last 5 digits of the EIN or SSN.</p>	<p>This error will display if you add dashes or spaces in the EIN or SSN field.</p>
<p>Last 5 Digits of DMV License number are invalid. It may contain only the following characters: 0-9.</p>	<p>This error message will display if the number entered is invalid.</p>



Error Message	Explanation
<p>TLC License expiration date is invalid.</p>	<p>This error message will appear if the TLC License expiration date is invalid. Please reenter.</p>
<p>The letters in the graphic were entered incorrectly. Please try again.</p>	<p>You will receive this error message if you incorrectly enter the numbers and letters that you see in the blue graphic on the “License Search” screen. Try reentering them. Or, if you cannot see the characters clearly, you can request a different set of characters by clicking the button with the blue “recycle” image. Or you can listen to a voice recording instead, by clicking the button with the red “speaker” icon.</p>
<p>TLC records indicate the license for the Licensee data provided was already renewed online on &lt;transaction date&gt;. If you believe this is an error, check the data you provided. For questions contact the TLC Call Center between the hours of 8:30AM and 5:00PM, from Monday to Friday at 718.391.5501.</p>	<p>This error message will appear if the data found in the system shows that the renewal fee was already paid for this license. Follow the onscreen instructions.</p>
<p>TLC was not able to find a Licensee matching the data provided. Please make sure you have selected the correct license type. If you select the wrong license type you will not be able to proceed. Check the data entered and try again.</p>	<p>You will see this error message if the TLC license number is correct but the other information entered does not match the information for that TLC license.</p> <p>You can try again two more times. You will get only three chances to try, before the system locks you out for an hour. This is to protect you and keep your information secure.</p> <p>Check your information, reenter, and resubmit.</p>



Error Message	Explanation
<p>Attention: Your log-in attempts have been unsuccessful. This entity has been blocked for online payment for approximately one hour. Please review your information and try again. Remember, the information must match the details on our system or you will not be able to proceed and will have to renew by mail.</p> <p>If you are still unable to gain access after a second attempt and you believe you have entered all the information correctly, please contact the TLC Call Center between the hours of 8:30AM and 5:00PM, from Monday to Friday at 718.391.5501 or visit TLC's Licensing Office at 32-02 Queens Boulevard, 2nd Floor, Long Island City, NY 11101.</p>	<p>If you have correctly entered your TLC license number, but the system has not been able to match the other information entered three times, you will receive this error message that you are locked out of the system for an hour. Wait an hour, carefully review your license information, and retry. If you receive the error message again, follow the onscreen instructions in the error message for the next steps.</p>
<p>You must agree to the Declaration of Applicant to proceed.</p>	<p>If you do not click the "I agree" checkbox, then when you click the yellow "Submit" button on the "Authentication" screen, you will see this error message. You must mark your agreement before you can pay your license renewal or plead guilty to and/or pay a summons. Select the "I agree" checkbox and click the "Submit" button.</p>



Error Message	Explanation
<p>Your session has expired for security reasons. Please click on the link below to return to the Search Page.</p>	<p>This is another way the system protects you and keeps your information secure. There are two instances when the session may time out:</p> <ol style="list-style-type: none"> <li>1. If you are on the “License Search” page, after 30 minutes of inactivity (no typing in any fields or clicking on any buttons)</li> <li>2. If you are on the “Authentication” page and have begun to enter information, but then leave the page inactive for 20 minutes</li> </ol> <p>This error message will display if your session expires. Then you must return to the “TLC LARS” screen to restart the process. Click the “Return to Search Page” link at the bottom right of the screen.</p>
<p>The page has expired for security reasons; please close your browser window.</p>	<p>This error message will display if you were on one of the payment-related screens, but were inactive in a window for a certain time period and then tried to proceed. Close the browser window and return to the “TLC LARS” screen to begin the process again.</p>
<p><b>SYSTEM ERROR!</b> An error occurred while processing your request. Please try again or contact an administrator.</p>	<p>Please contact TLC at 718 391 5501.</p>



Error Message	Explanation
<p>You were returned to this Web page because your payment session has expired or there was a problem with your payment. The TLC does NOT know if your payment was processed.</p> <p>You cannot continue and must restart the process. Before continuing you should check with your credit card company or bank to confirm the payment status before restarting the payment process. If you want to confirm with the TLC directly whether a payment was received, you can contact the TLC Call Center between the hours of 8:30AM to 5PM, from Monday to Friday at 718 391 5501.</p>	<p>This error message will display if your payment session expired or if there was a problem with your payment. Follow the onscreen instructions.</p>
<p>The letters in the graphic were entered incorrectly. Please try again.</p>	<p>This error message will display when the reCaptcha information is entered incorrectly.</p>
<p>The letters in the graphic were not entered. Please try again.</p>	<p>This error message will display if no letters were entered into the ReCaptcha field.</p>



Error Message	Explanation
<p>You were returned to this web page because your payment session has expired or there was a problem with your payment. The TLC does NOT know if your credit card payment was processed. You cannot continue and must re-start the process. Before continuing you should check with your credit card company to confirm the payment status before re-starting the process. If you want to confirm with the TLC directly whether or not a payment was received, you can contact the TLC Call Center between the hours of 8:30AM to 5PM, from Monday to Friday at 718.391.5501.</p>	<p>This error message will display if your payment transaction is incomplete.</p>