Administration & Regulatory Affairs Department
Regulatory Affairs Division
1002 Washington Ave.
Houston Texas 77002
Phone: (832) 394-8803 Fax: (832)395-9632
Monday through Friday -- 8:00AM until 4:00PM

VEHICLE FOR HIRE COMPANY APPLICATION (VEHICLE PERMITS) NOT TAXICAB

1. You are required to be fingerprinted by MorphoTrust USA through an exclusive contract with the Texas Department of Public Safety.
    a. Obtain a FAST Pass Packet from our offices located at 1002 Washington Ave or on our website http://www.houstontx.gov/ara/regaffairs/transportation.html. If you do not use the designated FAST Pass Packet, ARA will not be able to obtain the results.
    b. Schedule an appointment for your fingerprints by calling 1-888-467-2080 or online at www.identogo.com
    c. The cost for this service is $39.75. You may pay online or onsite with check or money order. No cash!
    d. Each individual listed on the application MUST be fingerprinted.
    e. Results will be submitted to our offices in approximately 5 days.
    f. The fingerprint results are valid for only 30 days from the date completed.

2. You are required to go to Municipal Courts to have a warrant check completed.
    a. The cost for this service is $20.00.
    b. The warrant check will be stamped and signed on the application. The court representative will not provide you with additional papers.
    c. The warrant check is valid for only 30 days from the date completed.

3. You are required to complete the attached application.
    a. Incomplete applications will NOT be accepted.
    b. Have all required pages notarized where indicated.
    c. Have your proof of insurance sent to our offices from your insurance agent. Proof must be provided on an Accord 25 form The information can be faxed to: 832-395-9632 or emailed to trans.insurance@houstontx.gov

4. You will need to bring in the following items when you have completed steps 1-3:
    a. Your company fee schedule
    b. Your company sample manifest, limousine companies only (if electronic, we will need to see what it looks like)
    c. A copy of your Doing Business As (DBA) or corporation papers from the Texas Secretary of State.
    d. Proof of ownership for your vehicles (only need one of the three items listed below):
        i. Bill of Sale
        ii. Title
        iii. Vehicle Registration
    e. If you don't own you vehicles, you will need one of the items listed in "d" above as well as a lease with the owner allowing you the ability to use the vehicle.

5. Once you have all your documents together, bring everything to our offices at 1002 Washington Ave. We will review the information and if everything is complete and in good order, we will accept payment for your permits.
    a. Please note inspections are not same day. Inspections are ready the next business day at 8 AM.

Other Application Information

- Incomplete applications will not be processed.
- Applicant must show Social Security Card, Texas Driver's License and Work Authorization/Passport. Only original documents will be accepted.
- Documents must have identical names and spellings.
- Documents containing alterations, erasures, or outdated photos will not be accepted.
- Fraudulent documents will be confiscated, Permit may be revoked
- All fees are non-refundable

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VEHICLE –FOR-HIRE
VEHICLE LICENSE/PERMIT APPLCATION

1. **TYPE OF BUSINESS** (Check one) ☐ Proprietorship ☐ Partnership ☐ Corporation
2. **TYPE OF LICENSE/PERMIT** (Check one)
   ☐ Charter/SS ☐ Limousine ☐Jitney ☐ School Bus ☐ Pedicab ☐ Low Speed Shuttle ☐ SGT ☐ TNC
3. Harris County DBA: _____
4. Owner's Name_____
5. Business Address: _____
6. Mailing Address: _____
6. Applicant's Name Last_____ First: _____ MI:
7. Business Phone Number: _____ Home Number: _____
7. Fax Number: _____ Email Address: _____
8. Applicant's Agent Name (If necessary): _____
9. Agent's Business Address _____
10. Agent's Mailing Address _____
11. How many vehicles do you intend to operate? _____
12. Do you intend to pick up or drop-off at any Houston Airport? Yes No
13. List the names of Partner's, Principal Officers of Corporation, or each person who holds 10% or more of outstanding company shares. (Attach a copy of the Partnership Agreement or Articles of Incorporation)
14.

Name	Title

VEHICLE FOR HIRE COMPANY APPLICATION:

- **ADDITIONAL REQUIRED INFORMATION TO BE SUBMITTED WITH APPLICATION – PLEASE REFER TO THE ORDINANCE (CHAPTER 46) FOR FULL INFORMATION:**
- **(All Vehicle for Hire operators should refer to the appropriate city code (Chapter 46) for specific details and requirements for operations/services: https://www.municode.com/library/tx/houston/codes/code_of_ordinances)**

School Vehicle Company – Additional Required Information:

1) Listing of all schools to be served
2) Listing of all drivers for your company
3) Proof of Insurance

Low Speed Shuttle Company – Additional Required Information:

1) Listing of rates (preferably on company letterhead; designated by zone, if applicable)
2) Zones (provided on a map)
3) Color Scheme
4) Proof of Insurance

Jitney Company – Additional Required Information:

1) Listing of Rates (preferably on company letterhead; designated by route, if applicable)
2) Routes (provided on a map)
3) Color Scheme
4) Proof of Insurance

Limo and Charter Company – Additional Required Information:

1) Schedule of fares (preferably on company letterhead)
2) Proof of Insurance

Pedicab Company – Additional Required Information:

1) Schedule of rates (preferably on company letterhead)
2) Color scheme
3) Uniform (if needed)
4) Proof of Insurance

TNC Company – Additional Required Information:

1) Licensee Listing
2) Schedule of fares (preferably on company letterhead)
3) Description of the means and methodology used to charge passengers
4) Proof of Insurance
5) Picture and description of signage or emblem.

Declaration of Applicant:

My name is _____ (first, middle and last name), my date of birth is _____and my address is _____(street, city, state and zip code) and _____(county).

I have personal knowledge of the statements made in the application. None of the statements are misleading or false. I acknowledge that issuance of the license, permit or certificate does not excuse or approve any violation of deed restrictions or city, state or federal laws or regulations. To the extent that this declaration is made on behalf of a corporation or any other legal entity or persons, I certify that I have fully advised them of the contents of the application and this declaration and that I am authorized to execute this declaration.

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____(month) _____(year).

_____

Applicant Signature

Data Submission Requirements

I, on behalf of _____ (Company), acknowledge the operational data submission and reporting requirements in Section 46-11 of the City of Houston Code of Ordinances. I attest to _____ (Company's) ability to comply with these requirements and certify that _____ (Company) has chosen not to submit a data submission waiver request under Section 46-11(d). I understand that this data must be submitted quarterly in a format approved by the Director. I acknowledge that failure to comply with Section 46-11 may result in an administrative hearing pursuant to Section 46-5 to revoke or suspend _____(company's) permit or certificate of registration. I acknowledge that failure to comply with Section 46-11 may result in the non-renewal of _____(Company's) permit or certificate of registration.

_____
Signature of Applicant or Applicant's Agent

State of Texas
County of Harris

Before me, _____, on this day personally

appeared_____ proved to me through

_____ To be the person whose name is subscribed to the foregoing instrument

and acknowledged that he/she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ Day of _____, A.D. 20_____

_____
Signature of Notary

AFFIX STAMP HERE:

SCHEDULE A
PROPRIETORSHIP AFFIDAVIT

APPLICANT NAME: _____

COMPANY NAME: _____

INSTRUCTIONS:

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1. If you checked "Proprietor" on item l of the vehicle-for-hire permit application, fill out this form.
2. Affidavit must be signed in the presence of and notarized by a notary public

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Under penalties of perjury I, _____, declare that I am the individual making the foregoing application for a vehicle-for-hire vehicle permit, and that the answers to the foregoing questions and other statements contained therein are true correct to the best of our knowledge.

_____
Signature of Applicant

STATE OF TEXAS

COUNTY OF HARRIS

Before me, _____, on this day personally appeared _____, proved to me through _____ to be the person whose name are subscribed on the foregoing instrument and acknowledged that he/she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, A.D. 20_____

_____
Signature of Notary

AFFIX STAMP HERE:

SCHEDULE A
PARTNERSHIP AFFIDAVIT

APPLICANT (PARTNER 1) NAME: _____

APPLICANT (PARTNER 2) NAME: _____

COMPANY NAME: _____

INSTRUCTIONS:

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1. If you checked "Partnership' on item l of the vehicle-for-hire permit application, fill out this form.
2. Affidavit must be signed in the presence of and notarized by a notary public

---

Under penalties of perjury we, _____and _____, declare that we are the partners of the partnership making the foregoing application for a vehicle-for-hire vehicle permit, which the answers to the foregoing questions and other statements contained therein are true correct to the best of our knowledge.

_____ _____
Signature of Applicant Signature of Applicant

STATE OF TEXAS

COUNTY OF HARRIS

Before me, _____, on this day personally appeared _____ and_____ proved to me through _____and_____ to be the persons whose names are subscribed on the foregoing instrument and acknowledged that they have executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, A.D. 20_____

_____
Signature of Notary

AFFIX STAMP HERE:

SCHEDULE A
CORPORATION AFFIDAVIT

APPLICANT NAME: _____

CORPORATION TITLE: _____

INSTRUCTIONS:

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1. If you checked "Corporation" on item l of the vehicle-for-hire permit application, fill out this form.
2. Affidavit must be signed in the presence of and notarized by a notary public

---

Under penalties of perjury I, _____, being first duly sworn deposes and says that he/she is the president of _____ and duly authorized to make the foregoing application for a vehicle-for-hire vehicle permit application on behalf of the corporation, and that the answers to the foregoing questions and other statements contained therein are true correct to the best of his/her knowledge.

ATTEST: _____
Signature of Company President

BY: _____
Corporate Secretary

STATE OF TEXAS

COUNTY OF HARRIS

Before me, _____, on this day personally appeared _____, proved to me through _____ to be the person whose name are subscribed on the foregoing instrument and acknowledged that he/she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, A.D. 20_____

_____
Signature of Notary

AFFIX STAMP HERE:

DEED RESTRICTION AND
LAW COMPLIANCE AFFIDAVIT

Please initial next to each paragraph:

_____I understand and agree that it is my responsibility to comply with all deed restrictions and city, state, and federal laws, regulations and/or ordinances concerning any activity authorized by the license, permit, or certificate, requested in the application to which this affidavit pertains and concerning any land or place where such activities may be conducted.

_____I also understand and agree that the City of Houston by issuing the license, permit or certificate for which I am applying does not excuse or approve of any violation of deed restrictions, of city, state or, federal laws, regulations or ordinances and that the license, permit, or certificate will be void in the event that it is used in violation thereof.

_____I fully understand that if the permit, license, or certificate for which I am applying is issued, the City of Houston or any other appropriate entity may institute legal proceedings against me if I violate any deed restriction, or any city, state or federal law, regulation or ordinance.

_____To the extent that this affidavit is made on behalf of a corporation or for the benefit of any persons other than myself, I certify that I have fully advised them of the content of this affidavit and that I am duly authorized to execute the same as the act and deed of the applicant or persons.

_____Failure to make timely payments on permit fees may lead to revocation/suspension of the permit.

_____Not Sufficient Funds (bounced checks will result in a $24.00 NSF charge and all future payments will be required to be paid by money order or cashier's check.

_____Insurance policies allowed to lapse will be cause revocation/suspension of the permit.

Declaration of Applicant:
My name is _____ (first, middle and last name), my date of birth is _____and my address is _____(street, city, state and zip code) and _____(county).

I acknowledge that issuance of the license, permit or certificate does not excuse or approve any violation of deed restrictions or city, state or federal laws or regulations. To the extent that this declaration is made on behalf of a corporation or any other legal entity or persons, I certify that I have fully advised them of the contents of the application and this declaration and that I am authorized to execute this declaration.

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____(month) _____(year).

_____
Applicant Signature

LIMOUSINE VEHICLE AIRPORT AFFIDAVIT

I, _____ being first duly sworn depose and say that; He or She conforms to the Limousine Ordinance requirement according to Section 46-233(e), (f), and (g) and Section 46-242:

Section 46-233:
"(e) In addition to any other information required to be provided under this section each applicant for issuance, renewal or amendment of a permit shall be required to advise the director in writing upon the application form whether the applicant desires privileges to operate the limousine(s) covered by the permit upon the property of city airports.

(f) The director shall cause each permit that is issued, renewed or amended and any certification decals or other evidence of authorization to operate a chauffeured limousine to indicate whether or not the permittee and vehicles have city airport privileges under this subsection.

(g) It shall be unlawful for any person to operate or cause to be operated any chauffeured limousine that does not have city airport privileges under this subsection upon any city owned or operated airport. Additional, violation of this subsection shall be grounds for revocation or suspension of the offender's permit and license."

Section 46-242:
"No licensee shall operate a limousine upon the property of any city airport except for the purpose of discharging passengers who's trips originated elsewhere or for the purpose of render service to deplaning passengers who wish to be transported from the airports. No licensee shall park or stand his limousine upon airport property except for the purpose of actually loading or unloading passengers in accordance with a rental agreement executed under Section 46-240 of this Code, nor shall any licensee enter or remain upon airport property unless his limousine has a permanently affixed on the windshield an automatic vehicle identification tag in accordance with policies and procedures promulgated by the director of aviation. It shall be the duty of each licensee to present a copy of the rental agreement instrument required under section 46-240 of this code to any aviation department employee, administration and regulatory affairs department employee, or peace officer upon request to evidence compliance with this section. If the licensee fails to provide the rental agreement evidencing compliance, it shall be presumed in any prosecution under this subsection that the licensee's presence upon the airport property was unlawful."

_____
Signature of Applicant

State of Texas
County of Harris

Before me, _____, on this day personally appeared_____ proved to me through _____ To be the person whose name is subscribed to the foregoing instrument and acknowledged that he/she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ Day of _____, A.D. 20_____

AFFIX STAMP HERE:

_____
Signature of Notary

REV 1/2016

Paper/Electronic Chauffeured Limousine Manifest Statement

The City of Houston Code of Ordinance Section 46-240 requires the following information must be on your Manifest (both paper and electronic).

- Company's Name
- Driver's Name
- Passenger's Name
- Airline Name
- Flight Number
- Rate
- Date & Time of Hiring
- Date & Time of Pick up
- Date & Time of Arrival/Departure
- Date & Time of Release
- Total Charges

****Please ONLY fill out 1 section below****

** A copy of the paper manifest must be submitted. This should be the **only** manifest used by your company.**

Each electronic device must be submitted for approval.

My company named _____

☐ Will be using a **PAPER MANIFEST ONLY**

☐ Will be using an **ELECTRONIC MANIFEST ONLY** (list devices below)

_____

☐ Will be using **BOTH PAPER AND ELECTRONIC MANIFEST** (list devices below)

_____

_____ _____

Print Name **Date**

_____ _____

Sign Name **Approved By and Date**

SCHEDULE H
PERSONAL HISTORY OF BUSINESS OWNERS

INSTRUCTIONS:

******EACH INDIVIDUAL WHO IS REQUIRED TO FILL OUT A SCHEDULE H MUST SUBMIT HIMSELF/HERSELF TO BE FINGERPRINTED.******

If you answered "proprietor" for item #1 on the vehicle-for hire- vehicle license/permit application, fill out a Schedule H for yourself. For "partnerships", each partner must complete a separate Schedule H. For "corporations", each of the principal officers of the corporation must complete a separate Schedule H.

Name of Individual, Partner or Principal Officer_____

Address_____
Street City State Zip Code

Phone_____-_____-_____ Form of Business_____ % of Ownership Interest_____

Date of Birth_____ Age_____ Place of Birth_____

Social Security Number_____ Texas Driver License Number_____

Sex_____ Race_____ Marital Status_____ U.S. Citizen Yes_____ No_____

Weight_____ Hair Color_____ Color of Eyes_____

Places of residence for preceding five (5) years:

Date From- To	Street Address	City	State	Zip Code
Date From- To	Street Address	City	State	Zip Code
Date From- To	Street Address	City	State	Zip Code
Date From- To	Street Address	City	State	Zip Code
Date From- To	Street Address	City	State	Zip Code

Names and addresses of employer for preceding five (5) years:

Date From- To	Street Address	City	State	Zip Code
Date From- To	Street Address	City	State	Zip Code
Date From- To	Street Address	City	State	Zip Code
Date From- To	Street Address	City	State	Zip Code
Date From- To	Street Address	City	State	Zip Code

Schedule H Page 2
Name of Individual, Partner, or Corporate Officer: _____

Name and Address of each business owned or operated for preceding five (5) years:

Date From- To	Street Address	City	State	Zip Code
Date From- To	Street Address	City	State	Zip Code
Date From- To	Street Address	City	State	Zip Code
Date From- To	Street Address	City	State	Zip Code
Date From- To	Street Address	City	State	Zip Code

Has individual filling out this form been convicted of any criminal offense in any state, or spent time in prison in the preceding ten (10) years? _____Yes_____ No if yes, provide the following:

Offense convicted of_____

Date of conviction_____

Place of conviction_____

Court and case number_____

DO NOT WRITE BELOW THIS LINE

City of Houston Municipal Courts Department
1400 Lubbock St., Houston, Texas 77002 (Basement)
Warrant Check ($20.00 charge)

Applicant Information:	This certificate verifies that a database search for City of Houston Class "C" Warrants **Only** Was performed on this date for the applicant declared on this form.
Name:	
TX DL:	
DOB:	
Status: _____	

VEHICLE FOR HIRE
ACCESSIBILITY OPTION SELECTION FORM

Any permittee that fails to comply shall be subject to permit revocation.

Type of License/Permit/Registration

____Limousine ____Taxicab ____Jitney _____TNC _____Charter/SS ____SGT

Permit Holder_____

Company Name_____

Email Address_____

Phone Number_____

# of Permits_____

_____**OPTION 1 –** Percentage of Fleet Requirement

- Companies selecting this option are responsible for meeting the following requirements based on the number of vehicles they operate:
  - Beginning in 2016, companies operating 20 or more vehicles are required to have at least 3% of their fleet comprised of wheelchair accessible vehicles within one year. During each of the following five years, the percentage requirement will increase by one percent each year for a total of 8% by 2020.
  - Beginning in 2017, companies operating between two and 19 vehicles must operate at least one wheelchair accessible vehicles as existing vehicles are replaced or new vehicles added.
  - Beginning in 2018, companies operating only one vehicle must operate a least one wheelchair accessible vehicle as existing vehicles are replaced or new vehicles added.
- All companies selecting this option must affiliate with a company that can provide dispatch service for the wheelchair accessible vehicles.

_____**OPTION 2** – Outcome-based Requirement

- Companies selecting this option would be evaluated by meeting the following average wait times for Wheelchair Accessible Vehicle service:
  - At the end of one year, an average wait time of 46 minutes or less
  - At the end of two years, an average wait time of 30 minutes or less
  - At the end of three years, an average wait time of 20 minutes or less
- *Contracts* – A company that elects to comply with the outcome-based method may satisfy the required outcomes by entering into one or more contracts for the use of wheelchair accessible vehicles.

Please submit this form:

FAX TO Nikki Cooper 832-395-9632
EMAIL TO: houstonpermithelp@houstontx.gov
HAND DELIVER: Houston Permitting Center
1002 Washington Ave
Houston, TX 77002
Transportation Section

MAIL TO: City of Houston
Transportation Section
ATTN: Nikki Cooper
1002 Washington Ave
Houston, TX 77002

MOTOR VEHICLE LIST

Please note:

Limo sedans must seat 5 to 6 passengers; Stretch limos must seat no more than 15 passengers; TNC Vehicles must have a minimum of 2 doors.
Limo SUVs must seat 5 to 9 passengers; Limo vans may must seat between 9 and 15 passengers;
Charter vehicles must be 16 or more passengers; Private School vehicles may not exceed 15 passengers;
Jitney vehicles must seat 9 to 15 passengers; Low Speed Shuttle vehicles must see 4 to 6 passengers

Seating Capacity is based on manufacturer seating capacity, i.e. number of manufacturer installed seatbelts for the vehicle

MAKE/MODEL	YEAR	CLASS: SEDAN, STRETCH, VAN, PEDICAB, ELECTRIC VEHICLE, BUS, ANTIQUE	MANUFACTURER SEATING CAPACITY INCLUDING DRIVER	MILEAGE	LICENSE PLATE	VIN# (LAST 8 NUMBERS ONLY)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
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17.						
18.						
19.						
20.						