



**Administration & Regulatory Affairs Department
Regulatory Affairs Division**

**1002 Washington Ave
Houston, Texas 77002
Phone: (832) 394-8803 | Fax: (832) 395-9632**

**Monday through Friday
8:00 a.m. until 4:00 p.m.**

For Office Use Only:
Date submitted and CSR Acceptor:

CSR Initials

Date

**TAXICAB PERMIT APPLICATION
(PLEASE PRINT. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.)**

1. You are required to be fingerprinted by MorphoTrust USA through an exclusive contract with the Texas Department of Public Safety.
 - a. Obtain a Fingerprint Packet from our offices located at 1002 Washington Ave. Or from our website at www.houstontx.gov/ara/vfh
 - b. Each individual listed on the application MUST be fingerprinted.
 - c. Results will be submitted to our offices in approximately 2-5 days.

It is your responsibility to contact our offices at 832-394-8803 to check the status of your results.
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.
3. You are required to complete the attached application.
 - a. Incomplete applications will NOT be accepted.
 - b. Have all required pages notarized where indicated, if necessary, we can notarize the documents when you submit the application to our office.
4. You will need to bring in the following items when you have completed steps 1-3:
 - a. Your company fee schedule
 - b. A copy of your Doing Business As (DBA) or corporation papers from the Texas Secretary of State. Please have your DBA approved by the City of Houston BEFORE you make the purchase. Call 832-394-8803 and ask for a DBA approval.
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 the application. Total due is \$105.00 plus \$29.18 (\$105.00+\$29.18=\$134.18)
6. After review of all applications and background check information, you will be sent a letter notifying you if you are qualified to participate in the permit lottery.

(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)

APPLICATIONS ARE DUE BY FRIDAY OCTOBER 11, 2019 AT 4PM.

10. Do you intend to operate one of the following types of vehicles:

- Electric Drive Vehicle
- Wheelchair Accessible Vehicle

11. Applicants attest that AD VALOREM and all other taxes have been paid: Yes No

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 REQUIREMENT
(Complete if you plan to operate wheelchair accessible vehicles)

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:

-
1. If you checked "Proprietor" on item 1 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, _____, 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:

-
1. If you checked "Partnership" on item 1 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:

-
1. If you checked "Corporation" on item 1 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

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

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:

Name:

TX DL:

DOB:

Status: _____

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.

MOTOR VEHICLE LIST

Please note:

Limo sedans must seat 5 to 6 passengers
 Limo SUVs must seat 5 to 9 passengers
 Charter vehicles must be 16 or more passengers
 Jitney vehicles must seat 9 to 15 passengers

Stretch limos must seat no more than 15 passengers
 Limo vans may seat between 9 and 15 passengers
 Private School vehicles may not exceed 15 passengers
 Low Speed Shuttle vehicles must seat 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, PEGICAB, ELECTRIC VEHICLE, BUS, ANTIQUE	MANUFACTURER SEATING CAPACITY INCLUDING DRIVER	MILEAGE	LICENSE PLATE	VIN# (LAST 8 NUMBERS ONLY)
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