**Administration and Regulatory Affairs Department**

1002 Washington Avenue, Houston, TX 77002

Phone: (832) 394-8803 Fax: (832) 395-9632

Hours: Monday - Friday -- 8:00 AM - 4:30 PM

**Vehicle-For-Hire 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.

**Data Submission Instructions**

* Data must be submitted in the approved form available at <http://www.houstontx.gov/ara/regaffairs/transportation>.
* All data must be submitted by email to aracontactus@houstontx.gov.
* Computers with internet access are available to the public free of charge at Houston Public Library locations. Location information can be found online at <http://houstonlibrary.org/find-it/find-library-location> or by phone at 832-393-1313.
* If you are unable to fulfill some or all of the data submission requirements, you may apply for an annual waiver. The waiver application form is available at <http://www.houstontx.gov/ara/regaffairs/transportation> and must be submitted with your permit application packet.
* Data is due quarterly on the following dates:

|  |  |
| --- | --- |
| **Date Due** | **Months Covered** |
| April 10 | January, February, March |
| July 10 | April, May, June |
| October 10 | July, August, September |
| January 10 | October, November, December |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_.

Notary Stamp Here:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Notary