



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

WHEELCHAIR ACCESSIBLE SERVICE PROVIDER PERMIT APPLICATION

1. You are required to be fingerprinted by MorphoTrust USA through an exclusive contract with the Texas Department of Public Safety.
 - a. Schedule an appointment for your fingerprints by calling 1-888-467-2080 or online at <https://uenroll.identogo.com/servicecode/11H3OK>. The cost for this service is \$39.75. You may pay online or onsite with check or money order. No cash!
 - 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.
 - d. Included in this packet is a form detailing all the specific information regarding the fingerprint appointment
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.
 - d. Each individual listed on the application MUST be warrant checked.
3. You are required to complete the attached application.
 - a. Incomplete applications will NOT be accepted.
 - b. Have all required pages notarized where indicated. We provide notarization services free of charge; however the forms must be signed at our offices by the parties required.
 - 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 contract schedule including list of companies under contract.
 - 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.
 - c. Proof of ownership for your vehicles (only need one of the three items listed below):
 - i. Bill of Sale
 - ii. Title
 - iii. Vehicle Registration
 - d. If you don't own your vehicles, you will need one of the items listed in "d" above as well as a lease agreement 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



IdentoGO

By MorphoTrust USA

City of Houston (Transportation)

Texas Fingerprint Service Code Form

Service Name: City of Houston (Transportation)

To schedule your ten-minute fingerprint appointment, simply visit
<https://uenroll.identogo.com> and enter the following Service Code

11H3QK

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

Background Check Waiver

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy.

I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Privacy Act of 1974 (5 USC 552a). I understand my fingerprints will be searched by and against civil, criminal and latent fingerprints in the Next Generation Identification (NGI) system. I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.



Don't have access to the Internet? You can still schedule an appointment by calling 888.467.2080



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WHEELCHAIR ACCESSIBLE SERVICE PROVIDER APPLICATION

1. TYPE OF BUSINESS (Check one) Proprietorship Partnership Corporation
2. Harris County DBA: _____
3. Owner's Name _____
4. Business Address: _____

5. Mailing Address: _____
6. Applicant's Name Last _____ First: _____ MI: _____
7. Business Phone Number: _____ Home Number: _____
6. Fax Number: _____ Email Address: _____
7. Applicant's Customer Service Manager (CSM) Name: _____
8. CSM Business Address _____
9. CSM Mailing Address _____
10. How many vehicles do you intend to operate? _____
11. Do you intend to pick up or drop-off at any Houston Airport? Yes _____ No _____
12. Have you contacted the airport regarding requirements for Airport Use Permits? 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)**
- **Insurance MUST be in the form of automobile liability coverage with limits of not less than \$1,000,000 combined single limit per accident.**
- **The policy MUST include a 30 day written notice to be given to the city before any cancellation of the policy is effective. Failure to maintain insurance shall lead to permit revocation.**

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

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/vfh>.
- All data must be submitted by email to aravehiclesforhire@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/vfh> and must be submitted with your permit application packet.
- Data is due quarterly on the following dates:

Date Due	Months Covered
April 20	January, February, March
July 20	April, May, June
October 20	July, August, September
January 20	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_____.

Signature of Notary

Notary 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

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

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

Date From- To	Street Address	City	State	Zip Code

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; 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 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 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, 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.							
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