



Houston Department of Health and Human Services

INSTRUCTIONS AMBULANCE DRIVER'S PERMIT APPLICATION

1.0 Requirements – Applicant must

- 1.1 **Be 18 years of age or older.**
- 1.2 **Submit a photocopy of his/her Texas Driver's License.**
- 1.3 **Submit a photocopy of a valid Texas Emergency Medical Technician Certificate.**
- 1.4 **Have the application notarized.** Note: The City of Houston EMS Program does not provide notarization.
- 1.5 **Submit a non-refundable \$40.00 processing fee** with the application, payable to the CITY OF HOUSTON only by Company Check (with pre-printed company name, address and telephone number), Cashier's Check, Money Order or Cash. Permits will not be processed or issued without payment of fee.

2.0 Application Processing Procedures

- 2.1 Applications will be processed when the following documents are received:
 - **The completed Notarized application**
 - **Photocopy of your Texas Driver's License**
 - **Photocopy of your valid Texas Emergency Medical Technician card**
 - **A \$40.00 processing fee (see 1.5 requirements above.)**
- 2.2 No application over thirty (30) days old will be accepted for processing.
- 2.3 Only complete and notarized applications will be processed.
- 2.4 Submission of the application
 - 2.3.1 Applying in person – Submit the above documents at the office of the EMS Program between the hours of 8:00 am and 4:00 pm, Monday through Friday.
 - 2.3.2 Applying by mail – Mail the above documents to the address at the bottom of this form.
- 2.5 Please allow three (3) weeks from the date your completed application is received at the EMS Program Office for processing.
- 2.6 The EMS Program will notify you or your employer upon approval or disapproval of your permit application. If after 4 weeks you have not been notified, you may call (713) 640- 4370 and inquire as to the status of the application.
- 2.7 If your application is approved, the permit will be mailed to your home address (the address provided in your application). If the permit is not approved, a letter explaining the reason(s) will be mailed to that same address.

3.0 Permit Requirements

- 3.1 The Ambulance Driver's Permit shall be valid for two years.
- 3.2 **NO GRACE PERIOD WILL BE GIVEN FOR EXPIRED PERMITS. Application must be submitted at least three (3) weeks before the expiration date of a Driver's Permit.**
- 3.3 Applicants must be in physical possession of a City of Houston Ambulance Driver's Permit before he/she can transport a patient in Houston.

These instructions and the Ambulance Driver Permit Application are also available at the web address:
<http://www.houstontx.gov/health/emsform.pdf>

Houston Department of Health and Human Services
EMS Program
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