

# City of Grants Pass



Dear Taxicab/Limousine Owner:

It is time to renew Taxi Company, Taxi Driver and Business & Occupation Tax for all Taxicab/Limousine companies within the City of Grants Pass. Enclosed is an application packet that must be filled out and returned. In addition to this packet, several other items must also be included.

Be sure to include copies of the following items:

- \_\_\_ 1. Profit & Loss Statement
- \_\_\_ 2. Photograph will be taken of each driver at time of application. (Passport photos are **not** required).
- \_\_\_ 3. Application Packet Completed & Notarized
- \_\_\_ 4. ALL Fees Paid (including Business & Occupation Tax)
- \_\_\_ 5. Proof of Insurance

Please be sure to properly fill out all forms in this packet. Failure to complete forms or include necessary items will result in delayed processing. **All items are due by June 15<sup>th</sup>**, to avoid a disruption in your ability to work in Grants Pass. If you have any questions regarding this renewal, please feel free to contact the finance office at (541) 450-6035.

Thank you for your prompt attention to this matter.

Sincerely,

City of Grants Pass  
Finance / Accounts Receivable

## Checklist for Taxi and Limousine Company Renewals

1. Complete "Taxicab Owner License Renewal Application including the following:

- Intended place of business – where calls will be received and from which vehicles will be dispatched
- List of arrests and convictions
- Employment experience of applicant, including taxicab experience
- List of drivers
- List of vehicles
- Available operating capital (including asset and liability summary)
- If corporation or limited partnership, president, secretary and other officers or members of corporation or limited partnership **must fill out separate application**

2. Driver's complete "Taxi Driver Renewal Application" including:

- Name and address of driver
- List of arrests and convictions
- Drivers license history
- Employment experience of driver, including taxicab experience
- Medical implications

3. Fingerprints Drivers (new to company) - *A current authorization by another governmental agency, which included a fingerprint check by the FBI may be substituted for the fingerprint card.*

4. Pay annual fees.

- Owner application fee
- Vehicle(s) fee - *The \$50 initial and renewal fee shall be waived if the vehicle is continuously regulated by and registered with TransLink. Proof of coverage must be provided.*
- Driver(s) fee
- Complete Business License form and pay appropriate fees

5. Provide copy of insurance policy in effect issued by company authorized to do business in Oregon with coverage as stated in 4.16.180 in chapter 4.16 of the Municipal Code

# TAXICAB/LIMOUSINE OWNER'S ANNUAL RENEWAL APPLICATION

Renewal for July 1, \_\_\_\_\_ Application Date \_\_\_\_\_

Taxicab/Limousine Company Name \_\_\_\_\_

Taxicab/Limousine Company Address \_\_\_\_\_

City, State, and Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Secondary Phone \_\_\_\_\_

## **Owner Information:**

Owner's Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Home Address \_\_\_\_\_

City, State, and Zip \_\_\_\_\_

**Oregon** Driver's License # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Have you ever been convicted of a felony, misdemeanor, careless driving, reckless driving, driving under the influence, or hit and run?

Yes \_\_\_ No \_\_\_ If yes please explain \_\_\_\_\_

Employment History for the past 10 years (if additional space required, attach separate sheet)

- Each owner, corporate officer, and person financing all or a portion of the business shall fill out a separate form.
- Proof of vehicle insurance must be provided before a license is granted.

Any fees paid for a license issued under Chapter 4.16.120 of the Municipal Code shall be in addition to and not in lieu of any Business & Occupation Tax or other licensing requirements of the City to defer the costs of routine monitoring of the compliance and performance of operators and drivers.

The annual fee shall be \$200 (\$100 for Limousine company) plus \$50 for each vehicle listed on the Taxicab/Limousine Vehicles List. The number of vehicles shall be the actual number in operation at any time during the year, regardless of the number operating at any given time.

Application for Taxi/Limousine Owner must be verified under oath. See reverse.



# TAXICAB/LIMOUSINE DRIVERS LIST

Taxicab/Limousine Company Name \_\_\_\_\_

Submitted by \_\_\_\_\_  
Print Name Signature

Name of Driver \_\_\_\_\_

Oregon Driver's License Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Application Complete \_\_\_\_\_ Photo Taken \_\_\_\_\_ License Printed \_\_\_\_\_

Payment of Fee \_\_\_\_\_ Approved by PS \_\_\_\_\_ Approved by Admin \_\_\_\_\_

Name of Driver \_\_\_\_\_

Oregon Driver's License Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Application Complete \_\_\_\_\_ Photo Taken \_\_\_\_\_ License Printed \_\_\_\_\_

Payment of Fee \_\_\_\_\_ Approved by PS \_\_\_\_\_ Approved by Admin \_\_\_\_\_

Name of Driver \_\_\_\_\_

Oregon Driver's License Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Application Complete \_\_\_\_\_ Photo Taken \_\_\_\_\_ License Printed \_\_\_\_\_

Payment of Fee \_\_\_\_\_ Approved by PS \_\_\_\_\_ Approved by Admin \_\_\_\_\_

Name of Driver \_\_\_\_\_

Oregon Driver's License Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Application Complete \_\_\_\_\_ Photo Taken \_\_\_\_\_ License Printed \_\_\_\_\_

Payment of Fee \_\_\_\_\_ Approved by PS \_\_\_\_\_ Approved by Admin \_\_\_\_\_

**NOTE:** The initial fee for a taxicab/limousine driver permit is \$50 (and is not prorated). An annual fee is also due every June 15<sup>th</sup> in the amount of \$25. There are no refunds of permit fees. A taxicab/limousine driver permit cannot be transferred or credited to another individual. A taxicab/limousine driver who obtains a permit while employed by one taxicab/limousine company may transfer their status to another company without any additional charge for the transfer. **A separate Taxi/Limousine Driver Application must be on file for each driver.**

**Name of Driver** \_\_\_\_\_

**Oregon Driver's License Number** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

Application Complete \_\_\_\_\_ Photo Taken \_\_\_\_\_ License Printed \_\_\_\_\_

Payment of Fee \_\_\_\_\_ Approved by PS \_\_\_\_\_ Approved by Admin \_\_\_\_\_

**Name of Driver** \_\_\_\_\_

**Oregon Driver's License Number** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

Application Complete \_\_\_\_\_ Photo Taken \_\_\_\_\_ License Printed \_\_\_\_\_

Payment of Fee \_\_\_\_\_ Approved by PS \_\_\_\_\_ Approved by Admin \_\_\_\_\_

**Name of Driver** \_\_\_\_\_

**Oregon Driver's License Number** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

Application Complete \_\_\_\_\_ Photo Taken \_\_\_\_\_ License Printed \_\_\_\_\_

Payment of Fee \_\_\_\_\_ Approved by PS \_\_\_\_\_ Approved by Admin \_\_\_\_\_

**Name of Driver** \_\_\_\_\_

**Oregon Driver's License Number** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

Application Complete \_\_\_\_\_ Photo Taken \_\_\_\_\_ License Printed \_\_\_\_\_

Payment of Fee \_\_\_\_\_ Approved by PS \_\_\_\_\_ Approved by Admin \_\_\_\_\_

**Name of Driver** \_\_\_\_\_

**Oregon Driver's License Number** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

Application Complete \_\_\_\_\_ Photo Taken \_\_\_\_\_ License Printed \_\_\_\_\_

Payment of Fee \_\_\_\_\_ Approved by PS \_\_\_\_\_ Approved by Admin \_\_\_\_\_

**NOTE:** The initial fee for a taxicab/limousine driver permit is \$50 (and is not prorated). An annual fee is also due every June 15<sup>th</sup> in the amount of \$25. There are no refunds of permit fees. A taxicab/limousine driver permit cannot be transferred or credited to another individual. A taxicab/limousine driver who obtains a permit while employed by one taxicab/limousine company may transfer their status to another company without any additional charge for the transfer. **A separate Taxi/Limousine Driver Application must be on file for each driver.**

# TAXI/LIMOUSINE DRIVER APPLICATION

Initial Application for July 1, \_\_\_\_\_ Application Date \_\_\_\_\_

**Note:** The applicant's fingerprint card and Photograph will be taken by Finance Staff at time of application.  
*Passport photos are not required.*

Renewal Application for July 1, \_\_\_\_\_

Taxicab/Limousine Company Name \_\_\_\_\_

The initial fee for a taxi/limousine driver's permit is \$50 and is not prorated. Thereafter, on June 15<sup>th</sup> of each year, an annual fee of \$25 is due. Photograph will be taken by Finance Staff at time of application. *Passport photos are not required. Fingerprint cards are not required for renewals.* Renewal notices have been sent to each driver active in system.

## **Driver Information:**

Driver's Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Home Address \_\_\_\_\_

City, State, and Zip \_\_\_\_\_

**Oregon** Driver's License # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Other State's License # \_\_\_\_\_ Issuing State \_\_\_\_\_ Expiration Date \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Eye Color \_\_\_\_\_ Hair Color \_\_\_\_\_

Have any of your driver's licenses, from any state, ever been suspended or revoked?

Yes \_\_\_ No \_\_\_ If yes please explain \_\_\_\_\_

Have you ever been convicted of a felony, misdemeanor, careless driving, reckless driving, driving under the influence, or hit and run?

Yes \_\_\_ No \_\_\_ If yes please explain \_\_\_\_\_

Are you subject to epilepsy, dizziness, diabetes, heart trouble?

Yes \_\_\_ No \_\_\_ If yes please explain and provide doctor's explanation of implications for driving Taxi/Limo

Employment History for the past 10 years (if additional space required, attach separate sheet)

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

.....  
Under Penalty of Perjury, I hereby swear, the information set forth in this application is true.

Owner's Signature \_\_\_\_\_

STATE OF OREGON ) ss.

County of Josephine )

This application was acknowledged before me on the  
date of \_\_\_\_\_ by \_\_\_\_\_  
as an applicant.

IN WITNESS WHEREOF I hereunto set my hand and seal on this same date.

Notary Public for Oregon

Notary's Signature \_\_\_\_\_

.....  
For Office Use Only:

**Public Safety Director Recommendation:**

**No Position** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Signature**

**Denial** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Signature**

**City Manager Recommendation:**

**Approval** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Signature**

**Denial** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Signature**

*Check list – New/Renew Driver*

*O Complete Application*

*O Photos Taken*

*O Drivers License Copied*

*O Notarized*

*O Fingerprints (new)*

*O Funds Received*      *Date Sent* \_\_\_\_\_ *Date Received* \_\_\_\_\_

*O To State (new)*      *Date Sent* \_\_\_\_\_ *Date Received* \_\_\_\_\_

*O To PS*      *Date Sent* \_\_\_\_\_ *Date Received* \_\_\_\_\_

*O To City Manager*

*O Make license*

*O Notify Driver*

# TAXICAB/LIMOUSINE VEHICLES LIST

Taxicab/Limousine Company Name \_\_\_\_\_

Submitted by \_\_\_\_\_  
Print Name Signature

**NOTE:** The initial fee is \$50 per vehicle license and is not prorated. The annual fee is \$50 per vehicle and is due every June 15<sup>th</sup>. A vehicle license fee is due and payable for every vehicle operated by the licensee at any time during the year (regardless of the number of vehicles operated at any given time). A vehicle license fee cannot be transferred or credited to another vehicle and there are no refunds of vehicle license fees. A vehicle listing can be transferred to another taxicab company without any additional charge for the transfer of the listing. A licensee cannot use a vehicle without **first** identifying the vehicle on its "Taxicab/Limousine Vehicles List", filing the list with City's Finance Department, and paying the appropriate fees. *The \$50 initial and renewal fee shall be waived if the vehicle is continuously regulated by and registered with TransLink. Proof of coverage must be provided*

Vehicle # 1

Date of Payment of Permit Fee \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

Vehicle License Number \_\_\_\_\_ V.I.N. \_\_\_\_\_

Insurance Co. \_\_\_\_\_ Policy No. \_\_\_\_\_

Vehicle # 2

Date of Payment of Permit Fee \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

Vehicle License Number \_\_\_\_\_ V.I.N. \_\_\_\_\_

Insurance Co. \_\_\_\_\_ Policy No. \_\_\_\_\_

Vehicle # 3

Date of Payment of Permit Fee \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

Vehicle License Number \_\_\_\_\_ V.I.N. \_\_\_\_\_

Insurance Co. \_\_\_\_\_ Policy No. \_\_\_\_\_

Vehicle # 4

Date of Payment of Permit Fee \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

Vehicle License Number \_\_\_\_\_ V.I.N. \_\_\_\_\_

Insurance Co. \_\_\_\_\_ Policy No. \_\_\_\_\_

Vehicle # 5

Date of Payment of Permit Fee \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

Vehicle License Number \_\_\_\_\_ V.I.N. \_\_\_\_\_

Insurance Co. \_\_\_\_\_ Policy No. \_\_\_\_\_

Vehicle # 6

Date of Payment of Permit Fee \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

Vehicle License Number \_\_\_\_\_ V.I.N. \_\_\_\_\_

Insurance Co. \_\_\_\_\_ Policy No. \_\_\_\_\_

Vehicle # 7

Date of Payment of Permit Fee \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

Vehicle License Number \_\_\_\_\_ V.I.N. \_\_\_\_\_

Insurance Co. \_\_\_\_\_ Policy No. \_\_\_\_\_