



Dear Taxicab/Limousine Owner:

It is time to renew Taxi Company, Taxi Driver and Business & Occupation Tax for all Taxicab, Medical Shuttle and 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. Application Packet Completed & Notarized
- ___ 3. All Fees Paid (including Business & Occupation Tax)
- ___ 4. 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 July 31, 2017** to avoid a disruption in your ability to work in Grants Pass. Photograph will be taken of each driver at time of application. (Passport photos are **not** required). If you have any questions regarding this renewal, please feel free to contact me at (541) 450-6039.

Thank you for your prompt attention to this matter.

Sincerely,

Kendra Astry
Accounting Technician

Checklist for Taxi and Limousine Company Renewals

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

- Owner Application
- 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. Pay annual fees.

- Owner application fee- \$200 Taxi/ Medical Shuttle or \$100 Limo
- Vehicle(s) fee - *The \$50 per vehicle. Fee shall be waived if the vehicle is continuously regulated by and registered with TransLink. Proof of coverage must be provided.*
- Driver(s) fee- \$25 for existing driver or \$50 for new driver
- Complete Business License form and pay appropriate fees

3. 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.

4. Driver's complete "Taxi Driver Renewal Application".

5. Fingerprints (**new drivers only**) - *A current authorization by TransLink or another governmental agency, which included a fingerprint check by the FBI may be substituted for the fingerprint card.*

TAXI/LIMOUSINE/MEDICAL TRANSPORT OWNER APPLICATION



Please fill out this application completely. Incomplete applications will not be accepted. If necessary, use additional sheets of paper to fully answer the questions and attach to this application. Each owner, corporate officer, and person financing all or a portion of the business shall fill out a separate form.

Owner's Name: _____
First Middle Last

Taxi/Limousine/Medical Transport Company: _____

Company Address: _____
Street Address/PO Box Apt/Suite
City State Zip Code

SSN: _____ **Date of Birth:** _____ **Weight:** _____

Height: _____ **Oregon Driver's License #:** _____ **Expiration:** _____

Telephone Number: _____ **Alternate Telephone Number:** _____

Mailing Address: _____
Street Address/PO Box Apt/Suite
City State Zip Code

Home Address: _____
Street Address Apt/Suite
City State Zip Code

Employment History-Last 10 Years (Business names only)

Driving History – Traffic Tickets and Traffic Crime Convictions

Please provide information below for any traffic crimes you have been convicted of **in the last 10 years, even if you believe they will no longer appear on your record.** This includes any traffic tickets you've paid/found guilty of for violations **including but not limited to:** Speeding, careless driving, DUII, Running a Red Light. If none, please write "None" below.

Traffic Crime/Violation Description

Approximate Date and location

<u>Traffic Crime/Violation Description</u>	<u>Approximate Date and location</u>

Driving History – Restrictions and Suspensions

Please list details for any suspensions or restrictions (i.e. only able to drive to and from work) to your driver's license **within the last 10 years, even if you believe they will no longer appear on your record.** Reasons for suspensions **include but are not limited to:** DUII, Unreported Accident, Diversion, and Driver Improvement (excessive citations). If none, please write "None" below.

Restrictions/Suspension Reason

Dates of Restrictions/Suspension

<u>Restrictions/Suspension Reason</u>	<u>Dates of Restrictions/Suspension</u>

Criminal History

Please list details for **all criminal convictions within the last 10 years, even if you believe they will no longer appear on your record.** List **any Felony Convictions** you have ever received, **regardless of when they occurred.** This includes being issued a citation and released. Criminal convictions include, but are not limited to: Theft, Assault, Possession of a Controlled Substance, and Menacing. If none, please write "None" below.

Crime Description

Date of Conviction

<u>Crime Description</u>	<u>Date of Conviction</u>

I certify that the information provided is correct. I understand that knowingly providing false information on this application may result in a denied application.

Signature

Date

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

Applicant'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

For Office Use Only:

Checklist for Taxi / Limousine Renewal Application

- Application fee \$200 / Limo \$100 –**
 - Completed application includes:**
 - Application form filled out and notarized
 - List of Drivers
 - List of Vehicles
 - Driver Application for all drivers on list**
 - Driver Application complete and notarized
 - Renew Driver - \$25 fee per –
 - New Driver - \$50 fee per –
 - Photograph will be taken by Finance Staff at time of application.
 - Fingerprint card for each New driver
 - Vehicle fee's \$50 per vehicle – on list**
 - The \$50 initial and renewal fee shall be waived if the vehicle is continuously regulated by and registered with TransLink
 - Business Tax - with applicable fee**
 - Proof of Insurance**
- To PS**
 - To City Manager**