



**GOVERNMENT OF THE DISTRICT OF COLUMBIA TAXICAB COMMISSION**

2235 SHANNON PLACE, SE, Wash, DC 20020, (202)645-6001/855-484-4966

2<sup>ND</sup> Floor, Suite 2001, FAX (202) 645-3555, [www.dctaxi.dc.gov](http://www.dctaxi.dc.gov)

**APPLICATION REQUIREMENTS LICENSE FOR NEW  
TAXICAB, LIMOUSINE, NOT VALID FOR HIRE VEHICLES**

**YOUR APPLICATION FORM MUST BE RETURNED WITH ALL OF THE DOCUMENTS LISTED BELOW, WITH PASSPORT SIZE PICTURES, TWO (2) FULL FACE AND ONE (1) SIDE VIEW IN ORDER FOR YOU TO TAKE THE TEST. ALL DOCUMENTS MUST BE CURRENT AND WITHIN 30 DAYS. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

1. **DOCUMENTS:** All documents submitted to the DCTC must be original.
2. **COMPLETE APPLICATION FORM:** You must complete all items on side one of the "Application Requirements for New Taxicab License".
3. **MEDICAL HISTORY:** You must complete side two of the application regarding a physical examination and additional medical history. The physical examination form must be completed and signed by a physician located in the Washington, DC area and it must be notarized.
4. **LETTER OF REFERENCE:** You must submit three (3) letters of reference from **business and professional persons** who live in the Washington Metropolitan Area and who have known you for at least ONE (1) YEAR, on their company letterhead. All letters of reference must be typed and should be on the business, professional or private stationery of the person writing the letter. If the letter is on plain paper, the writer should give his or her business or private address and telephone number where he or she may be reached during business hours. The persons signing the letter must be the person that prepared the letter. **The three (3) reference letters must contain the words: HONESTY, INTEGRITY AND SOBRIETY IN EACH LETTER**

**NOTE:** Letters typed on lined paper will not be accepted. Letters of reference from other public vehicle operators, limousine, taxicab and other company owners will not be accepted.

5. **PROOF OF RESIDENCE:** You must submit Proof of Residency in one of the following ways: (1) a copy of your current residential **rental lease**, verifying at least one year of current residency within the Washington DC area, or (2) a copy of your **deed**, or (3) a copy of your **property tax**, or (4) a copy of your **settlement papers**. No exceptions. If the lease is handwritten, it must be notarized.

If you do not have a rental lease, deed, settlement papers or property tax with your name on it, you must provide a typed or hand written notarized letter stating that you reside and the current years of residence from your landlord, family member, spouse, or friend and that you have been residing there for more than one year. Car Insurance, Credit Card Statement, Income Tax Returns, Utilities Bills, Mortgage Statement or Employee Pay Stub **will not be accepted**.

6. **IF YOU WERE NOT BORN IN THE UNITED STATES:** You must provide one (1) of the following documents with your application: (a) Resident Alien Card; (b) A Valid Employment Authorization Card; (c) A Naturalization Citizenship Certificate; (d) A Valid US Passport; (e) I-94 Asylum, (f) or a Green Card.
7. **CRIMINAL HISTORY REQUEST:** You must obtain a Metropolitan Police Department (MPD) Criminal History Request Form (PD-70 police clearance). The form can be obtained from the Municipal Center at 301-C Street, NW 1<sup>st</sup> Floor Room 1075, Washington, DC 20001.
8. **DRIVING RECORD:** You must have a valid Motor Vehicle Operator's Permit from the Metropolitan Area and have 12 consecutive months of driving experience in the Metropolitan Area.

**A: DC Residents:** You must submit your driver's record to DCTC. Drivers records can be obtain at 95 M St, SW, Wash, DC or any Satellite office. Individuals with **eight (8) points** or more on their driving record "are not" eligible and their application "will not" be accepted. No exceptions.

**B: Out of State Residents:** If you are not a resident of the District of Columbia, you must provide a **(1)** a Drivers Record from the state of residence where you are currently licensed to drive and **(2)** a copy of your DC Drivers Record. Individuals with **eight (8) points** or more on their driving record "are not" eligible and their application "will not" be accepted.

**C: Other Documents:** Bring your valid driver's license and social security card.

9. **OUTSTANDING TICKETS:** In order for your application to be processed by DCTC, you must have all outstanding tickets against your driving permit and or, social security numbers paid or you must provide proof with a scheduled hearing date for those outstanding tickets. Tickets may be paid in person at the DMV located at 301 C Street, NW, Washington, DC 20001 or by phone at (202) 727-5000, or online at [www.dmv.dc.gov](http://www.dmv.dc.gov), with a valid credit card or cash. Tickets are now to be scheduled at the **(OAH)** Office of Administrative Hearings Located at 441 4<sup>th</sup> Street NW Suite 450 North, Washington, DC.
10. **CLEAN HANDS FORM and BUSINESS TAX REGISTRATION FORMS:** You must provide original copies of both the **(1)** DC Clean Hands Form and **(2)** DC Business Tax Registration Form. These forms can be obtained from 1101 4<sup>th</sup> Street SW, Washington, DC 20019, customer service desk, or online at [www.dkra.dc.gov](http://www.dkra.dc.gov).

11. **FEES:**

- a. **NEW LIMO: \$299.50**, which includes **\$150.00** for the License, **\$49.50** for the Fingerprints and **\$100.00 for the Test**. **You will be charged \$149.50 when you sit for the exam, once you pass the exam and your fingerprints are returned without conditions, you will be charged \$150.00 for the limousine license.**
- b. **NEW TAXI: \$274.50** which includes **\$125.00** for the License, **\$49.50** for Fingerprints and **\$100.00 for the Test**. **You will be charged \$149.50 when you sit for the exam, once you pass the exam and your fingerprints are returned without conditions, you will be charged \$125.00 for the taxicab license.**
- c. **NEW TAXI and LIMO: \$424.50**, which includes **\$275.00** for the License, **\$49.50** for Fingerprints and **\$100.00 for the Test**. **You will be charged \$149.50 when you sit for the exam, once you pass the exam and your fingerprints are returned without conditions, you will be charged \$275.00 for the taxicab and limousine license.**
- d. **NEW NOT VALID FOR HIRE: \$100.00 Money Order or Credit Card (NO TEST).**

12. **Test Time and Location:** Licensing Test is administered Fridays of each week at 9:30am and 1:30pm only, at 2235 Shannon Place, SE, Wash., DC 20020. Please arrive at least 30 minutes early for processing.

13. **Fingerprints: After an applicant successfully passes the exam**, DCTC staff will schedule fingerprint appointments for applicants. Fingerprints can take between one (1) to five (5) business days to return.

14. **Unsuccessful Test:** If a driver fails the test on the first attempt, they can take the test up to two addition times and each additional test costs \$100 per test.

15. **GOOD MORAL CHARACTER:** DCMR TITLE 31, CHAPTER 10: Requires that no license shall be issued to a person convicted or who has served any prison time in the **last three (3) years** for any of the following offenses in the District of Columbia or elsewhere:

MURDER, MANSLAUGHTER, MAYHEM, MALICIOUS, DISFIGURING, ABDUCTION, KIDNAPPING, BURGLARY, ROBBERY, LARCENY, ASSAULT WITH INTENT TO COMMIT ANY OFFENSE PUNISHABLE BY IMPRISONMENT TO BE SERVED IN A PENITENTIARY, ASSAULT ON A HACK INSPECTOR, POLICE OFFICER, GOVERNMENT OFFICIAL, ANY SEX OFFENSE OR ANY VIOLATION OF THE NARCOTIC LAWS.

IF YOU ARE ON PAROLE, PROBATION OR ANY OTHER COURT DICTATED PROGRAM, YOU MUST SUBMIT A LETTER FROM YOUR PAROLE OR PROBATION OFFICER ON THEIR ORGANIZATION LETTERHEAD THAT GIVES:

- (a) The Charge(s) that you were convicted of:
  - (b) The state(s) and country(ies) where you were convicted:
  - (c) The sentence(s) you received:
  - (d) The amount of time left on your probation:
  - (e) That you are currently in compliance with the terms of release; and
  - (f) The parole or probation officer has no objection to you receiving a license.
- You should contact DCTC's Driver Services within (6) Six to (12) weeks to inquire about your status.



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**Application for New Public Vehicle Operator's License:** The making of any "FALSE" statements in the Application may subject the offender to the penalty prescribed by law. Detection of such false statements may result in the refusal of a license or if a license is granted, in revocation of said licenses.

**FINGERPRINT NUMBER** \_\_\_\_\_ **FACE ID NUMBER** \_\_\_\_\_

**NEW** \_\_\_\_\_ **DUPLICATE** \_\_\_\_\_ **TAXI** \_\_\_\_\_ **LIMO** \_\_\_\_\_

**TAXI/LIMO** \_\_\_\_\_ **NOT-FOR-HIRE** \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Other Names Used \_\_\_\_\_ Marital Status \_\_\_\_\_ Age \_\_\_\_\_

Previous Address (past 5 years) \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ Social Security # \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Email \_\_\_\_\_

Date of Birth \_\_\_\_\_ Where were you born \_\_\_\_\_

Are you a CITIZEN or LEGAL ALIEN \_\_\_\_ YES \_\_\_\_ NO Card Number \_\_\_\_ Exp Date \_\_\_\_

Drivers License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Has your driver's license ever been suspended? \_\_\_\_ YES \_\_\_\_ NO

If yes, please explain \_\_\_\_\_

Has your driver's license ever been revoked? \_\_\_\_ YES \_\_\_\_ NO

If yes, please explain \_\_\_\_\_

Have you ever been arrested for any **Criminal offense** \_\_\_\_ YES \_\_\_\_ NO

If yes, explain \_\_\_\_\_

Have you ever been arrested for any **Traffic Violation's** \_\_\_\_\_YES \_\_\_\_\_ NO

If yes, explain\_\_\_\_\_

Do you currently have a FACE ID in any jurisdiction other than the District of Columbia  
\_\_\_\_\_YES \_\_\_\_\_NO

If the answer is yes, where? \_\_\_\_\_

Are you registered or claim Diplomatic Immunity \_\_\_\_\_YES \_\_\_\_\_NO

Name of Present Employer\_\_\_\_\_

Name \_\_\_\_\_ of \_\_\_\_\_ Nearest

Relative\_\_\_\_\_

Address\_\_\_\_\_Phone\_\_\_\_\_

Who to notify in case of an emergency? \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

Signature \_\_\_\_\_

Date\_\_\_\_\_

**IF YOU MOVE DURING LICENSED YEAR, HE/SHE MUST NOTIFY THE DC  
TAXICAB COMMISSION OF HIS OR HER NEW ADDRESS.**

## REPORT OF PHYSICAL EXAMINATION

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

EYESIGHT \_\_\_\_\_ HEARING \_\_\_\_\_ HEART \_\_\_\_\_ BP \_\_\_\_\_

CHEST X-RAY \_\_\_\_\_ TB TEST \_\_\_\_\_ NEG/ \_\_\_\_\_ POS \_\_\_\_\_ DATE OF TEST \_\_\_\_\_

SIGNATURE/STAMP \_\_\_\_\_

ARE THERE ANY INDICATIONS OR INFIRMITIES IN THE JUDGMENT OF THE PHYSICIAN THAT WOULD RENDER THE APPLICANT UNFIT TO OPERATE ANY OF THE FOLLOWING?

\_\_\_\_\_ TAXICAB \_\_\_\_\_ LIMOUSINE \_\_\_\_\_ NOT-FOR-HIRE \_\_\_\_\_ TAXI/LIMO/SEDAN \_\_\_\_\_ TAXI/LIMO

\_\_\_\_\_ LIMO/SEDAN YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, PLEASE GIVE DETAILED INFORMATION: \_\_\_\_\_

### PERSONAL DESCRIPTION

COLOR \_\_\_\_\_  
SEX \_\_\_\_\_  
HEIGHT \_\_\_\_\_  
WEIGHT \_\_\_\_\_  
EYE COLOR \_\_\_\_\_  
HAIR COLOR \_\_\_\_\_

### ATTACH PHOTOGRAPH BELOW



Two (2) full face & one (1) side

**profile, passport size without headdress  
(unless for religious purposes)**

PHYSICIAN SIGNATURE AND STAMP \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE OF EXAMINATION \_\_\_\_\_

In the past 3 years, has the applicant had any mental or infectious diseases that would affect your ability to drive a taxicab? \_\_\_\_\_ YES \_\_\_\_\_ NO

\_\_\_\_\_  
Signature of Applicant in the presence of a Notary Public

\_\_\_\_\_, being duly sworn, deposes and says that the individual making the foregoing application for a character license to operate a public vehicle for hire: that the answers to the foregoing questions and other statement contained in this application are true of \_\_\_\_\_ own knowledge and belief.

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**This Application is subject to final approval by the DCTC Chairman Ernest Chrappah**