



**DISTRICT OF COLUMBIA  
TAXICAB COMMISSION**

**PUBLIC VEHICLE FOR HIRE VEHICLE REGISTRATION ONE STOP FORM**

**SECTION 1**

Type of Application: <input type="checkbox"/> Color Change <input type="checkbox"/> Tag Change <input type="checkbox"/> Vehicle Change <input type="checkbox"/> Insurance Change			
<input type="checkbox"/> Insurance Reinstatement <input type="checkbox"/> New Registration <input type="checkbox"/> Renewal Registration <input type="checkbox"/> Duplicate Registration    DCTC No. _____			
Type of Vehicle	<input type="checkbox"/> Taxicab	<input type="checkbox"/> Limousine	
Vehicle ID (VIN) _____	Year: _____	Make: _____	Model _____ Tag# _____
Owners/Co. Full Legal Names _____			
I declare and affirm under penalty of perjury that the statements made herein are true and correct to the best of my knowledge, information and belief.			
Owner's Signature _____		Date Signed _____	
Address _____			
City _____		State _____	Zip Code _____ Email address _____
Primary phone number _____		Alternative phone number _____	

**SECTION 2**

Association or Company Name _____		Cab Number _____	
Association or Company Official's Printed Name _____			
I declare and affirm under penalty of perjury that the statements made herein are true and correct to the best of my knowledge, information and belief.			
Association or Company Official's Signature _____		Date Signed _____	
Insurance Company Name _____			
Policy Number _____		Policy Effective Date _____	Policy Expiration Date _____
Insurance Company Official's Printed Name _____			
I declare and affirm under penalty of perjury that the statements made herein are true and correct to the best of my knowledge, information and belief.			
Insurance Company Official's Signature _____		Date Signed _____	

**SECTION 3**

DMV Inspection Station Stamp & Date
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**SECTION 4**

DCTC Approval:	Date:	Seal
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**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
TAXICAB COMMISSION  
2235 Shannon Place SE Suite 2001  
Washington, DC 20020  
Office: (202) 645-6018 Fax: (202) 889-3604  
Email: [dctc3@dc.gov](mailto:dctc3@dc.gov) Website: [dctaxi.dc.gov](http://dctaxi.dc.gov)**



**PUBLIC VEHICLES FOR HIRE  
ONE STOP FORM  
FOR ISSUANCE OF REGISTRATION/TAGS**

**Effective Date: October 15<sup>th</sup>, 2012 all public vehicles for hire licensed by the DC Taxicab Commission must follow the following procedure to register or renew registration of a vehicle with the Department of Motor Vehicles**

**Instructions**

**Step 1.** Vehicle owner downloads the **One Stop Form** from the DCTC website at [www.dctaxi.dc.gov](http://www.dctaxi.dc.gov).

**Step 2.** Vehicle owner completes Section 1. Insurance Representative and vehicle owner complete Section 2.

**Step 3.** Vehicle owner takes the Form and vehicle to DMV for Inspection.

- DMV Inspection is not required for duplicate registration or insurance change **if** the last vehicle inspection certificate is still valid.
- The signature of a taxicab company or limousine company officer is required on the One Stop Form for vehicles affiliated with a taxicab or limousine company.

**Step 4.** DMV Inspection Station Stamps and Dates the One Stop Form OR attaches Vehicle Inspection Report (VIR) with DMV Stamp and Date.

**Step 5.** Upon inspection, the vehicle owner brings the stamped One Stop Form and VIR to DCTC for approval.

**Step 6.** Vehicle owner takes DCTC approved One Stop Form to the DMV service center for processing.

**ALL REQUESTS MUST BE APPROVED BY DCTC PRIOR TO DMV PROCESSING**

**DRIVER/OWNER WILL BE REFERRED BACK TO DCTC IF HE/SHE APPEARS AT DMV CUSTOMER SERVICE WITHOUT THE COMPLETED AND APPROVED ONE STOP FORM**