DISTRICT OF COLUMBIA
TAXICAB COMMISSION
PUBLIC VEHICLE FOR HIRE VEHICLE REGISTRATION ONE STOP FORM

SECTION 1 OWNER INFORMATION

Type of Application: ☐ Color Change ☐ Tag Change ☐ Vehicle Change ☐ Insurance Change

☐ Insurance Reinstatement ☐ New Registration ☐ Renewal Registration ☐ Duplicate Registration DCTC No. _____

Type of Vehicle ☐ Taxicab ☐ Limousine **Luxury Class Sedan (LCS)**

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 INSURANCE INFORMATION

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 INSPECTION

DMV Inspection Station Stamp & Date

SECTION 4 DCTC SIGNATURE

DCTC Approval: Date: Seal

GOVERNMENT OF THE DISTRICT OF COLUMBIA
TAXICAB COMMISSION
2041 Martin Luther King Jr. Ave SE Suite 402
Washington, DC 20020-7024
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(Website) www.dctaxi.dc.gov

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

Effective Date: January 14, 2014 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.

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

Step 3. Vehicle owner submits the Form to DCTC for review and pre-approval.

- 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, limousine or sedan company officer is required on the One Stop Form for vehicles affiliated with a taxicab, limousine or sedan company.

Step 4. Applicant must pass a "for hire" DC DMV vehicle inspection.

Step 5. Applicant reports to any DC DMV Service Center to title and register vehicle. Tag is issued by DC DMV.

- The Commission is not accepting any applications for new taxicab or limousine companies.
- The Commission will continue its suspension of the issuance of new independent taxicab vehicle numbers.
- Taxicab operators or owners will be allowed to make an equipment change provided the registration, tags and insurance remain valid.

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

GOVERNMENT OF THE DISTRICT OF COLUMBIA

TAXICAB COMMISSION

2041 MARTIN LUTHER KING JR AVE SE Suite 402 WASHINGTON, D.C. 20020-7024

Phone: 855-484-4966 Fax: 202 889-3604 Email: dctc@dc.gov Website: dctaxi.dc.gov

L-Tag Application Instructions and Terms:

- The L-Tag One Stop Registration Form must be typed, notarized and returned to the Office of Taxicabs beginning January 21, 2014.

- To be considered complete, the Application must include all items requested. Incomplete Applications will not be processed. Acceptance of your fee payment and issuance of a receipt for that payment by the Office of Taxicabs does not constitute approval of your Application.

- Normal processing time to review an Application is ten (10) days. If you receive pre-approval, report to the Department of Motor Vehicles for inspection, titling, registration and to obtain L-Tag(s).

Application Checklist:

1. Completed Application Form
2. Attachment B-1: Copy of your current Occupancy Permit
3. Attachment B-2: Copy of DC Tax Letter/Coupon/Existing Companies Only
4. Attachment B-3: Copy of Federal Tax Return/Existing Companies Only
5. Attachment C-1: Current Certificate of Good-Standing from the DC Department of Consumer and Regulatory Affairs (DCRA) for each domestic and foreign corporation with vehicles in your fleet
6. Attachment C-2: A copy of the Articles and Certificate of Incorporation and By-laws; For Partnerships: An executed copy of the Partnership Agreement; Current By-laws and other Rules and Regulations relating to the organization and operation of the association; For unincorporated entity provide proof of Unincorporated Business status
7. Attachment C-3: Copy of Prior Year's Filed Federal and Local Income Tax Returns/Existing Companies Only
8. Attachment E-1: Itemized schedule of all customer fees or rate schedule
9. Attachment E-2: Vehicle Inventory
10. Attachment E-3: A list of all licensed drivers (employees, lessees, or contractors)
11. Clean Hands Certification and DC Business Tax Registration
12. Copy of current digital dispatch service contract
13. Final review vehicle inspection registration required permit approval by DCTC