



Government of the District of Columbia
Department of For-Hire Vehicles

FOR-HIRE OPERATOR LICENSE REQUIREMENTS

**NEW AND RENEWAL TAXICAB, LIMOUSINE
and NOT VALID FOR HIRE VEHICLES**

**2235 SHANNON PLACE, SE • 2ND Floor – Suite 2001
Washington, DC 20020
(202) 645-7300 • dfhv.dc.gov**

NEW AND RENEWAL TAXICAB, LIMOUSINE AND NOT VALID FOR HIRE VEHICLES

DOCUMENTS: All documents submitted to the DFHV must be original unless otherwise listed as acceptable.

COMPLETE APPLICATION FORM: The application must be fully completed to be accepted.

PHOTOGRAPHS: You must attach two (2) front view full face photographs, and one (1) side view profile photograph. The photographs should be passport sized. Note: Photographs from an instant photo booth are not acceptable.

PROOF OF RESIDENCE:

**If you are a District of Columbia resident and possess the "DC Real Driver's License," the below requirements are not applicable as this License satisfies your proof of residency requirement.*

You must provide 1 of the documents listed below to satisfy proof of residency. All documents must coincide with the address listing on your current driver's license. DFHV will NOT accept documents that are not listed below to satisfy proof of residence:

- Utility bill (water, gas, electric, oil, or cable), with name address, issued within the last 60 days (disconnect notices/bills are not accepted).
- Telephone bill (cell phone, wireless bills acceptable) reflecting applicant's name and address, issued within the last 60 days (disconnect notices/bills are not accepted).
- Deed, mortgage, or settlement agreement reflecting name and property address.
- Unexpired lease or rental agreement with the name of the applicant listed as the lessee, permitted resident, or renter (photo copies accepted).
- Unexpired homeowner's or renter's insurance policy reflecting the applicant's name and address
- Bank /credit union/credit card/investment account statement issued within the last 60 days reflecting name and address
- Official mail-received from ANY government agency (with full name and address) to include contents and envelope received within the last 60 days.
- Medical bills issued within the last 60 days reflecting name and address
- Student loan statement issued within the last 60 days reflecting name and address
- Home line of equity statement issued within the last 60 days reflecting name and address.
- Car/personal loan statement (no coupon books/vouchers accepted) issued within the last 60 days reflecting name and address
- Home security system bill issued within the last 60 days reflecting name and address.
- Letter on official letterhead issued by DC Universities and Colleges reflecting the customer's name and address.

LICENSE APPLICATION FORM

All APPLICANTS must provide their **Social Security Card**. No exceptions.

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.

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 1st Floor Room 1075, Washington, DC 20001.

***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 past 3 years for any of the following offenses:**

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:

The Charge(s) that you were convicted of:

The state(s) and country(ies) where you were convicted:

The sentence(s) you received:

The amount of time left on your probation:

That you are currently in compliance with the terms of release; and The parole or probation officer has no objection to you receiving a license.

DRIVING RECORD: You must have a valid Motor Vehicle Operator's Permit from the Washington, DC 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 DFHV. Drivers records can be obtained 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: Outstanding Tickets: For your application to be processed by DFHV, 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, with a valid credit card or cash. Tickets can also be scheduled at the (OAH) Office of Administrative Hearings Located at 441 4th Street NW Suite 450 North, Washington, DC.

CLEAN HANDS & BUSINESS TAX REGISTRATION FORMS: You must provide an original copy of your Clean Hands and DC Business Tax Registration Form. This form can be obtained from 1101 4th Street SW, Washington, DC 20019, customer service desk.

NEW APPLICANTS:

Test Time and Location: The For Hire Operator Licensing Examination is now administered online. User account information will be provided with all new application submissions.

Unsuccessful Test: An applicant who does not pass the exam on the first attempt will be permitted to retake the exam. If the applicant remains unsuccessful in passing the exam within 30 calendar days, they will be required to reapply for the operator license. Each examination will cost an additional \$100.00.

Driver Training: Any Taxicab Face ID Renewal Applicant must complete DFHV's online Driver's Training. The training can be accessed on our website: www.DFHV.dc.gov, or you visit the DFHV Service Center where we have trained instructors to assist.

Fingerprints: After an applicant successfully passes the exam, they must make an appointment for a fingerprint examination. Fingerprints can take between two (2) to three (3) weeks to return.

Fees:

Face ID License	New Taxi:	\$149.50 (Fingerprint & Examination)
		\$125.00 (Public Vehicle Operator License Fee for 1 Year)
	Renewal:	\$250.00 (Public Vehicle Operator License Fee for 2 Years)
	New Limo:	\$149.50 (Fingerprint & Examination Fee)
		\$150.00 (Public Vehicle Operator License Fee for 1 Year)
	Renewal:	\$300.00 (Public Vehicle Operator License Fee for 2 Years)
	New Taxi/Limo:	\$149.50 (Fingerprint & Examination Fee)
		\$275.00 (Public Vehicle Operator License Fee for 1 Year)
Late Fees	Renewal:	\$550.00 (Public Vehicle Operator License Fee for 2 Years)
	New Not For- Hire:	(\$100.00) Application fee must be paid at the time of submission.
		No examination required.
	15 days:	\$25.00
	16-30 days:	\$50.00
	31-45 days:	\$100.00
	45 days – 1 Year:	\$150.00

The below payment methods are acceptable:



Money order – payable to the DC Treasurer

Personal check – payable to the DC Treasurer

(All Checks must display the name and current address of the applicant.)

**Second or third party checks, checks with a PO Box Number or starter checks will NOT be accepted.*

NEW/RENEWAL APPLICATION

Application for Renewal of a Public Vehicle Operator's License: The making of any "FALSE" statements in the Application may subject the applicant to the penalty prescribed by DC 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.

CAB NAME & NO:		FACE ID NUMBER:	
Have you updated your phone number and email?		Have you completed the free disability sensitivity training available on the online portal	
Please mark the necessary sections below as needed:			
RENEWAL:		DUPLICATE:	
TAXI/LIMO:		TAXICAB:	
LIMO:		NOT-FOR-HIRE:	

Name _____

Address _____

City _____ STATE _____ ZIP _____

Previous Names _____

Marital Status (circle one): SINGLE MARRIED SEPARATED DIVORCED OTHER

Previous Address: _____

Phone Number: _____ Date of Birth: _____

Social Security #: _____ E-Mail: _____

Are you a CITIZEN? YES NO

Are you a LEGAL ALIEN? YES NO If Yes, Card Number _____ Exp Date _____

Driver's License Number _____ Expiration Date _____

BACKGROUND QUESTIONS:

Are you registered or claim Diplomatic Immunity? YES NO

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

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

Have you ever been arrested for any Criminal Offence? YES NO

Have you ever been arrested for any Traffic Violations? YES NO

NEW/RENEWAL APPLICATION cont.

If you answered YES to any background questions, please provide details: _____

EXISTING FACE ID STATUS:

Do you currently have a FACE ID in any jurisdiction other than the District of Columbia? YES NO

If yes, Where? _____

EMERGENCY CONTACT INFORMATION:

Name of Nearest Relative: _____

Relationship: _____

Address: _____

Phone: _____

Signature _____ Date _____

If you move during licensed year, you must notify the Department of For-Hire vehicles of your new address.

VOLUNTARY SELF-IDENTIFICATION OF RACE AND ETHNICITY

In order to comply with certain federal record keeping and reporting requirements, the Department of For Hire Vehicles invites all applicants to identify their ethnicity and race.

Name: _____ Title: _____

Providing the information below is optional and based on your self-identification. If you choose to participate, please answer both questions by checking the appropriate box(es). If you prefer not to disclose, please check the appropriate box. Thank you for your cooperation.

Questions

Are you Hispanic or Latino?

Answer Choices

Yes, Hispanic or Latino. No, not Hispanic or Latino.

What is your race?

(If you are two or more races, please check all that apply).

- American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

If you do not wish to disclose your race or ethnicity, please check this box.

I do not wish to disclose

What do these categories mean?

These categories are determined by the federal government. Definitions, as provided by the U.S. Census Bureau, are as follows:

- **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- **American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
- **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American:** A person having origins in any of the black racial groups of Africa.
- **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

How does the Department use this information?

DFHV uses race and ethnicity information for annual reports, to apply for certain grants, and to enhance programmatic effectiveness. DFHV does not share specific race and ethnicity or other personal information with outside agencies. The ethnicity and race data you choose to provide here will be used only in accordance with applicable laws, executive orders, and government regulations. As per the District of Columbia Government Nondiscrimination Policies, DFHV does not discriminate or permit harassment on the basis of race, color, alienage and citizenship, gender, or any other legally protected status.

Signature: _____ Date: _____