

APPLICATION CHECKLIST



APPLICATION - PHASE ONE

- Taxicab Driver's License Application – completed and signed;
- Copy of your **full certified** driving record from the state where you are **currently licensed**, and **from any other** state where you have been licensed **in the past 10 years**;
- Driver's license
- Two checks or money orders: one for \$10 payable to **The City of Frederick**, and one for \$54.50 payable to **Frederick County Sheriff's Office**; and
- If you are not a US citizen, provide a copy of your Employment Authorization Card;

AND

- Get fingerprinted by the FCSO **OR** submit a full criminal history report (state and FBI issued by the Maryland Criminal Justice Information System (CJIS) that is no more than 14 days old. (Further info available from this Agency on the fingerprinting process).

APPLICATION - PHASE TWO

If you pass the background check, you will be notified in writing to obtain and submit within 15 days of the date of the letter:

- A statement from a licensed medical professional certifying fitness to safely operate a taxicab;
- Proof from a State certified lab that you have passed a screening for illegal drugs.

For a complete text of The Code of The City of Frederick, Chapter 23, which governs all taxicab operations including driving a cab, visit www.cityoffrederick.com.

This brochure is not intended to take the place of the ordinance, and only provides basic information for those wishing to apply for a taxicab driver's license. In case of any conflict between the ordinance and this brochure, the ordinance prevails.

City licensing of taxicab drivers helps ensure that taxicab drivers are qualified, and helps to protect the health and safety of our citizens and visitors.

The City of Frederick
Mayor Randy McClement

Taxicab Commission
Chairman: Alderman Kelly M. Russell
Alderman: Alderman Shelley Aloï
Alderman: Alderman Carol Krimm

Taxicab Commission meetings are open to the public. Meeting agendas are posted on the web at www.cityoffrederick.com.



Chief of Police
Col. Thomas Ledwell

Taxicab Administrative Agency
Chris Grob 301-600-2122
CGrob@frederickmdpolic.org

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SO YOU WANT TO BECOME A TAXICAB DRIVER!



A Guide to Applying for a Taxicab Driver's License in The City of Frederick



Provided by The City of Frederick and the Frederick Police Department

I WANT TO DRIVE A TAXICAB IN THE CITY OF FREDERICK. WHAT DO I NEED TO DO?

Any person driving a taxicab that picks up passengers for a fare in The City of Frederick must be licensed by the City as a taxicab driver. To become a licensed driver, you follow this application process:

APPLICATION - PHASE ONE

1. Complete an application form. You can get one by visiting www.cityoffrederick.com/police and clicking on the link for Divisions then Special Vehicle Coordinator. You can also call 301-600-2122 to have one mailed to you, or you can pick one up at the Frederick Police Department.

2. Sign the application. By doing that, you will be **swearing that the information is complete and correct**, so make sure you fill out the application fully and honestly.

3. Get a **full certified copy** of your driving record from the state where you are licensed now. Get a certified record from any other state where you have been licensed in the **last ten years**, whether or not you still have a license there.

4. Bring your driver's license, and if you are not a U.S. Citizen, bring your Employment Authorization Card (green card) to the taxicab application appointment.

5. Get two checks or money orders. One will be for \$10.00 payable to The City of Frederick. The second will be for \$54.50 payable to the Frederick County Sheriff's Office.

I HAVE ALL MY PAPERWORK ... NOW WHAT HAPPENS?

Once you have the required paperwork, submit it to the Taxicab Administrative Agency for The

City of Frederick at 100 W. Patrick St., Frederick, MD., located at 136 W. Patrick St. (bottom of parking deck)

The Agency accepts applications Monday through Thursday. **Appointments are best. Please call 301-600-2122 for an appointment.**

When you bring in your application, the Agency will meet with you to review the application and other papers and take a digital photograph of you. This process takes about 15 minutes. Payment for the application is due at that time.

You will be sent to the Frederick County Sheriff's Office for fingerprinting. The Agency will conduct a background investigation to determine if you meet the requirements to be licensed. On average, this process takes about one week.



WHAT WILL DISQUALIFY ME?

Certain things will cause your application to be denied automatically. Your application will be denied if:

1. You are less than 18 years old.
2. You do not have a valid driver's license.
3. You have 8 or more points on your MD license.
4. You are untruthful or leave out information on purpose on the application.
5. You have a physical or mental condition (including drug or alcohol abuse) that keeps you from driving safely.

Also, if you have convictions for any of the following crimes within the last two years, your application will be denied:

1. Rape or other felonious sexual offense;
2. First- or second-degree murder;
3. Homicide by motor vehicle while intoxicated or under the influence of alcohol or drugs;
4. Kidnapping;
5. Assault;
6. Burglary, robbery, or theft;
7. Driving under the influence (DUI) or driving while intoxicated (DWI);
8. Any other alcohol or drug-related crime.

The listing of crimes may not be construed to limit the Agency's authority to deny a taxicab license on other grounds. That is your application may be denied for other reasons, as further described in Chapter 23 of the City Code.

APPLICATION - PHASE TWO

If you do not have any of the disqualifiers, and you pass Phase One, you will be notified to submit:

1. A doctor's note that you are fit to drive a taxicab
2. A clean drug screen from a State certified lab

If all documents are submitted as required, the Agency may then approve your license.

FINAL APPROVAL!

If your license is approved, you will be notified to come in to get it and submit payment. A new license costs \$50.00. Cash, check or money order payable to The City of Frederick, is accepted.

