

# 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
- A check or money order payable to **The City of Frederick**, or \$10 cash (exact change);
- 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.gov](http://www.cityoffrederick.gov).

*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.**

**Taxicab Commission meetings are open to the public. Meeting agendas and minutes are posted on the web at [www.cityoffrederick.gov](http://www.cityoffrederick.gov).**



Taxicab Administrative Agency  
301-600-2122



# 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.gov](http://www.cityoffrederick.gov) clicking on the link for Departments and Programs. 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. Pay the application fee with a check, money order, or \$10 (exact change). Please make check or money order payable to The City of Frederick.

## 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, Maryland (Frederick Police Department).

If you have questions and need to speak with someone, please call 301-600-2122.

After you have submitted 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, the whole process takes about two 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 5-panel 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 (exact change), check or money order payable to the "City of Frederick" is accepted.

