

## SAN LUIS OBISPO POLICE DEPARTMENT TAXI PERMIT APPLICATION/RENEWAL

### APPLICATION PROCESS

If you do not understand any portion of these instructions or have questions related to the Taxi Permit process, please contact the Administrative Sgt at 594-8056.

**\*\*Please note that you will be required to pay a City processing fee of \$237.07 by cash, check, Visa or Master Card before you will be able to obtain the Taxi Permit Application. \*\***

1. Complete the Taxi Permit Application.
2. Have your employer sign the application indicating their intention to hire you as a taxi driver in the City of San Luis Obispo (Page 2, Part 3 of the application).
3. Pay \$2 at the Finance Department at City Hall.
4. Take the "Request for Live Scan Service" form provided with the application and have your fingerprints done.
5. Complete a urine drug screen at an accredited laboratory. When the test is taken, **it is necessary for you to sign the release so the result can be forwarded to the San Luis Obispo Police Department, Attention Administrative Sgt., 1042 Walnut St., SLO, CA 93401. The results may also be faxed directly from the lab to 805-781-7324.**
6. Bring the following items to the Police Department when you are applying for your permit:
  - A. \$2.00 Receipt from the City Finance Department
  - B. Completed Taxi Permit Application
  - C. Valid California driver's license
  - D. Two passport quality photographs of yourself taken within 30 days of application.
  - E. Copy of the "Request for Live Scan Service" form after fingerprints have been taken.
  - F. Receipt showing that a urine drug screen has been completed.

Turn in all the required items listed. A permit will be granted once the criminal history check through the Department of Justice is completed and disqualifying information is not located.

### YEARLY REVIEW AND RENEWAL

**\*\*Please note that you will be required to pay a City processing fee of \$242.31 by cash, check, Visa or Master Card before you will be able to obtain the Taxi Permit Renewal Application.\*\***

1. In order to maintain their permits, drivers employed as taxi drivers in the City shall fill out the Taxi Permit Renewal Application within **30**

## SAN LUIS OBISPO POLICE DEPARTMENT TAXI PERMIT APPLICATION/RENEWAL

**days of the date of expiration** of their current permit. The driver must also provide proof of a negative urine test for drugs and alcohol. In addition, a review of their driving record will be done by the San Luis Obispo Police Department at that time.

**Failure to turn in a completed Taxi Permit Renewal Application within 30 days of the current permit's expiration date will result in inactivation of the driver's permit.** The driver will then have to re-apply by completing the Taxi Permit Application process described above and pay the \$237.07 fee.

Please see San Luis Obispo Municipal Code link here for additional information.

**SLMC5.20.010**

ta 07/24/19