



Date _____
Tracking Number _____

DRIVER / OPERATOR / TOUR GUIDE'S NEW PERMIT REQUIREMENTS

Items to be submitted by all applicants:

1. **Completed Application** (Do not leave blanks: note N/A if not applicable. Please note that an incomplete application will not be accepted. Application must be completed and signed in the presence of office staff.)
2. Additional items to be submitted for:
 - a. **Driver and Carriage**
 - **Identification Information**
 - For Driver: Valid Louisiana Chauffeur's or CDL License.
 - For Carriage: Valid Louisiana Driver's License.
 - **Certified Motor Vehicle Record for Past 2 Years**
 - On line, go to expresslane.org, select Driver Services, then select Official Drivers Records, or visit your local Department of Motor Vehicles Office (cannot be older than 30 days).
 - **Proof of Residence** (Must be in applicant's name and dated six months prior to application date)
 - Documents accepted: Utility bill, Water bill, Landline telephone bill, Cable Bill, Mortgage or Notarized Rental Agreement.
 - Applicant must reside in Orleans, Jefferson, St. Bernard, St. Tammany, Plaquemines, St. Charles, St. John the Baptist, or St. James Parish.
 - **Employment/Line Letter** from the company that will employ you as a driver (under 30 days old).
 - **Defensive Driving Certificate** from a Louisiana Department of Public Safety, Office of Motor Vehicles approved defensive driving program. (List is available at <https://expresslane.dps.louisiana.gov/CDLForms/certifiedDrivingSchoolLists.aspx>).
 - b. **Pedicab**
 - **Valid Driver's License**
 - **Employment/Line Letter** from the company that will employ you as a driver (under 30 days old).
 - **Complete Medical Form** (see Taxicab and For Hire Vehicle Bureau Medical Form).
 - c. **Tour Guide**
 - **Valid State Issued Driver's License or Identification Card**
3. **Pay Application Fee** (\$40 for Driver / Carriage / Pedicab or \$50 for Tour Guide)
 Forms of payments accepted: Money order or cashier's check payable to The City of New Orleans, Mastercard/Visa/Discover credit card - 2.45% convenience fee will be applied to credit card transactions.

Upon submission of the application, the applicant must complete the following:

4. **Federal Background Check/Criminal History Report** performed by the Louisiana State Police or an FBI-Approved Channeler. Results must be returned directly to Bureau located at:

Ground Transportation Bureau
 1300 Perdido St. Room 7W03 or TaxiTests@nola.gov
 New Orleans, LA 70112

*Background tests expire 1 year from the date they were run.
5. **Drug Test** results from a CLIA certified laboratory of a Standard 5 Panel Urine Drug Test for Cocaine, Marijuana (THC, cannabinoids), Phencyclidine (PCP - angel dust), Amphetamines (including methamphetamines, also known as crystal meth), and Opiates (including heroin, codeine and morphine) submitted directly to the Bureau via email to TaxiTests@nola.gov
 *Drug test results must be no older than 3 months old at the time of permit issuance.
6. **Passing Examination Grade** of at least 70%.

All fees are non-refundable.

Please familiarize yourself with New Orleans Code Chapter 162 for drivers/operators and Chapter 30 for tour guides. A copy may be obtained from the Clerk of Courts' office, or online at www.municode.com. Please govern yourself accordingly.



Date _____
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DRIVER / OPERATOR / TOUR GUIDE'S PERMIT RENEWAL REQUIREMENTS

Items to be submitted by all applicants:

1. **Completed Application** (Do not leave blanks: note N/A if not applicable. Please note that an incomplete application will not be accepted. Application must be completed and signed in the presence of office staff.)
2. Additional items to be submitted for:
 - a. **Driver and Carriage**
 - **Identification Information**
 - For Driver: Valid Louisiana Chauffeur's or CDL License
 - For Carriage: Valid Louisiana Driver's License
 - **Certified Motor Vehicle Record for Past 2 Years**
 - On line, go to expresslane.org, select Driver Services, then select Official Drivers Records, or visit your local Department of Motor Vehicles Office (cannot be older than 30 days)
 - **Proof of Residence** (Must be in applicant's name and dated six months prior to application date)
 - Documents accepted: Utility bill, Water bill, Landline telephone bill, Cable Bill, Mortgage or Notarized Rental Agreement
 - Applicant must reside in Orleans, Jefferson, St. Bernard, St. Tammany, Plaquemines, St. Charles, St. John the Baptist, or St. James Parish
 - **Employment/Line Letter** from the company that will employ you as a driver (under 30 days old)
 - b. **Pedicab**
 - **Valid Driver's License**
 - **Employment/Line Letter** from the company that will employ you as a driver (under 30 days old)
 - **Complete Medical Form** (see Taxicab and For Hire Vehicle Bureau Medical Form)
 - c. **Tour Guide**
 - **Valid State Issued Driver's License or Identification Card**
3. **Pay Application Fee** (\$40 for Driver / Carriage / Pedicab or \$20 for Tour Guide)
 Forms of payments accepted: Money order or cashier's check payable to The City of New Orleans, Mastercard/Visa/Discover credit card - 2.45% convenience fee will be applied to credit card transactions

Upon submission of the application, the applicant must complete the following:

4. **Federal Background Check/Criminal History Report** performed by the Louisiana State Police or an FBI-Approved Channeler. Results must be returned directly to Bureau located at:

Ground Transportation Bureau
 1300 Perdido St. Room 7W03 or TaxiTests@nola.gov
 New Orleans, LA 70112

*Background tests expire 1 year from the date they were run.
5. **Drug Test** results from a CLIA certified laboratory of a Standard 5 Panel Urine Drug Test for Cocaine, Marijuana (THC, cannabinoids), Phencyclidine (PCP - angel dust), Amphetamines (including methamphetamines, also known as crystal meth), and Opiates (including heroin, codeine and morphine) submitted directly to the Bureau via email to TaxiTests@nola.gov
 *Drug test results must be no older than 3 months old at the time of issuance.
6. **Submit Previous Permit**

All fees are non-refundable.

A PERMIT IS NOT TIMELY RENEWED UNTIL ALL ABOVE REQUIREMENTS HAVE BEEN RECEIVED BY THE TAXICAB BUREAU NO LATER THAN FIVE WORKING DAYS AFTER THE EXPIRATION OF THE PERMIT. IF THIS IS NOT COMPLETE, LATE FEES WILL APPLY, PER CHAPTER 162-97/93 (A)

Reminder: Permit can be renewed up to 3 months prior to expiration. Any permit not renewed within 3 months of expiration will no longer be renewable. In this case, the applicant must reapply as a new applicant.



Taxicab and For Hire
Vehicle Bureau License



Date	_____
Tracking Number	_____

FOR HIRE OPERATOR PERMIT (DRIVER) APPLICATION

Type of Application New Renewal
 Type of Permit Driver Pedicab Tour Guide Carriage

APPLICANT INFORMATION

Full Name _____
 Home Address _____
 City _____ State _____ Zip _____
 Home Phone _____ Work Phone _____
 Date of Birth _____ Social Security Number _____
 Email Address _____

List all previous addresses within the past ten (10) years:

IDENTIFICATION INFORMATION

(FILL OUT THE APPLICABLE SECTION)

Driver Valid Louisiana Chauffeur's or CDL License Number:	STATE: LOUISIANA	EXPIRATION DATE:
Pedicab Valid Driver's License Number:	STATE:	EXPIRATION DATE:
Tour Guide Valid Driver's License / ID Card Number:	STATE:	EXPIRATION DATE:
Carriage Valid Louisiana Driver's License Number:	STATE: LOUISIANA	EXPIRATION DATE:

Yes No Are you authorized to work in the United States by the immigration laws or the Attorney General of the United States?
 Yes No Do you have lapses of consciousness or other mental or physical disabilities, which may affect your ability to
 drive safely? If yes, please explain.



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FOR HIRE OPERATOR PERMIT (DRIVER) APPLICATION

CRIMINAL HISTORY

- Yes No Have you ever been charged , pled nolo contendere, pled guilty, been found guilty, or been convicted of one of the following offenses equivalent thereto homicide, aggravated rape, aggravated battery, attempted aggravated battery, attempted aggravated rape, attempted aggravated robbery, aggravated assault, sale of narcotics, regardless of whether adjudication has been withheld?
- Yes No Have you ever been charged, pled nolo contendere, pled, guilty, been found guilty, or been convicted of one of the following offenses: pandering, prostitution, soliciting for prostitution, or illegal possession or use of narcotics within five years preceding this application?
- Yes No Have you ever been charged, pled nolo contendere, pled guilty, been found guilty, or been convicted of any crime wherein a for-vehicle was employed, regardless of whether adjudication has been withheld?
- Yes No Have you ever been charged, pled nolo contendere, pled guilty, been found guilty, or been convicted of any felony, regardless of whether adjudication has been withheld, involving violence against a law enforcement officer or are you an habitual violent offender under Louisiana Statutes?
- Yes No Have you ever been charged, pled nolo contendere, pled guilty, been found guilty, or been convicted of any crime not already stated within the five (5) years preceding the date of the application, regardless of whether adjudication has been withheld?

If yes for any of the above, complete the following for each conviction or pending charge:

NAME	CHARGE	DATE	COURT & LOCATION

TRANSPORTATION EXPERIENCE

(APPLICABLE TO DRIVERS ONLY)

- Yes No Do you hold any interest (legal, equitable, or beneficial, financial, shareholder, or otherwise) in any City of New Orleans CPNC(s)?
- Yes No Have you ever had a City of New Orleans vehicle for hire operator's permit suspended or revoked?
- Yes No Has your authority for vehicle for hire services ever been revoked or suspended by any state?
- Yes No Do you have any unsatisfied civil penalty or civil judgment pertaining to for-hire vehicle operations?
- Yes No Have you ever been enjoined by a court of competent jurisdiction from engaging in the for-hire vehicle business or enjoined by a court of competent jurisdiction with respect to any of the requirements of New Orleans City Code Chapter 22, 30, and 162?
- Yes No Do you have any outstanding fines/fees with another for-hire company?

If yes for any of the above, please provide a written explanation and attach supporting documentation.

APPLICATION CERTIFICATION

Before me, the undersigned authority, this day has personally appeared _____, who being by me first duly sworn, deposes and says that he/she is in accordance with New Orleans City Code Chapters 22, 30, and 162, and that all statements in this application are true and correct.

Applicant Signature _____ Date _____

Sworn to and subscribed before me this _____ day of _____, 20____

Print or Type and Stamp Commissioned

Signature of Notary Public

Name of Notary Public _____	Personally Known _____
Type of Identification Produced _____	My Commission Expires: _____