



Taxicab and For Hire  
Vehicle Bureau License



Date

Tracking Number

## CPNC TRANSFER APPLICATION 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, signed and notarized)
- 2. Letter from the for hire vehicle company** under which the CPNC will be operating
- 3. Proof of Citizenship or permanent residence**  
Acceptable original documents: Birth certificate, Certificate of Naturalization, Valid U.S. Passport, Permanent Resident Card or Work Authorization Document
- 4. Proof of Residency** for a period greater than six (6) months  
Documents accepted: Utility bill, Water bill, Landline Telephone bill, Mortgage or Notarized Rental Agreement
- 5. Certified copy of Articles of Incorporation / Articles of Organization by the Louisiana Secretary of State Office.** All of the partners or the principal officers are required to submit applications individually (if applying as a corporation, partnership, or LLC).  
All of the provisions applicable to individuals shall apply to and be required of such principal partners or officers, and the failure of any of them to meet such requirements shall be grounds to deny the application of such corporation, association or partnership.
- 6. Certified copy of binding agreement to transfer the CPNC and vehicle.** Agreement shall include the price for which the CPNC and the vehicle were transferred.
- 7. Proof of required insurance**  
Accepted documents: Certificate of Liability Insurance / Declaration Page
- 8. CPNC Transfer Special Inspection Form.** Vehicle inspection must be completed within **15 days** of application.
- 9. City of New Orleans Occupational License**
- 10. Current CPNC Renewal Certificate**
- 11. Pay \$350 Transfer Fee and \$50 Vehicle Inspection Fee**  
Forms of payments accepted: Money order or cashier's check payable to The City of New Orleans or Mastercard / Visa / Discover credit card. 2.45% convenience fee will be applied to credit card transactions

Upon submission of the CPNC transfer application, then the applicant must complete the following:

- 12. Federal Background Check/Criminal History Report** (see Criminal History Records Check Application Form)
  - \$50.00 money order paid to New Orleans Aviation Board
- 13. Drug Test** (see Drug Test information sheet and application)
  - \$20.00 fee paid to drug testing facility

### All fees are non-refundable.

You are encouraged to familiarize yourself with New Orleans City Code Chapter 162. A copy may be obtained from the Clerk of Court's Office, or online at [www.municode.com](http://www.municode.com). Please govern yourself accordingly.

### Disclaimer:

- This Transfer Application will be processed in accordance with the August 20, 2012 ruling in the case entitled Dennis Melancon v. City of New Orleans, United States District Court for the Eastern District of Louisiana, Docket No. 12-1337.
- The City does not concede that a CPNC is a property right rather than a privilege. The City further does not concede that it is a best practice to allow CPNC's to be transferred during a period suspension or revocation.

CPNC(s) Holder's Initials: \_\_\_\_\_

Applicant's Initials: \_\_\_\_\_



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## CPNC TRANSFER APPLICATION

Type of Application: Sale      Gift      Other      Explain \_\_\_\_\_  
 CPNC Number \_\_\_\_\_

### LICENSE HOLDER INFORMATION

Name of Present License Holder \_\_\_\_\_  
 Address (No P.O. Boxes) \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Social Security/EIN Number \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Email Address \_\_\_\_\_

### TRANSFEREE INFORMATION

Name of Transferee \_\_\_\_\_  
 Residence Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Email Address \_\_\_\_\_  
 Country of Birth \_\_\_\_\_ City and State of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

All of the partners or the principal officers of the organization, and the person actually exercising the executive direction of the organization shall be required to submit applications individually. All of the provisions applicable to individuals shall apply to and be required of such principal partners or officers, and the failure of any of them to meet such requirements shall be grounds to deny the application of such corporation, association or partnership.

Yes      No      Are you authorized to work in the United States by the immigration laws or the Attorney General of the United States?

### REQUIRED ATTACHMENTS

- Certified copy of binding agreement to transfer the CPNC and vehicle. Agreement shall include the price for which the CPNC and the vehicle were transferred.
- Proof of insurance
- CPNC Transfer Special Inspection Form. Vehicle inspection must be completed within 15 days of application.
- City of New Orleans Occupational License
- Current CPNC Renewal Certificate
- Vehicle Registration
- Line letter from the company where your vehicle will be operating

Initials: \_\_\_\_\_

CPNC # \_\_\_\_\_



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## CPNC TRANSFER APPLICATION

### INTEREST DISCLOSURES AND/OR OFFICERS/MEMBERS

List the name, residence address, date of birth, and telephone number for any person who has a legal, beneficial, financial, or equitable interest as defined by law in the CPNC(s) to be transferred. Definitions are listed below.

Full Name \_\_\_\_\_

Title/Position \_\_\_\_\_ Type of Interest \_\_\_\_\_

Residence Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_ SSN \_\_\_\_\_

Full Name \_\_\_\_\_

Title/Position \_\_\_\_\_ Type of Interest \_\_\_\_\_

Residence Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_ SSN \_\_\_\_\_

Full Name \_\_\_\_\_

Title/Position \_\_\_\_\_ Type of Interest \_\_\_\_\_

Residence Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_ SSN \_\_\_\_\_

Full Name \_\_\_\_\_

Title/Position \_\_\_\_\_ Type of Interest \_\_\_\_\_

Residence Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_ SSN \_\_\_\_\_

**Financial Interest:** An interest equated with money or its equivalent. Any person having a monetary interest in the CPNC must be disclosed. Example: A person who owns shares in the CPNC or any part of the CPNC or is in the process of buying the CPNC has a financial interest.

**Beneficial Interest:** Any person who manages, derives a profit, benefit or advantage resulting from a contract or agreement with the CPNC holder. This would include any person who benefits in some way through the CPNC holder.

**Legal Interest:** This includes, among other things, an interest arising out of a contract. Any person who has entered into a contract relating to the purchase of the CPNC (conditional sale) has a legal interest in the CPNC.

**Equitable Interest:** This includes, among other things, a beneficiary in case of a CPNC holder's death or divorce. Spouses or other designated beneficiaries have an equitable interest in the license.

Initials: \_\_\_\_\_

CPNC # \_\_\_\_\_



<b>Date</b> _____
<b>Tracking Number</b> _____

## CPNC TRANSFER APPLICATION

### TRANSPORTATION EXPERIENCE

- |     |    |  |
|-----|----|--|
| Yes | No | Do you hold any interest (legal, equitable, beneficial, financial, shareholder, ownership, or otherwise, in any other City of New Orleans CPNC(s)?   |
| Yes | No | Have you ever had a City of New Orleans vehicle for hire operator's license suspended or revoked?  |
| Yes | No | Has your authority for vehicle for hire services ever been revoked or suspended by the State of Louisiana Department of Motor Vehicle Services?  |
| Yes | No | Have you even 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 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:

### CRIMINAL HISTORY

- |     |    |  |
|-----|----|--|
| Yes | No | Have you ever been convicted under the laws of Louisiana, any other state, or of the United States within five years of any felony or offenses equivalent thereto of homicide, aggravated rape, aggravated battery, simple rape, aggravated kidnapping, aggravated burglary, armed robbery, attempted aggravated battery, attempted aggravated rape, child molestation, attempted aggravated robbery, aggravated assault, or sale of narcotics.                              |
| Yes | No | Have you ever been convicted under laws of Louisiana, any other state, or of the United States of the offense or offenses equivalent thereto of pandering, prostitution, soliciting for prostitution or illegal possession or use of narcotics within the five (5) years preceding the date of the application, regardless of whether adjudication has been withheld?  |
| Yes | No | Have you ever been convicted under laws of Louisiana, any other state, or of the United States of the offense or offenses equivalent thereto of suspended license, disorderly conduct, driving while under the influence (DUI), leaving the scene of an accident, felony involving a motor vehicle, or the violation any law involving theft/violence within the five (5) years preceding the date of the application, regardless of whether adjudication has been withheld? |
| Yes | No | Have you ever pled nolo contendere, pled guilty, been found guilty, or been convicted of any crime wherein a vehicle for hire was employed, regardless of whether adjudication has been withheld?  |
| Yes | No | Have you ever 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 as an habitual violent offender under any state's statutes?   |

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

NAME	CHARGE	DATE	COURT & LOCATION

Initials: \_\_\_\_\_

CPNC # \_\_\_\_\_



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Date	_____
Tracking Number	_____

# CPNC TRANSFER APPLICATION

## APPLICANT ACKNOWLEDGMENTS AND CERTIFICATION

I hereby authorize the City of New Orleans, Taxicab for Hire Vehicle Bureau to receive any criminal history, record, or information pertaining to me which may be in any national, state, or local criminal justice agencies in the United States of America, and understand that the Bureau reserves the right to deny this application based upon the misrepresentation, alteration, omission, incompleteness of material fact, or for any reason set forth in New Orleans City Code Sec 162-322. I agree to comply with all provisions and requirements of New Orleans City Code Chapter 162, should this application be approved. (Note: This authorization is valid for 365 days from the date of signature.)

Before me, the undersigned authority, this day has personally appeared \_\_\_\_\_, who, being by me first duly sworn, deposes and says that he/she is the applicant in the forgoing application, and that the statements made herein and attached hereto are true and correct, grants authority the City of New Orleans Taxicab and For Hire Bureau to verify the information contained herein, understands that the Bureau reserves the right to deny this application based upon the misrepresentation; alteration; omission; incompleteness of material fact; or for any of the reasons set for in New Orleans City Code Sec 162-322 and agrees to comply with all provisions and requirements of New Orleans City Code chapter 162, should this application be approved and further certifies that said application for transfer is to acquire CPNC # \_\_\_\_\_ presently held by \_\_\_\_\_ and vehicles.

Signature of Applicant \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ .

Signature of Notary Public \_\_\_\_\_ Name of Notary Public \_\_\_\_\_

Personally known \_\_\_\_\_ or Identification Produced

Type of Identification Produced \_\_\_\_\_

My Commission Expires \_\_\_\_\_

Initials: \_\_\_\_\_

CPNC # \_\_\_\_\_



Date _____
Tracking Number _____

## CPNC TRANSFER APPLICATION

### LICENSE HOLDER 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 the \_\_\_\_\_ of \_\_\_\_\_, and that said Certificate of Public Necessity and Convenience (CPNC) is current and valid, and in accordance with New Orleans City Code Chapter 162, does request the Taxicab and For Hire Vehicle Bureau transfer said CPNC to \_\_\_\_\_ listed on this application as the applicant, and further stipulates that when the license transfer is approved by the City of New Orleans Taxicab and For Hire Vehicles Bureau to relinquish all rights to such CPNC to the applicant and that all statements on this form are true. Furthermore, I affirm that there are no liens, lawsuits, etc. pertaining to the CPNC number(s).

Signature of CPNC Holder: \_\_\_\_\_

Signature of CPNC Holder: \_\_\_\_\_

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ .

Signature of Notary Public \_\_\_\_\_ Name of Notary Public \_\_\_\_\_

Personally known \_\_\_\_\_ or Identification Produced \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

My Commission Expires \_\_\_\_\_

Initials: \_\_\_\_\_

CPNC # \_\_\_\_\_



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## CPNC TRANSFER APPLICATION

### CPNC TRANSFER SPECIAL INSPECTION FORM

New Orleans City Code 162-32(5) states: The vehicle of transferee shall have been inspected for approval and approved for issuance of a for-hire vehicle inspection certificate, and otherwise comply with all of the requirements. New Orleans City Code 162-323 states: Such vehicle must have satisfactorily passed inspection by the station within 15 days of the date of application for transfer of the CPNC.

#### CPNC Transfer Information

The lawful transferor of the CPNC described herein in is:

Name \_\_\_\_\_

Address(es) \_\_\_\_\_

The lawful transferee of the CPNC described herein in is:

Name \_\_\_\_\_

Address(es) \_\_\_\_\_

#### CPNC Vehicle Information

Company Name \_\_\_\_\_

CPNC \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Vehicle Model \_\_\_\_\_

Vehicle Year \_\_\_\_\_ VIN \_\_\_\_\_

#### Please check and initial the appropriate answers below.

- |     |    |   |
|-----|----|---|
| Yes | No | Has this vehicle ever been issued the title class "salvage", "rebuilt", "junk", "total loss", reconditioned" or any equivalent? |
| Yes | No | Has this vehicle ever been used as a taxicab in another jurisdiction?   |
| Yes | No | Has this vehicle ever been used as a law enforcement vehicle?   |

NOTE: Vehicle must meet all inspection requirements before transfer is approved.

CPNC Holder's Signature \_\_\_\_\_ Date \_\_\_\_\_

## VEHICLE INSPECTION

Vehicle Passed Inspection?      Yes      No

Date of Inspection: \_\_\_\_\_

Order/Cashier's Check Number: \_\_\_\_\_

TFHB Investigator: \_\_\_\_\_

NOTE: VEHICLE MUST MEET ALL INSPECTION REQUIREMENTS BEFORE TRANSFER IS APPROVED.  
PLEASE ENSURE THIS FORM IS COMPLETED BY A TFHB INVESTIGATOR DURING THE HOURS LISTED BELOW

**TRANSFER INSPECTION HOURS:**  
**TUESDAYS 8:00am - 11:00am**  
**SATURDAYS 8:00am - 11:00am**