



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](http://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 the 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).
    - **Defensive Driving Certificate** from the National Safety Council (class offered online at [metrosafety.org](http://metrosafety.org)) or Victor Manning Driving School ([www.victormanningdrivingschool.com](http://www.victormanningdrivingschool.com)).
    - **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](mailto:TaxiTests@nola.gov)  
 New Orleans, LA 70112
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](mailto:TaxiTests@nola.gov)
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](http://www.municode.com). Please govern yourself accordingly.



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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](http://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](mailto:TaxiTests@nola.gov)  
 New Orleans, LA 70112
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](mailto:TaxiTests@nola.gov)
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.