



HENRICO COUNTY POLICE DIVISION

Taxicab Driver's Permit Application

HCPD-117B (06/16)



Application Guidelines:

When completing this application form for a Taxicab Driver's Permit, you **MUST**:

1. **Fill out the application completely, legibly, and truthfully;**
2. Have your signature notarized (you may have this done at the Public Safety Building);
3. Submit the following with your application:
 - a. A recent DMV transcript of your driving record;
 - b. A letter from the company for which you will be working verifying your employment;
 - c. A completed fingerprint card, which can be done at the Public Safety Building; and
 - d. Two recent photos (passport size). Your attire/appearance in your picture should follow the below guidelines of Henrico County Code Sec. 21-161:

Taxicab drivers shall be fully and neatly dressed and exhibit good personal hygiene without offensive body odor. All clothing shall be clean, free of holes, rips or tears, and present a professional appearance; clothing shall not exhibit any symbols, phrases or renderings that are obscene and shall comply with the following standards: (1) Male drivers are required to wear long pants or professional length uniform shorts, buttoned shirts with fold-down collars and sleeves, and shoes. Pullover "polo" shirts, with fold-down collars, buttons and short sleeves, are permitted. Shoes shall be clean, closed-in and worn with socks. Hair, beards and moustaches must be neat, trimmed and present a groomed appearance. (2) Female drivers are required to wear long pants, professional length shorts, skirts or dresses, shirts or blouses, and shoes. Pullover "polo" shirts, with fold-down collars, buttons and short sleeves, are permitted. Shoes shall be clean, closed-in and worn with socks or stockings. Hair must be neat, trimmed and present a groomed appearance.

After submitting the completed application, you will be contacted by telephone once the investigation is complete. Please remember that this is a time-consuming process. **It is strongly recommended that you turn in your application six weeks before your old permit expires.**

Permits will be issued after you have been called by this office and given an appointment. Please bring your Division of Motor Vehicle Operator's License and twenty dollars (\$25.00). If you wish to write a check, it must be made payable to the County of Henrico.

Fingerprints are taken at the Public Safety Building Monday-Friday between 8:00 a.m. and 3:30 p.m. There is a ten-dollar (\$10.00) fee per fingerprint card. Two forms of identification are required, one of which must be a photo ID. The only acceptable forms of identification are:

- | | |
|---------------------------------|--|
| A valid passport | A signed social security card |
| A valid driver's license card | Original birth certificate |
| A valid military identification | A vehicle registration |
| A valid voter registration card | A valid non-driver's identification card |

If you have any questions, you may contact the Permits Office at 501-7494.

List the addresses of your previous residences for the past five years *(include street, city, state, and zip code)*:

List the **names** and **addresses** of your previous employers for the past five years *(include street, city, state, and zip code)*:

AUTHORIZATION TO OBTAIN INFORMATION

I have authorized the County of Henrico, Police Division to perform a background investigation in connection with this application. This investigation may include information as to my criminal convictions, if any, Division of Motor Vehicles records, previous employers, medical records, and other appropriate sources.

I understand that, in accordance with Henrico County Code Sections 21-70 and 21-72, knowingly making a false statement on this application may result in this permit being revoked or denied, in addition to being a misdemeanor as defined in Henrico County Code Section 21-20.

Applicant's signature: _____

Date: _____

State of Virginia
County of Henrico

On this _____ day of _____ 20____ who name is signed to the foregoing instrument, personally appeared before me, acknowledged the foregoing signature to be his/hers, and having been duly sworn by me, made under oath that statements made in the said instrument are true.

Notary public: _____

My commission expires on: _____

Date permit issued: _____

Permit number: _____