



**Administration & Regulatory Affairs Department
Regulatory Permitting Division**

**1002 Washington Ave
Houston, Texas 77002**

Phone: (832) 394-8801 | Fax: (832) 395-9632

**Monday through Friday
8:00 a.m. until 4:00 p.m.**

For Office Use Only:
Fingerprint Application Signed Out
By:

CSR Initials

Date

VEHICLE FOR HIRE COMPANY APPLICATION (VEHICLE PERMITS)

1. You are required to be fingerprinted by MorphoTrust USA through an exclusive contract with the Texas Department of Public Safety.
 - a. Obtain a Fingerprint Packet from our offices located at 1002 Washington Ave.
 - b. Each individual listed on the application **MUST** be fingerprinted.
 - c. Results will be submitted to our offices in approximately 2-5 days.

It is your responsibility to contact our offices at 832-394-8803 to check the status of your results.
2. You are required to go to Municipal Courts to have a warrant check completed.
 - a. The cost for this service is \$20.00.
 - b. The warrant check will be stamped and signed on the application. The court representative will not provide you with additional documents.
3. You are required to complete the attached application.
 - a. Incomplete applications will **NOT** be accepted.
 - b. Have your proof of insurance sent to our offices from your insurance agent. The information can be faxed to: 832-395-9632 or emailed to trans.insurance@houstontx.gov. The insurance must be sent on an Acord 25 Form with the following information:
 - i. Company Name (DBA) listed as the insured, a 30-Day Notice of Cancellation, and City of Houston listed as "Additional Insured" (City of Houston, P.O. Box 1561, Houston, Texas 77251).
4. You will need to bring in the following items when you have completed steps 1-3:
 - a. Your company fee schedule
 - b. Your company sample manifest, limousine companies only (if electronic, you must display a sample).
 - c. A copy of your Doing Business As (DBA) or corporation documents from the Texas Secretary of State, must include the Certificate of Formation and Certificate of Filing.
 - d. Proof of ownership for your vehicles (only need one of the three items listed below):
 - i. Bill of Sale
 - ii. Vehicle Registration
 - e. If you don't own your vehicles, you will need one of the items listed in "d" above as well as a lease agreement with the owner allowing you the ability to use the vehicle.
5. Once you have all your documents together, bring everything to our offices at 1002 Washington Ave. We will review the information and if everything is complete and in good order, we will accept payment for your permits.
 - a. Please note inspections are not same day. Inspections are ready the next business day at 8 AM.

(All Vehicle for Hire operators should refer to the appropriate city code (Chapter 46) for specific details and requirements for operations/services: https://www.municode.com/library/tx/houston/codes/code_of_ordinances)



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**VEHICLE -FOR-HIRE
 VEHICLE LICENSE/PERMIT APPLICATION**

1. **TYPE OF BUSINESS** (Check one) Proprietorship Partnership Corporation LLC
2. **TYPE OF LICENSE/PERMIT** (Check one)
 Charter/SS Limousine Jitney School Bus Pedicab Low Speed Shuttle SGT Taxicab
3. Business Name _____
 a. DBA Name (if different than above): Houston Airport Shuttle
4. Owner's Name _____
5. Business Address: _____
6. Mailing Address: _____
6. Applicant's Name Last _____ First: _____ MI: _____
7. Business Phone Number: _____ Home Number: _____
7. Fax Number: _____ Email Address: _____
8. Applicant's Agent Name (If necessary): _____
9. Agent's Mailing Address _____
10. How many vehicles do you intend to operate? _____
11. Do you intend to pick up or drop-off at any Houston Airport? Yes No
12. List the names of Partner's, Principal Officers of Corporation, or each person who holds 10% or more of outstanding company shares. (Attach a copy of the Partnership Agreement or Articles of Incorporation)
13.

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____

VEHICLE FOR HIRE COMPANY APPLICATION:

- **ADDITIONAL REQUIRED INFORMATION TO BE SUBMITTED WITH APPLICATION – PLEASE REFER TO THE ORDINANCE (CHAPTER 46) FOR FULL INFORMATION:**
- (All Vehicle for Hire operators should refer to the appropriate city code (Chapter 46) for specific details and requirements for operations/services: https://www.municode.com/library/tx/houston/codes/code_of_ordinances)

School Vehicle Company – Additional Required Information:

- 1) Listing of all schools to be served
- 2) Listing of all drivers for your company
- 3) Proof of Insurance

Low Speed Shuttle Company – Additional Required Information:

- 1) Listing of rates (preferably on company letterhead; designated by zone, if applicable)
- 2) Zones (provided on a map)
- 3) Color Scheme
- 4) Proof of Insurance

Jitney Company – Additional Required Information:

- 1) Listing of Rates (preferably on company letterhead; designated by zone, if applicable)
- 2) Zones (provided on a map)
- 3) Color Scheme
- 4) Proof of Insurance

Limo and Charter Company – Additional Required Information:

- 1) Schedule of fares (preferably on company letterhead)
- 2) Proof of Insurance

Pedicab Company – Additional Required Information:

- 1) Schedule of rates (preferably on company letterhead)
- 2) Color scheme
- 3) Uniform (if needed)
- 4) Proof of Insurance

Taxicab Company – Additional Required Information:

- 1) Proposed color scheme
- 2) Proof of Insurance
- 3) Payment of application fee

Declaration of Applicant:

My name is _____ (first, middle and last name), my date of birth is _____ and _____ my _____ address is _____ (street, city, state and zip code) and _____ (county).

I have personal knowledge of the statements made in the application. None of the statements are misleading or false. I acknowledge that issuance of the license, permit or certificate does not excuse or approve any violation of deed restrictions or city, state or federal laws or regulations. To the extent that this declaration is made on behalf of a corporation or any other legal entity or persons, I certify that I have fully advised them of the contents of the application and this declaration and that I am authorized to execute this declaration.

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____ (month) _____ (year).

Applicant Signature

Data Submission Requirements

***Complete only if Wheelchair Accessible Vehicle on Fleet**

I, on behalf of _____ (Company), acknowledge the operational data submission and reporting requirements in Section 46-11 of the City of Houston Code of Ordinances. I attest to _____ (Company's) ability to comply with these requirements and certify that _____ (Company) has chosen not to submit a data submission waiver request under Section 46-11(d). I understand that this data must be submitted quarterly in a format approved by the Director. I acknowledge that failure to comply with Section 46-11 may result in an administrative hearing pursuant to Section 46-5 to revoke or suspend _____ (company's) permit or certificate of registration. I acknowledge that failure to comply with Section 46-11 may result in the non-renewal of _____ (Company's) permit or certificate of registration.

Signature of Applicant or Applicant's Agent

Declaration of Applicant:

My name is _____ (first, middle and last name), my date of birth is _____ and my address is _____ (street, city, state and zip code) and _____ (county).

I have personal knowledge of the statements made in the application. None of the statements are misleading or false. I acknowledge that issuance of the license, permit or certificate does not excuse or approve any violation of deed restrictions or city, state or federal laws or regulations. To the extent that this declaration is made on behalf of a corporation or any other legal entity or persons, I certify that I have fully advised them of the contents of the application and this declaration and that I am authorized to execute this declaration.

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____ (month) _____ (year).

Applicant Signature

**SCHEDULE A
PROPRIETORSHIP AFFIDAVIT**

APPLICANT NAME: _____

COMPANY NAME: _____

INSTRUCTIONS:

-
1. If you checked "Proprietor" on item 1 of the vehicle-for-hire permit application, fill out this form.
 2. Affidavit must be signed in the presence of and notarized by a notary public
-

Under penalties of perjury I, _____, declare that I am the individual making the foregoing application for a vehicle-for-hire vehicle permit, and that the answers to the foregoing questions and other statements contained therein are true correct to the best of our knowledge.

Signature of Applicant

Declaration of Applicant:

My name is _____ (first, middle and last name), my date of birth is _____ and _____ my _____ address _____ is _____ (street, city, state and zip code) and _____ (county).

I have personal knowledge of the statements made in the application. None of the statements are misleading or false. I acknowledge that issuance of the license, permit or certificate does not excuse or approve any violation of deed restrictions or city, state or federal laws or regulations. To the extent that this declaration is made on behalf of a corporation or any other legal entity or persons, I certify that I have fully advised them of the contents of the application and this declaration and that I am authorized to execute this declaration.

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____ (month) _____ (year).

Applicant Signature



**DEED RESTRICTION AND
LAW COMPLIANCE AFFIDAVIT**

Please initial next to each paragraph:

_____ I understand and agree that it is my responsibility to comply with all deed restrictions and city, state, and federal laws, regulations and/or ordinances concerning any activity authorized by the license, permit, or certificate, requested in the application to which this affidavit pertains and concerning any land or place where such activities may be conducted.

_____ I also understand and agree that the City of Houston by issuing the license, permit or certificate for which I am applying does not excuse or approve of any violation of deed restrictions, of city, state or, federal laws, regulations or ordinances and that the license, permit, or certificate will be void in the event that it is used in violation thereof.

_____ I fully understand that if the permit, license, or certificate for which I am applying is issued, the City of Houston or any other appropriate entity may institute legal proceedings against me if I violate any deed restriction, or any city, state or federal law, regulation or ordinance.

_____ To the extent that this affidavit is made on behalf of a corporation or for the benefit of any persons other than myself, I certify that I have fully advised them of the content of this affidavit and that I am duly authorized to execute the same as the act and deed of the applicant or persons.

_____ Failure to make timely payments on permit fees may lead to revocation/suspension of the permit.

_____ Not Sufficient Funds (bounced checks will result in a \$24.00 NSF charge and all future payments will be required to be paid by money order or cashier's check.

_____ Insurance policies allowed to lapse will be cause revocation/suspension of the permit.

Declaration of Applicant:

My name is _____ (first, middle and last name), my date of birth is _____ and my _____ address is _____ (street, city, state and zip code) and _____ (county).

I acknowledge that issuance of the license, permit or certificate does not excuse or approve any violation of deed restrictions or city, state or federal laws or regulations. To the extent that this declaration is made on behalf of a corporation or any other legal entity or persons, I certify that I have fully advised them of the contents of the application and this declaration and that I am authorized to execute this declaration.

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____ (month) _____ (year).

Applicant Signature

LIMOUSINE VEHICLE AIRPORT AFFIDAVIT

I, _____ being first duly sworn depose and say that; He or She conforms to the Limousine Ordinance requirement according to Section 46-233(e), (f), and (g) and Section 46-242:

Section 46-233:

“(e) In addition to any other information required to be provided under this section each applicant for issuance, renewal or amendment of a permit shall be required to advise the director in writing upon the application form whether the applicant desires privileges to operate the limousine(s) covered by the permit upon the property of city airports.

(f) The director shall cause each permit that is issued, renewed or amended and any certification decals or other evidence of authorization to operate a chauffeured limousine to indicate whether or not the permittee and vehicles have city airport privileges under this subsection.

(g) It shall be unlawful for any person to operate or cause to be operated any chauffeured limousine that does not have city airport privileges under this subsection upon any city owned or operated airport. Additional, violation of this subsection shall be grounds for revocation or suspension of the offender’s permit and license.”

Section 46-242:

“No licensee shall operate a limousine upon the property of any city airport except for the purpose of discharging passengers who’s trips originated elsewhere or for the purpose of render service to deplaning passengers who wish to be transported from the airports. No licensee shall park or stand his limousine upon airport property except for the purpose of actually loading or unloading passengers in accordance with a rental agreement executed under Section 46-240 of this Code, nor shall any licensee enter or remain upon airport property unless his limousine has a permanently affixed on the windshield an automatic vehicle identification tag in accordance with policies and procedures promulgated by the director of aviation. It shall be the duty of each licensee to present a copy of the rental agreement instrument required under section 46-240 of this code to any aviation department employee, administration and regulatory affairs department employee, or peace officer upon request to evidence compliance with this section. If the licensee fails to provide the rental agreement evidencing compliance, it shall be presumed in any prosecution under this subsection that the licensee’s presence upon the airport property was unlawful.”

Signature of Applicant

Declaration of Applicant:

My name is _____ (first, middle and last name), my date of birth is _____ and my _____ address is _____ (street, city, state and zip code) and _____ (county).

I have personal knowledge of the statements made in the application. None of the statements are misleading or false. I acknowledge that issuance of the license, permit or certificate does not excuse or approve any violation of deed restrictions or city, state or federal laws or regulations. To the extent that this declaration is made on behalf of a corporation or any other legal entity or persons, I certify that I have fully advised them of the contents of the application and this declaration and that I am authorized to execute this declaration.

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____ (month) _____ (year).

Applicant Signature



Paper/Electronic Chauffeured Limousine Manifest Statement

The City of Houston Code of Ordinance Section 46-240 requires the following information on your Manifest (both paper and electronic).

- Company's Name
- Driver's Name
- Passenger's Name
- Airline Name
- Flight Number
- Rate
- Date & Time of Hiring
- Date & Time of Pick up
- Date & Time of Arrival/Departure
- Date & Time of Release
- Total Charges

****Please ONLY fill out 1 section below****

**** A copy of the paper manifest must be submitted. This should be the only manifest used by your company. ****

Each electronic device must be submitted for approval.

My company named _____

Will be using a **PAPER MANIFEST ONLY**

Will be using an **ELECTRONIC MANIFEST ONLY** (list devices below)

 Will be using **BOTH PAPER AND ELECTRONIC MANIFEST** (list devices below)

Print Name

Date

Sign Name

Approved By and Date

**SCHEDULE H
PERSONAL HISTORY OF BUSINESS OWNERS**

INSTRUCTIONS:

*****EACH INDIVIDUAL WHO IS REQUIRED TO FILL OUT A SCHEDULE H MUST SUBMIT HIMSELF/HERSELF TO BE FINGERPRINTED.*****

If you answered "proprietor" for item #1 on the vehicle-for hire- vehicle license/permit application, fill out a Schedule H for yourself. For "partnerships", each partner must complete a separate Schedule H. For "corporations", each of the principal officers of the corporation must complete a separate Schedule H.

Name of Individual, Partner or Principal Officer _____

Address _____
Street City State Zip Code

Phone _____ - _____ - _____ Form of Business _____ % of Ownership Interest _____

Date of Birth _____ Age _____ Place of Birth _____

Social Security Number _____ Texas Driver License Number _____

Sex _____ Race _____ Marital Status _____ U.S. Citizen Yes _____ No _____

Weight _____ Hair Color _____ Color of Eyes _____

Places of residence for preceding five (5) years:

Date From- To	Street Address	City	State	Zip Code

Names and addresses of employer for preceding five (5) years:

Date From- To	Street Address	City	State	Zip Code

Schedule H Page 2

Name of Individual, Partner, or Corporate Officer: _____

Name and Address of each business owned or operated for preceding five (5) years:

Date From- To	Street Address	City	State	Zip Code

Has individual filling out this form been convicted of any criminal offense in any state, or spent time in prison in the preceding ten (10) years? _____ Yes _____ No if yes, provide the following:

Offense convicted of _____

Date of conviction _____

Place of conviction _____

Court and case number _____

City of Houston Municipal Courts Department
1400 Lubbock St., Houston, Texas 77002 (Basement)
Warrant Check (\$20.00)

DO NOT WRITE BELOW THIS LINE

For Office Use Only

<p><u>Applicant Information:</u></p> <p>Name:</p> <p>TX DL:</p> <p>DOB:</p> <p>Status: _____</p>	<p>This certificate verifies that a database search for <u>City of Houston Class "C" Warrants Only</u> Was performed on this date for the applicant declared on this form.</p>
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