



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

**1002 Washington Ave
Houston, Texas 77002**

Phone: (832) 394-8803 | 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 Driver's License Application Packet Guide

- You are required to be fingerprinted by MorphoTrust USA through an exclusive contract with the Texas Department of Public Safety.
 - Obtain the Fingerprint Packet from our offices located at 1002 Washington or from our website www.houstontx.gov/ara/vfh. Click the link titled "Criminal History Background Check Process & Texas Fingerprint Service Code Form".
 - 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 see if your results have come back.

- You are required to complete a warrant check.
 - This can be completed at the Municipal Court Department at 1400 Lubbock.
 - The cost for this service is \$20.00.
 - The warrant check will be stamped and signed on the application. The court representative will not provide you with any additional papers.
- You are required to have the deed restriction form signed.
- **The license fee is \$12.53.**

Bring the following items to the Houston Permitting Center at 1002 Washington Ave:

- The completed vehicle for hire driver application.
- The completed and signed deed restriction affidavit.
- Warrant check obtained from the City of Houston Municipal Courts.
- Valid Texas Driver's License
- **School Vehicle License Applicants MUST submit their school vehicle safety certificate.**

Other Application Information:

- Incomplete applications will not be processed or accepted.
- Only original documents will be accepted. No copies.
- Documents must have identical names and spellings.
- **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**



City of Houston
Regulatory Affairs Division
1002 Washington Ave.
Houston, Texas 77002
Phone: 832.394.8803 Fax 832.395.9632

**VEHICLE-FOR-HIRE
 DRIVER'S LICENSE APPLICATION**

For which type of City issued driver's license do you want to apply? (Check one)

- Taxicab Limousine Charter
 Jitney School Bus Low Speed Shuttle Pedicab Wheelchair Accessible Svc Provider

Name: Last: _____ **First:** _____ **MI:** _____

Social Security Number: _____ Place of Birth: _____

Mailing Address: _____ City: _____ Zip Code: _____

Physical Address: _____ City: _____ Zip Code: _____

Phone Number: ____/____/____ Alternate Number: ____/____/____

Email: _____

Texas Driver's License Number: _____ Class: _____ Expiration Date: _____

Driver's License Restrictions (if any): _____

Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Date of Birth: ____/____/____ Sex: _____ Race: _____ Marital Status: _____

Please check one:

- | | | |
|---|------------------------------|-----------------------------|
| Have you previously had a city issued vehicle for hire driver's license? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you currently have a city issued vehicle for hire driver's license? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you had a city issued vehicle for hire license suspended, revoked or denied? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you had a state issued driver's license denied, revoked or suspended? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you had any traffic violations in the preceding 12-months? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever been convicted of a crime? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have legal right to work in the United States? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

What company do you intend to drive with? _____

List your occupation(s) and company name(s) for the past 5-years below:

| DATE | NAME OF COMPANY | ADDRESS | OCCUPATION |
|------|-----------------|---------|------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

List your places of residence for the past 5-years below:

| NUMBER | STREET NAME | CITY/ STATE | ZIP |
|--------|-------------|-------------|-----|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Applicant Declaration
***** NOTARY NOT REQUIRED*****

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 _____ country.

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
*** NOTARY NOT REQUIRED*****

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 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 suspension/revocation of the permit.

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

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

***** NOTARY NOT REQUIRED*****

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

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 City of Houston Class "C" Warrants ONLY was performed on this date for the applicant declared on this form.</p> |
|--|--|