



CITY OF SARATOGA SPRINGS **PROCEDURES FOR RENEWING A TAXI OWNER'S LICENSE**

1. Applicant must complete Renewal Taxi Owner's Application and have read a copy of City Ordinance Chapter 215.
2. Applicant must sign the application in front of a Commissioner of Deeds or a Notary Public.
3. The applicant must supply the following information:
 - A. If a partnership or operating under an assumed name, the applicant must file a certified copy of the certificate of partnership or assumed name.
 - B. If a corporation, the applicant must file the names and addresses of all corporate officers and stockholders.
4. For each vehicle, the applicant must submit:
 - A. Insurance card.
 - B. Verification of registration issued by the NYS Department of Motor Vehicles for use as a taxi.
 - C. If the vehicle(s) is not registered to the person making this application, attach a copy of the contract or lease giving the applicant possession or control of the taxicab(s).
5. Must show proof of insurance.
 - A. NYS Statutory Workers' Compensation and Disability Insurance. If you are the only owner and only driver you may qualify for a waiver. Complete the waiver application online at <http://www.wcb.ny.gov/>.
 - B. If you qualify per NYS Workers' Compensation Board, print the waiver form from the internet, sign and date the bottom.
 - C. Certificate of insurance, including a detailed inventory of each vehicle to be licensed by the applicant, evidencing Commercial Automobile Liability Insurance in the amount mandate by NYS.
6. The following payments are required:

\$100.00 - cash, check, or money order payable to City Clerk for each taxi to be licensed.

*If renewing a taxi owner's license, fingerprinting is not required unless your taxi owner's license has been expired for 6 months or longer or if the applicant has changed from the previous application. In these instances the initial taxi owner's license application needs to be completed, not the renewal of a taxi owner's license.
7. Once your application has been completed, bring your paperwork into the City Clerk's office.



CITY OF SARATOGA SPRINGS APPLICATION FOR INITIAL TAXI OWNER'S LICENSE

Company Information

1. Company Name: _____
2. Manager's Name: _____ Company Phone #: _____ Fax #: _____
3. Check which applies: Partnership: _____ Corporation: _____ Doing Business As: _____ Individual: _____
If a Partnership or Doing Business As, you must file a copy of the applicable certificate.
If a Corporation, you must file a copy your articles of organization.
4. Company Street Address: _____
City, State, Zip Code: _____
5. Company Mailing Address: _____
City, State, Zip Code: _____
6. Business Address of 24 hour Dispatch Center: _____
7. List address/location where drivers will pick-up and drop-off taxi vehicle(s) at shift change: _____

8. Number of vehicles you are applying to license _____. Specify all vehicles on page 4 of this application.

Applicant's Information

1. Name: _____ Title: _____
2. Street Address: _____
City, State, Zip Code: _____
3. Phone Number: _____ Social Security Number: _____ Email: _____
4. New York State Driver's License Identification #: _____ License Class: _____
5. Have you been a resident of New York State for the past 5 years? Yes ___ No ___ If no, list previous address(es) below:

From _____ To _____

From _____ To _____
8. Have you been arrested since your last application? ___ Yes ___ No
If yes, give the following information. Use additional sheets if needed.
State: _____ City: _____ Date: _____
Original Charge: _____
Facts of Original Charge: _____

YOU MUST ALSO ATTACH A CERTIFICATE OF DISPOSITION FOR EACH CHARGE SINCE YOUR LAST APPLICATION.

10. Do you have any currently pending legal matters in court? ___ Yes ___ No
If yes, what court? _____ Date of original charge: _____
What was the original charge? _____
11. Have you ever received a citation for a violation of the Code of the City of Saratoga Springs? ___ Yes ___ No
Date: _____ What was the citation? _____

11. In what municipalities are you currently licensed as a taxi owner _____
Has your taxi owner license(s) ever been revoked? ___ Yes ___ No If yes, for what cause? _____

The licensee shall indemnify and save harmless the City of Saratoga Springs, its agents and employees, from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees arising out of or resulting from the licensed activity sustained by any person or persons, provided such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, death, or destruction of property caused by the tortious act or negligent act or omission of licensee or its employees or its agents.

I certify or declare under penalty of perjury under the laws of the State of New York that I have answered all of the preceding questions and that the information contained herein foregoing is true and correct. I understand that falsification of answers given or material submitted will result in denial of this application and/or denial, suspension or revocation of my taxicab license. I hereby authorize the Saratoga Springs Police Department and the Office of Risk and Safety to use the information I have provided to check criminal histories, arrest records, driving records, warrant information, and to enroll me in the NYS LENS Program; and for the agencies so listed to provide these records to the Commissioner or Accounts and/or his/her designee to determine my eligibility for a taxicab owner's license. I understand that the information contained within the criminal background investigation is confidential, except that it may be conveyed to other law enforcement or licensing agencies.

The Saratoga Springs Police Department will conduct an investigation of your background which includes fingerprint searches through the Division of Criminal Justice Services. If it is determined that you have given false or misleading information on this application, any City license that may have been issued to you will be subject to immediate revocation. If renewing a taxi owner's license, fingerprinting is not required unless your taxi owner's license has been expired for 6 months or longer or if the applicant has changed from the previous application. In these instances the initial taxi owner's license application needs to be completed, not the renewal of a taxi owner's license.

Print Name of Applicant

Signature of Applicant

Subscribed and sworn to on this ___ day of _____, 20 ___ before me.

Notary Public or Commissioner of Deeds

LIST ALL VEHICLES YOU WOULD LIKE TO LICENSE

1. Make _____ Model _____ Color _____ Year _____ License Plate _____
VIN _____ Passenger Seating Capacity _____
2. Make _____ Model _____ Color _____ Year _____ License Plate _____
VIN _____ Passenger Seating Capacity _____
3. Make _____ Model _____ Color _____ Year _____ License Plate _____
VIN _____ Passenger Seating Capacity _____
4. Make _____ Model _____ Color _____ Year _____ License Plate _____
VIN _____ Passenger Seating Capacity _____
5. Make _____ Model _____ Color _____ Year _____ License Plate _____
VIN _____ Passenger Seating Capacity _____
6. Make _____ Model _____ Color _____ Year _____ License Plate _____
VIN _____ Passenger Seating Capacity _____
7. Make _____ Model _____ Color _____ Year _____ License Plate _____
VIN _____ Passenger Seating Capacity _____
8. Make _____ Model _____ Color _____ Year _____ License Plate _____
VIN _____ Passenger Seating Capacity _____
9. Make _____ Model _____ Color _____ Year _____ License Plate _____
VIN _____ Passenger Seating Capacity _____
10. Make _____ Model _____ Color _____ Year _____ License Plate _____
VIN _____ Passenger Seating Capacity _____

In addition to the above information you must also supply:

1. Valid insurance card(s) for each vehicle.
2. Valid registration issued by the New York State Department of Motor Vehicles for each vehicle to be used as a taxicab.
3. If the applicant is not the person to whom the vehicle is registered, a copy of the contract or lease agreement giving the applicant possession or control of the vehicle.
4. A valid certificate of insurance showing proof of commercial automobile livery insurance including a detailed inventory of each vehicle licensed by the applicant.

5. Valid certificates of insurance evidencing proof of NYS Statutory Worker's Compensation and Disability Insurance.