



# Application for Taxi License

## Application Fee -- Non-Refundable

\$50.00 - per year for *first* two (2) vehicles  
\$25.00 – per year for each additional vehicle

### Section 1: Applicant Information: (OHMC 5.30.060)

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name and address of Taxi Company: \_\_\_\_\_

### Section 2: Operators of Vehicles (attach additional pages if needed)

1. Name \_\_\_\_\_ DL # \_\_\_\_\_ Background Check (Y or N)

2. Name \_\_\_\_\_ DL # \_\_\_\_\_ Background Check (Y or N)

3. Name \_\_\_\_\_ DL # \_\_\_\_\_ Background Check (Y or N)

### Section 3: Insurance

Name of Insurance: \_\_\_\_\_ Policy Number: \_\_\_\_\_

*Attach a copy of Certificate of Liability*

### Section 4: Vehicle(s) used for Taxi Services

Year	Make and Model	License Plate Number
1.		
2.		
3.		

Have any of these vehicles been inspected by the Oak Harbor Police Department? Y or N

### Section 5: Taxicab Rate Charges and Schedule (OHMC 5.30.080)

- ⓪ Rate charges and Pricing schedule must be attached to this application.
- ⓪ All amendments to the rate schedule and charges must be filed with the City Clerk.

Please check the box to indicate that you have attached your rate and pricing schedules:

The above information is true and correct and provided for the purpose of obtaining a Taxi License under Chapter 5.30 of the Oak Harbor Municipal Code.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 6: Additional Documentation needed to Complete Application:**

Please print, complete and return this form with the following attachments to the City Clerk, City of Oak Harbor, 865 SE Barrington Drive, Oak Harbor WA 98277:

- Approved Background Check + Fees paid
- WA State For Hire Certificate
- For Hire Addendum <http://bls.dor.wa.gov/forms/700200.pdf>
- Certificate of Liability Insurance

**Section 7: Police Department Recommendations**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Date

**Section 8: City Council Action (OHMC 5.30.060)**

Approval/ Denial Date	Business License No. Issued	Fees Paid

Attest:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

**Step-by-Step Instructions to Obtain a Taxi License**

- **Step 1:** First-time applicants – Complete Background Check for Applicant & pay fees.
- **Step 2:** You will be contacted with results.
- **Step 3:** If successful, fill out a Business License (\$25.00) and Taxi License Application at same time & pay fees for both applications.
- **Step 4:** The Clerk will route the Application to the Police Department for review.
- **Step 5:** After the Police Department reviews the Application, it will be submitted to City Council for approval.
- **Step 6:** If City Council approves, you will receive a Business and Taxi License in the mail.
- **Renewal:** Must renew Taxi License annually. Taxi Licenses **Expire December 31<sup>st</sup>** of each year.

Contact the City Clerk with questions at [athompson@oakharbor.org](mailto:athompson@oakharbor.org) or 360-279-4539.



**OAK HARBOR POLICE DEPARTMENT  
BACKGROUND CHECK APPLICATION**

**CITY CLERK** - Please attach one of these forms to each application

**Applicant Fees – Payable at City Hall, per name, prior to records checks being performed:**

Trans Code: 0048 \$20.00 WSP WATCH Check per name

Trans Code: 0904 \$12.00 Oak Harbor Police Department local records check

If there are multiple names (alias, maiden, etc.), charge \$20.00 for each WSP WATCH check. The \$12.00 OHPD fee is charged only once; not a per name charge.

Applicant Name (Print) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Applicant Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Alias/Maiden Names \_\_\_\_\_  
\_\_\_\_\_

States resided in since age 18 \_\_\_\_\_

Applicant Social Security Number \_\_\_\_\_ Taxi Company \_\_\_\_\_

Driver's License Number \_\_\_\_\_

**OHPD RECORDS USE ONLY**

DRIVER'S CHECK - Run each state listed above and enter state name below.

ST \_\_\_\_\_ ST \_\_\_\_\_

After running each of the following, write "Attached" or "None" in the space provided.

LOCAL RECORDS \_\_\_\_\_ WATCH \_\_\_\_\_

CHECKS RUN BY \_\_\_\_\_ DATE \_\_\_\_\_

**APPLICATION** is:  Approved  Disapproved

If disapproved, give reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Officer Signature \_\_\_\_\_ Date \_\_\_\_\_