



**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.**

**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 on our website <http://www.houstontx.gov/ara/vfh>. If you do not use the designated Fingerprint Packet, ARA will not be able to obtain the results.
  - Schedule an appointment for your fingerprints by calling 1-888-467-2080 or online at <https://uenroll.identogo.com/servicecode/119Y5F>
  - The cost for this service is \$39.75. You may pay online or onsite with a check or money order. No cash!
  - 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.
  - The warrant check results are only valid for 30 days from the date completed.
- You are required to have the deed restriction form signed.
- **The license fee is \$11.06**

**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 within the preceding 30-day period.
- Valid Texas Driver's License
- TNC Applicants **MUST** complete and sign the Vehicle Title Status Declaration form.
- TNC Applicants **MUST** submit their company trade dress.
- 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](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)     TNC     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?                     Yes                     No
- Do you currently have a city issued vehicle for hire driver's license?                     Yes                     No
- Have you had a city issued vehicle for hire license suspended, revoked or denied?                     Yes                     No
- Have you had a state issued driver's license denied, revoked or suspended?                     Yes                     No
- Have you had any traffic violations in the preceding 12-months?                     Yes                     No
- Have you ever been convicted of a crime?                     Yes                     No
- Do you have legal right to work in the United States?                     Yes                     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



**City of Houston  
Administration and Regulatory Affairs Department  
Regulatory Affairs Division  
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

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

*For Office Use Only*

<p><b><u>Applicant Information:</u></b></p> <p>Name: _____</p> <p>TX DL: _____</p> <p>DOB: _____</p> <p>Status: _____</p>	<p align="center">This certificate verifies that a database search for <b>City of Houston Class "C" Warrants ONLY</b> was performed on this date for the applicant declared on this form.</p>
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**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\*\*\***

# TNC APPLICANTS ONLY

## Vehicle Title Status Declaration

I, \_\_\_\_\_, (Applicant Name) affirm that my vehicle, \_\_\_\_\_, (Full Vehicle Identification Number (VIN)) does not have a title classification of "salvage," "junk," "rebuilt-salvage," "total loss," "non-repairable," or any other equivalent or comparable classification in any other jurisdiction. I understand Section 46-11.3 of the City of Houston Code of Ordinances and affirm that my vehicle is in compliance.

I, \_\_\_\_\_, (Applicant Name) affirm the following information is correct for my vehicle that I will be driving as a Vehicle for Hire.

Registered Owner Name \_\_\_\_\_

(Registered owner of the vehicle can be different than applicant)

VIN # (Full Number) \_\_\_\_\_

(VIN # can be found on your insurance card)

License Plate # \_\_\_\_\_

Model Year # \_\_\_\_\_

Make/Model \_\_\_\_\_

Do you have a clear title? \_\_\_\_\_

I have personal knowledge of the statements made above. None of the statements are misleading or false. I acknowledge that issuance of the license and/or permit does not excuse or approve any violation of deed restrictions or city, state or federal laws or regulations.

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

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date