



POLICE DEPARTMENT

TAXICAB, LIMOUSINE, TRANSPORT, FOR HIRE LICENSE PERMIT APPLICATION INSTRUCTION SHEET

1. The taxi drivers permit application and related forms (including a copy of the Vehicle for Hire ordinance) must be printed off at the Greenville Police Departments Website: www.greenvillenc.gov then going to Government and Police Reports and Permits.
2. Complete and sign the Request for Criminal Records Check Form enclosed with your application packet. **Be sure to type or print legibly when filling out the form. Incomplete applications will not be considered.**
3. Complete a drug test at a licensed physician's office or a licensed facility that conducts drug testing in North Carolina and have the licensed physician/technician complete the necessary paperwork for the test results. The drug test shall be a ten-panel test as required by the Department of Transportation.
4. The cost of the testing shall be borne by the applicant. Also, **you must provide a certificate issued by a qualified screening clinic showing you have taken and passed the drug screening not more than 10 calendar days prior to the payment of the application fee. The test result must be accompanied by a medical waiver.**
5. The applicant must take the following items to the lobby of the Greenville Police Department located at 500 S. Greene St:
 - a. completed application;
 - b. drug test results form; and **(10 Panel Drug Screening)**
 - c. medical waiver.
 - d. two passport type photos
6. Criminal background checks are required for all taxi drivers permit and franchise applications. Applicants will be photographed and fingerprinted.
 - a. Photographs – Two passport size quality photographs must be provided.
 - b. Fingerprinting – locally is available by appointment only at the two following locations:
 - i. Carolina Fingerprinting, <https://carolinafingerprinting.com> or phone# (877)334-4274. They are located within Postal Annex+ at the Bells Fork Square Shopping Center: 2120 E Fire Tower Rd #107
 - ii. Pitt County Sheriff's Office by appointment **only on Fridays** 8:30 AM – 11:30 AM /1:00 PM – 4:30 PM for details how: <https://www.pittcountysheriff.com/fingerprinting>All other fingerprint service providers are located outside of the Greenville/Pitt County area.
7. Completed application packets will then be forwarded to the Parking Enforcement Division for processing. The process will be completed within **14 calendar days** unless there are some issues that would cause the process to be delayed, such as delinquent taxes, incomplete application, etc.

**Applications are accepted on Tuesdays 9am to 11am and Thursdays 1pm to 3pm
At the Records Unit and the applicant must pay the application fee
and obtain a receipt before the process officially begins.**

**Initial Application Fee = \$30.00 / Renewal Fee = \$19.00
Cash, Check, or Credit Card Only!!!**

8. **If you are a new applicant**, the permit will be valid for one year from the date of issuance. A renewal application should be submitted prior to the expiration date indicated on the taxi driver permit. Failure to apply prior to the expiration of an active permit shall result in a renewal being treated as an initial application. Drivers wishing to transfer to another company within the first six months of the initial application will be required to complete an application requesting such transfer at no cost. If the taxi drivers permit is in excess of six months from the date of issuance, the applicant will be required to complete a renewal application requesting the transfer and a \$19.00 charge will apply.
9. **If you are requesting a taxi franchise**, you will be required to complete all the above information along with an application for a taxi franchise. You will be required to have a minimum of three vehicles to begin this process, and you will be required to provide proof of the minimum insurance requirements.

APPEALS

Any person who makes application to the Chief of Police and who is refused a driver's permit shall have the right of appeal to the Appeal Board as hereinafter constituted.

The applicant must give notice of appeal in writing within 10 calendar days of the notification from the Chief of Police as set forth in Greenville City Code of Ordinance Section 11-1- 83. The notice of appeal shall be directed to the Office of the City Manager.

If such application is a renewal of a currently valid permit, the refusal to renew by the Chief of Police shall be stayed during the pendency of the appeal. If the application is for an initial permit, no stay will be issued.

The stay of refusal to renew can be dissolved pending the appeal by request of the Chief of Police and proof that the refusal to renew was a direct result of a gross act by the applicant that jeopardized the safety of the applicant, his passengers, or the community while the applicant was operating a taxicab vehicle.

The request of the Chief of Police to dissolve a stay shall be made to the City Manager, and the applicant shall have a reasonable and timely opportunity to respond to the same before the final is made by the City Manager.

Signature of Applicant _____

Date: _____

*****By signing above, the applicant acknowledges that he/she fully understands and agrees to abide by the City of Greenville's Code of Ordinances and the provisions located herein. *****