

OCTAP Taxicab Driver Permit 2011

Rev: 11/18/11



How to:

- Apply for a First-Time Driver Permit
- Renew a Driver Permit
- Transfer a Driver Permit to Another Company
- Re-instate a Driver Permit
- Replace a Driver Permit
- Temporary or Interim California Driver's License (CDL)

Important Note: OCTAP will not accept incomplete application packages.

Introduction

California law requires cities to regulate taxicab services, which includes issuing Taxicab Driver Permits to qualified individuals. In Orange County, applications for Driver Permits are made to the Orange County Taxi Administration Program (OCTAP). OCTAP provides centralized taxicab regulatory services for 34 cities and the County of Orange.

This handout supports and supplements the requirements outlined in the OCTAP Regulations and is to be considered as a written policy.

Please be sure to read all; including the “Notes and Additional Information” Section.

Basic Eligibility Requirements

To be eligible for an OCTAP Taxicab Driver Permit, an applicant must:

1. Be at least 18 years of age at the time of application.
2. Be affiliated with an OCTAP permitted Taxicab Company.
3. Successfully pass a drug and alcohol screen within a thirty (30) day period prior to filing application.
4. Possess a valid California Driver’s License (Class C).
5. Not be a registered sex offender pursuant to California Penal Code Section 290.
6. Not be on formal probation/parole or have received any conviction (or plea of guilty or nolo contendere) in any state of any of the following or their equivalent: murder; a violation of California Vehicle Code Section 2800.2 (pertaining to disregard for safety of persons or property), Section 2800.3 (pertaining to flight from peace officer causing death or bodily injury) or Section 20001 (pertaining to duty to stop at scene of accident); robbery; pandering; pimping; crimes related to the use, sale, possession, or transportation of controlled substances and/or marijuana; crimes involving weapons; any crime for which registration would be required under California Penal Code Section 290; crimes involving credit card fraud or use of another person’s identifying information without authorization (California Penal Code 530 or equivalent or substitute sections), or any other offense involving moral turpitude or any crime that is substantially related to the qualifications, functions or responsibilities of a Taxicab Driver.
7. Not be convicted of a felony other than those listed in the previous section within eight (8) years of application.
8. Not be convicted (or pleads guilty or nolo contendere) of any of the following within five (5) years of application: reckless driving; driving under the influence of intoxicating liquors or drugs (DUI); a violation of California Vehicle Code Section 2800.1 (pertaining to flight from peace officer); Section 20002 (pertaining to duty where property is damaged), Section 20003 (pertaining to duty upon injury or death) or any corresponding substitute sections; vehicular manslaughter; and Penal Code Sections 240, 241, 242, and 243 or any corresponding substitute sections pertaining to assault and battery.
9. Falsifies, or fails to disclose, material information on the application for a Driver Permit.

Please Note – This is guidance information. For additional information, refer to the OCTAP Regulations, or contact OCTAP.

Fees

The following approximate costs are associated with applying for an Annual OCTAP Taxicab Driver Permit.

- | | |
|---------------------------------|---|
| 1. Application/Renewal Fee* | \$107.00 Paid to OCTAP (Money Orders or Cashier's Checks ONLY) |
| 2. Live Scan Fingerprinting Fee | \$10.00-\$20.00 depending on agency. (See Attachment A) |
| 3. State Background Fee | \$32.00 Paid to agency performing Live Scan. (See Attachment A) |
| 4. Drug / Alcohol Program | \$90.00 First Year; call Norton Medical for renewal fee thereafter. |
| 5. Photographs | \$7.00 - \$15.00 Varies by location. |

*Late fees may apply if renewed late. See page 5 under "Driver Permit Renewal". Also, all fees paid to OCTAP are non-refundable, even if a driver's OCTAP Driver Permit is denied or revoked.

Steps to Obtaining an OCTAP Taxicab Driver Permit

Step #1 ~ Obtain and Complete a Driver Permit Application and \$107.00 Permit Fee.

Each OCTAP permitted taxicab company maintains a supply of OCTAP Driver Permit applications. An authorized representative from the taxicab company will sign and date the top section of the application. The driver then completes the remainder of the application. **Obtain a money order or cashier's check (no cash) for \$107.00 payable to OCTAP for the taxicab driver permit.**

Drivers must be affiliated with an OCTAP permitted Taxicab Company. Driver Permits are not issued to independent drivers.

Step #2 ~ Fingerprinting (all first-time applicants and renewal applicants with expired permits).

****MAKE AN APPOINTMENT FOR FINGERPRINTING**** (See Live Scan Information sheet - **Attachment A**)

Obtain and complete a request for Live Scan fingerprinting form. The request for Live Scan fingerprinting form must be obtained from the OCTAP office or from a permitted taxicab company. **It is important for you or the taxicab company to make an appointment at one of the Live Scan locations.** The wait time may be up to one week. When you arrive for your Live Scan appointment, submit the completed form along with your driver's license and the appropriate fees. The fees collected will be the Live Scan fingerprinting fee plus the \$32.00 Department of Justice fee. These fees are usually paid in one lump sum. Check with the agency conducting the Live Scan for payment details.

Important ~ See Live Scan Information Sheet (Attachment A) for fees, hours, locations, and method of payments. Most locations accept cash, checks, money orders and cashier's checks. When you make your appointment verify the required method of payment.

After you complete the Live Scan fingerprinting process the agency conducting the Live Scan will submit the original form. **The "Requesting Agency" copy must be submitted to OCTAP and the "Applicant" copy is for your records.**

Applicants must submit to live scan fingerprinting no earlier than 60 days prior to submitting an application to OCTAP.

Step #3 ~ Drug (NIDA) & Alcohol Screening (breathalyzer)

Pursuant to California Law and OCTAP Regulations, all applicants for OCTAP Driver Permits, new and renewals, must take and pass a test for controlled substances and alcohol misuse at a federally approved facility. Applicants must take and pass both tests within 30 days prior to applying for an OCTAP Driver's Permit. All drivers are subject to random drug and alcohol testing. Your company has chosen a Medical Program Administrator to conduct all the necessary drug and alcohol tests. **You must enroll into your company's drug**

and alcohol program in order to meet the OCTAP drug and alcohol testing requirements found in Section 6.2.6 of the OCTAP Regulations. Contact your company representative for an application to enroll. When the drug and alcohol test is performed the collection site will issue chain of custody receipts. **Applicants must present these chains of custody receipts to OCTAP at the time of application.**

OCTAP will not issue an OCTAP Driver's Permit until verification is received from a federally certified medical laboratory that the applicant's drug and alcohol test has produced negative results. A Medical Review Officer affiliated with the certified lab must sign all results.

IMPORTANT: Norton Medical must send the results directly to OCTAP in a prior approved format, and OCTAP must receive the test results before issuing any permit. Any test taken more than 30 days before the permit application date, will not be accepted and the applicant will have to retest.

How to Take Your Drug and Alcohol Tests

- Enroll in your company's random drug and alcohol testing program. Cost: \$90 first year and \$85 thereafter (Prices are subject to change. Please verify amounts with your company or with the random administrator).
- Obtain the Chain of Custody forms needed for your drug and alcohol tests from your company representative. **Do not go to the clinic without these forms!**
- Go to one of the Department of Transportation (DOT) certified medical collection sites. (See list below)
- Applicant must bring a valid California Driver License to testing facility.
- Ask for a NIDA (National Institute on Drug Abuse) drug screen and Breathalyzer alcohol screen.
- Obtain a chain of custody receipt for both the drug and alcohol test to bring to OCTAP.

Approved Drug and Alcohol Testing Sites in Orange County (information subject to change)

Drug Test must be "**NIDA.**" Alcohol Test must be "**BREATHALYZER**".

MD Medical Clinic

1300 N. Kraemer Boulevard, Anaheim, CA 92806 714) 630-6363
Hours: Mon - Fri, 7am to 7pm. Saturday, 8am to 12pm. CLOSED on Sunday.

Golden west Medical Clinic

915 East Katella Ave. #100, Anaheim, CA 92805 (714) 634-4884
Hours: Mon - Fri, 8am to 6pm. Random Testing 24 Hours 7 days a week

Sunrise Healthcare Center

5475 E. La Palma, Ste. 100, Anaheim, CA 92807 (714) 970-0911
Open 24 hours 7 days a week for drug and alcohol testing

Sunrise Medical

2492 Walnut Ave. Suite # 110, Tustin, CA 92780 (714) 669-1997
Hours: Mon - Fri, 7 am to 10 pm. Saturday and Sunday CLOSED.

Step #4 ~ Photographs

Applicants must obtain two current (within 30 days) "passport" color photographs. The size of the photographs must be two-inches by two-inches (square), and the applicant must be facing directly forward. OCTAP will not accept old, black and white, self-printed, or other sized photographs.

Step #5 ~ DMV H6 Printout

Applicants must obtain a current (within 30 days) Department of Motor Vehicles (DMV) H6 Printout. **Note:** OCTAP requires and retains the original H6 printout; a copy will be provided to the driver upon request.

Step #6 ~ Turn in Driver Permit Application package to the OCTAP Office

When an applicant arrives at the OCTAP office, an OCTAP representative will verify their identity and intake the application package. A receipt for fees paid will be issued. This receipt is NOT A DRIVER PERMIT. The law requires OCTAP to complete a local and state background investigation before issuing a permit. **This process may take up to ninety (90) days; though the typical turnaround time is ten (10) business days.**

Upon clearing the local and state background investigation, the applicant's approved OCTAP Driver Permit is sent directly to the taxicab company via regular mail. Per the OCTAP Regulations Sections 6.8 and 8.10.3, the driver is required to display the permit in the cab at all times. Drivers must present the permit to any police officer, code enforcement officer, or OCTAP representative upon request. Drivers must notify OCTAP immediately if their permit is lost or stolen and acquire a replacement before operating a taxicab.

Review **Attachment B** for OCTAP office location and hours.

The following are required at the time of application:

1. Completed OCTAP Taxicab Driver Permit Application (signed by an authorized taxicab company representative).
2. Two current (within 30 days) "passport" type color photographs, two-inches by two-inches in size.
3. Money order/cashier's check for \$107.00, payable to "OCTAP." No cash, credit cards, or personal checks.
4. Request for Live Scan form – "Requesting Agency" copy.
5. Drug & alcohol test (screen) chain of custody receipts from the testing facility dated within the last thirty days. **Note:** OCTAP requires and retains the original drug and alcohol chain of custody receipts; copies will be provided to the driver upon request.
6. Valid California Driver's License (CDL). If a Temporary or Interim CDL is provided, another valid picture ID will be required. **Note:** Read the section "Driver Permit Applicants with an Interim or Temporary California Driver's License (CDL)".
7. A current (within 30 days) Department of Motor Vehicles (DMV) H6 Printout. **Note:** OCTAP requires and retains the original DMV H6 printout; a copy will be provided to the driver upon request.

Note: Expiration of California Driver's License (CDL)

CDLs that will expire within 30 days of application must be renewed or extended before the Driver Permit can be issued. If an applicant provides a CDL that will expire within 30 days of application, a new CDL must be brought into the OCTAP office during the required two week processing period.

Driver Permit Renewal

The steps for renewing an OCTAP Driver Permit are the same as obtaining the first permit except fingerprinting is not required **if** an applicant's Driver Permit has not expired and/or the applicant is enrolled in the Department of Justice Subsequent Arrest Notification Program (SAP); call OCTAP to verify. Drivers must bring their current Driver Permit with them when renewing. Renewal packages must be received at the OCTAP Office before or on the expiration date of the Driver Permit. Late renewals will subject the applicant to late fees (OCTAP Regulations, Attachment 1). Late fees of \$29.00 per OCTAP business day (4 days maximum), including the day of renewal, **MUST** be paid with a separate money order or cashier's check.

Note: Due to Department of Justice (DOJ) Policies, it is recommended that drivers submit their renewal application sixty (60) days prior to the expiration of their current permit to allow sufficient time for processing.

If a driver who is renewing needs new live scan fingerprints (determined through inquiry or at the time they renew their Driver Permit), a live scan form will be given to them by OCTAP or by the taxicab company. The cost of new live scan fingerprints is the responsibility of the driver. A driver may call before their renewal to determine if live scan fingerprints are needed. If a new live scan is required, OCTAP must wait for the results from the DOJ before issuing the renewal permit.

Renewal Driver Permit Applicants who's Random Drug and Alcohol Program will expire within 30 days of application must renew their random accounts before the Renewal Driver Permit can be issued. Proof of renewal must be sent by the Program Administrator (currently Norton Medical) to the OCTAP office during the required two week processing period.

Note: Expiration of California Driver's License (CDL)

CDLs that will expire within 30 days of application must be renewed or extended before the renewal Driver Permit can be issued. If a renewal applicant provides a CDL that will expire within 30 days of application, a new CDL must be brought into the OCTAP office during the required two week processing period.

Transferring an OCTAP Driver Permit

By law, an OCTAP Taxicab Driver Permit only allows a driver to operate a taxi for the company printed on the permit. If a driver is within their current permit period, a driver may transfer their OCTAP Driver Permit to any OCTAP permitted taxicab company.

To transfer a Driver Permit, the driver must submit the following to OCTAP in person:

1. A new and completed OCTAP Driver Permit Application signed by an authorized representative from the driver's new company.
2. Valid California Driver's License. If a Temporary or Interim CDL is provided, another valid picture ID will be required. **Note:** read the section "Driver Permit Applicants with an Interim or Temporary California Driver's License (CDL)".
3. Two current (within 30 days) two-inch by two-inch passport type color photographs.
4. Original Driver Permit.
5. A cashier's check or money order for \$20.00 made payable to OCTAP (transfer fee).
6. A current and active random drug and alcohol program account.
7. A current (within 30 days) Department of Motor Vehicles (DMV) H6 Printout. **Note:** OCTAP requires and retains the original DMV H6 printout; a copy will be provided to the driver upon request.

Upon accepting the above items, OCTAP will then process the transfer application at the end of the day and issue the new Driver Permit **THE NEXT BUSINESS DAY**, if approved. For applicants who provide OCTAP with an Interim or Temporary CDL, OCTAP will issue the Driver Permit within 24 to 72 hours **AFTER** approval is received from Transit Police Services (read the section "Driver Permit Applicants with an Interim or Temporary California Driver's License (CDL)"). When the driver comes to pick up his/her new Driver Permit, a valid CDL must be shown and the old permit must be surrendered to OCTAP at that time.

AT NO TIME can a driver begin operating a taxicab for the transfer company until the new (transferred) Driver Permit is in his/her possession. The transferred Driver Permit will expire on the same date as the original permit.

Note: Random Drug and Alcohol Program

Permits are issued **ONLY** to drivers with an active and current Random Drug and Alcohol Program and only once assigned to their respective company. Drug and Alcohol testing is only required for new and renewal Driver Permit Applicants. However, if a driver has been terminated or is inactive under the Random Drug and Alcohol Program for over 90 days; new drug and alcohol tests may have to be taken (with results received) before a reinstated, replacement, or transfer permit can be issued by OCTAP.

Reinstating an OCTAP Driver Permit

If a driver is within their current permit period, a company may re-instate a "dropped" driver by having the driver follow the "Transferring an OCTAP Driver Permit" procedure above. There is a \$20.00 fee for this service (cashier's check or money order). The reinstated Driver Permit will expire on the same date as the original permit.

If a driver who is reinstating their Driver Permit needs new live scan fingerprints (determined through inquiry or at the time they apply for their Reinstated Driver Permit), a live scan form will be given to them by OCTAP or by the taxicab company. The cost of new live scan fingerprints is the responsibility of the driver. A driver may call before-hand to determine if live scan fingerprints are needed.

Upon accepting the items needed for reinstatement, OCTAP will then process the reinstatement application at the end of the day, and issue the Driver Permit **THE NEXT BUSINESS DAY**, if approved. For applicants who provide OCTAP with an Interim or Temporary CDL, OCTAP will issue the Driver Permit within 24 to 72 hours **AFTER** approval is received from Transit Police Services (read the section "Driver Permit Applicants with an Interim or Temporary California Driver's License (CDL)"). When the driver comes to pick up his/her Driver Permit, a valid CDL must be shown. **AT NO TIME** can a driver begin operating a taxicab for their company until the Reinstated Driver Permit is in his/her possession. The Reinstated Driver Permit will expire on the same date as the original permit.

Note: Random Drug and Alcohol Program

Permits are issued **ONLY** to drivers with an active and current Random Drug and Alcohol Program and only once assigned to their respective company. Drug and Alcohol testing is only required for new and renewal Driver Permit Applicants. However, if a driver has been terminated or is inactive under the Random Drug and Alcohol Program for over 90 days; new drug and alcohol tests may have to be taken (with results received) before a reinstated, replacement, or transfer permit can be issued by OCTAP.

Replacing an OCTAP Driver Permit

If a driver's permit has been lost or stolen, a replacement permit must be obtained before operating a taxicab. A replacement Driver Permit can be obtained by having the driver follow the "Transferring an OCTAP Driver Permit" procedure above. There is a \$15.00 fee for this service (cashier's check or money order). The driver must complete a Lost or Stolen Permit Statement (to be given by OCTAP) to submit with his/her replacement application package. The replacement Driver Permit will expire on the same date as the original permit.

Replacement Driver Permit applicants will receive their replacement Driver Permit same day, if approved. Please allow approximately one (1) hour for OCTAP to process your application and issue your replacement permit. For applicants who provide OCTAP with an Interim or Temporary CDL, OCTAP will issue the Driver Permit within 24 to 72 hours **AFTER** approval is received from Transit Police Services (read the section "Driver Permit Applicants with an Interim or Temporary California Driver's License (CDL)").

Note: Random Drug and Alcohol Program

Permits are issued **ONLY** to drivers with an active and current Random Drug and Alcohol Program and only once assigned to their respective company. Drug and Alcohol testing is only required for new and renewal Driver Permit Applicants. However, if a driver has been terminated or is inactive under the Random Drug and Alcohol Program for over 90 days; new drug and alcohol tests may have to be taken (with results received) before a reinstated, replacement, or transfer permit can be issued by OCTAP.

Driver Permit Applicants with an Interim or Temporary California Driver's License (CDL)

The following will apply to all Driver Permit Applicants (new, renewal, transfer, reinstatement, and replacement) who submit their application package and provide OCTAP with a temporary or interim CDL:

1. All Driver Permit applicants (new, renewal, transfer, reinstatement, and replacement) that provide OCTAP with an Interim or Temporary CDL must be approved by Transit Police Services (TPS) before OCTAP can issue a Driver Permit. Approval is based on the ability of TPS to verify a valid CDL by means of DMV's electronic database system; approval is not based on the Interim or Temporary (paper) license.
2. For Driver Permit applicants (transfer, reinstatement, and replacement) who provide OCTAP with an Interim or Temporary CDL, OCTAP will issue the Driver Permit within 24 to 72 hours **AFTER** approval is received from TPS.
3. If approved, the Driver Permit issued will have special notes indicating the status of the driver's CDL.
4. If approved, The Driver Permit issued will expire on the same date that the Temporary or Interim CDL will expire.
5. Once a hard CDL or an extended Temporary or Interim CDL is received from the DMV, the driver must come back into the office to receive a new permit for either the remainder of the time remaining on his/her annual permit or through the expiration of the new Temporary or Interim CDL (if approved by TPS); with the following;
 - New Driver Permit application.
 - Two new passport photos (taken within the previous 30 days).
 - New CDL (hard or temporary/Interim).
 - Old Driver Permit.
 - A \$15 cashier's check or money order payable to OCTAP.
 - A current (within 30 days) Department of Motor Vehicles (DMV) H6 Printout.

All other guidelines and policies contained in this document will apply which pertains and or is specific to the type of permit to be issued.

All drivers who have been issued a Driver Permit based on a Temporary or Interim CDL must come back to the OCTAP Office prior to the expiration of their current permit (two weeks prior is recommended) to apply for a new permit (with a hard or extended Temporary/Interim CDL). **Not doing so will subject a driver to late fees under this policy and as outlined in the OCTAP Regulations.**

Surrendering an OCTAP Driver Permit

Per the OCTAP Regulations Section 6.17.1, a Driver Permit holder shall cease to work immediately and shall surrender, within 2 business days, his/her Driver Permit to OCTAP upon its expiration, suspension, revocation, or upon termination of his/her employment or association with a Permittee.

If a driver is within his permit period and no longer desires to drive a taxicab, they may surrender their OCTAP Driver Permit to their company representative or surrender it directly to the OCTAP office. In addition, please ask your company representative to send OCTAP a "Drop" notice indicating that you are no longer authorized to operate for the taxicab company. This "drop" notice will help you avoid late fees if you decide to renew at a later time.

Notes and Additional Information

Late Fees

Late fees for late renewals will be charged in accordance with the OCTAP Regulations and current OCTAP Policies. Late fees will be charged for late renewals EXCEPT when:

- A driver surrenders their Driver Permit in person at the OCTAP office prior to its expiration, or
- A company notifies OCTAP, in writing and prior to the Driver Permit expiration, that the driver has been terminated (dropped) and is no longer affiliated with the company.

If a driver surrenders his/her permit after the expiration date, or if a company notifies OCTAP of a terminated (dropped) driver after the expiration of the driver permit, late fees will be charged up to the date of renewal (4 days maximum).

Personal Identifying Information

All personal identifying information (SSN, CDL Number, Name, DOB, etc) on the Driver permit Application, drug and alcohol chain of custody receipts, live scan form, etc must match with no discrepancies. **Please be very careful when filling out these forms. OCTAP will not accept application packages if any discrepancies are found, until corrected.**

Attachment A

Live Scan Information

The hours and fees listed below are subject to change. Please call agency to verify.

Locations	Phone #	Hours	Fees
Orange Co. Sheriff's Department 320 N. Flower Street Santa Ana, CA 92703	(714) 834-6460	Mon – Fri 8:45 am- 4:15 pm Appointment Only	Cash & Checks Accepted \$ 12.00 + <u>\$ 32.00</u> DOJ Fee \$44.00 Total payable to: OC Sheriff's Dept.
Orange Co. Sheriff's Department So. Operations 11 Journey Aliso Viejo, CA 92656	(949) 425-1801	Mon – Fri 8:00 am- 5:00 pm Appointment Only	Cash & Checks Accepted \$ 12.00 + <u>\$ 32.00</u> DOJ Fee \$ 44.00 Total, payable to: OC Sheriff's Dept.
California Live Scan Fingerprinting 18090 Beach Blvd. #10 Huntington Beach, CA 92648	(714) 787-8765	Mon - Fri 9:00 am – 6:00 pm <u>Walk-Ins Available</u>	All Forms Of Payment Are Accepted \$ 16.00 + <u>\$ 32.00</u> DOJ Fee \$ 48.00 Total
Cerritos College Police Dept 11110 Alondra Blvd Cerritos, Ca. 90650	(562) 924-3618	Mon – Thu 9:00 am – 8:30 pm Fri – Sat 9:00 am – 5:00 pm <u>Walk-in Only</u> <u>No Appointment</u> <u>Needed</u>	Cash , Money Orders & Credit Cards Accepted \$ 20.00 fee payable to: Cerritos College + <u>\$ 32.00</u> DOJ fee payable to: \$ 52.00 Department of Justice (Separate Payments Required)
Costa Mesa Police Department 99 Fair Drive Costa Mesa, CA 92626	(714) 754-5281	Mon - Thurs 8:00 am - 3:00 pm Appointment Only	Cash & Checks Accepted \$ 10.00 + <u>\$ 32.00</u> DOJ Fee \$ 42.00 Total, payable to: City of Costa Mesa
Fullerton Police Department 237 W. Commonwealth Ave. Fullerton, CA 92832	(714) 738-6791	Mon – Fri 7:00 am - 7:00 pm Closed 1:00-2:00 pm for lunch Appointment Only	Cash, Checks & Credit Cards Accepted \$ 20.00 + <u>\$ 32.00</u> DOJ Fee \$ 52.00 Total, payable to: City of Fullerton
Garden Grove Police Department 11301 Acacia Parkway Garden Grove, CA 92842	(714) 741-5953	Mon – Fri 8:00 am- 6:00 pm Appointment Only	Cash & Checks Accepted \$ 25.00 + <u>\$ 32.00</u> DOJ Fee \$ 57.00 Total, payable to: City of Garden Grove
Certifix LiveScan 9252 Garden Grove Blvd. Suite # 21 Garden Grove, CA 92844	(714) 530-5900	Mon - Fri 10:00 am - 4:30 pm Lunch (12 Noon-1pm) Sat Appointment Only	Cash, Checks, Cashier's Checks, Credit Cards (\$3 fee), Money Orders \$ 25.00 + <u>\$ 32.00</u> DOJ Fee \$ 57.00 Total
Huntington Beach Police Dept. 2000 Main Street Huntington Beach, CA 92648	(714) 536-5641	Mon - Sat 8:00 am - 12:20 pm Appointment Only	Cash, Checks & Credit Cards Accepted (No American Express) \$15.00 + <u>\$ 32.00</u> DOJ Fee \$47.00 Total, payable to: City of Huntington Beach

Continued on next page

Live Scan Information - Continued

<p>Irvine Police Department 1 Civic Center Plaza Irvine, CA 92606</p>	<p>(949) 724-7000</p>	<p>Tues – Sat Call for Hours Appointment Only</p>	<p>Cash & Checks Accepted. No Credit Cards Accepted. \$ 10.00 +\$ <u>32.00</u> DOJ Fee \$ 42.00 Total, payable to: City of Irvine</p>
<p>Secure Live Scan 6 Journey #270 Aliso Viejo, CA 92656</p>	<p>(949) 633-0948</p>	<p>Mon-Fri 09:00 am – 5:30 pm Walk-ins Only <u>No Appointment Needed</u></p>	<p>Cash (exact change only please) Credit Cards, ATM & Debit Cards Money Orders \$ 20.00 +\$ <u>32.00</u> DOJ Fee \$ 52.00 Total</p>

- ** The hours and fees listed above are subject to change. Please call agency to verify.
- ** Live Scan locations may be closed on holidays. Please call agency to verify.
- ** A valid driver's license will be required at the time of fingerprinting for identification purposes.
- ** **Make sure you retain the second (yellow) copy to present to OCTAP.**

Attachment B

OCTAP Garden Grove Office Location and Hours

11903 Woodbury Rd, Garden Grove, CA 92843-4020

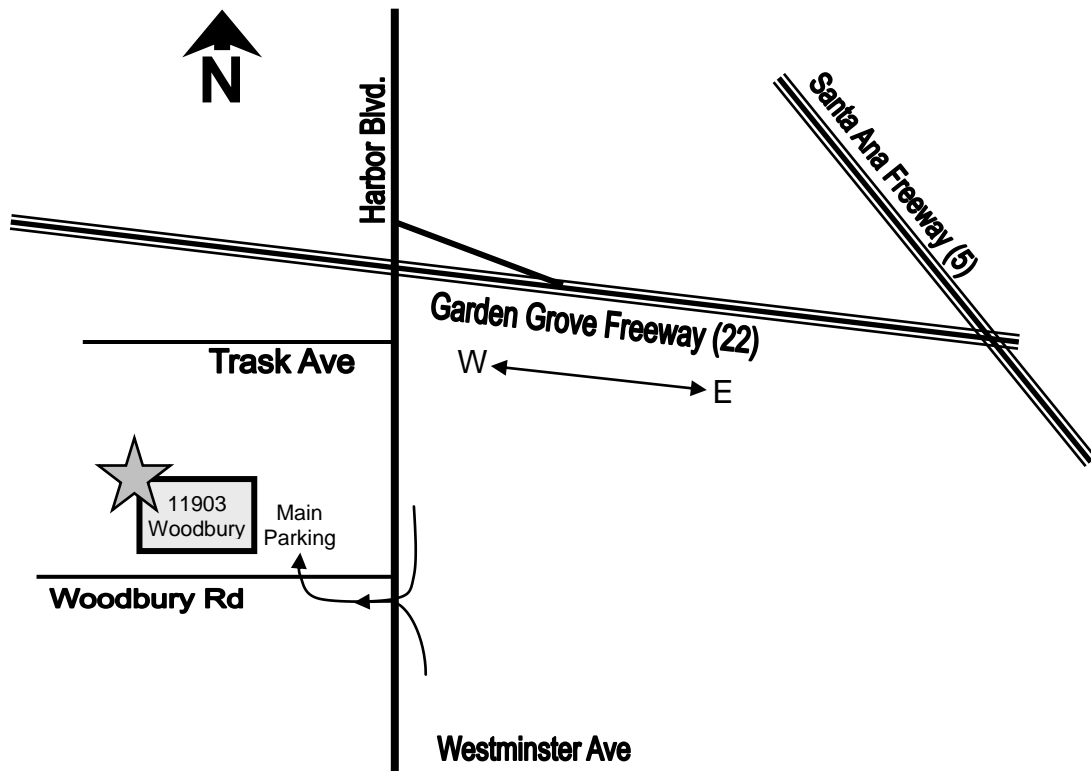
Walk-in Hours to Submit Driver Permit Applications:

9:00 am to 2:00 pm on Monday through Thursday Only

Vehicle Inspections Monday – Thursday 9:00am to 2:00pm by Appointment Only

Phone: 949-654-8294 Fax: 714-265-4374

Website: www.octap.net





Taxicab Driver Permit Application

STOP! IMPORTANT - Your Company Representative MUST complete this section.

Taxicab Company:

Print Rep Name:

Authorized Representative's Signature:

Date Signed:

Do not write or mark in shaded areas. Please write neatly and Legibly. Also, it is the applicant's responsibility to read the OCTAP Regulations to determine eligibility prior to applying. Regulations can be obtained at www.octap.net or at the OCTAP Office.

FIRST TIME APPLICANT RENEWING TRANSFER or RE-INSTATE OTHER

Date:

Previously Issued OCTAP Driver Permit #:

First Name:

Full Middle Name:

Last Name:

Other Name(s) You Have Used:

I have NOT used other name(s)

Place of Birth ~ City, State & Country:

Sex:

Male

Female

Date of Birth:

I am at least 18 years old

Height:

Weight:

Eye Color:

Hair Color:

Soc. Sec. # :

CA Driver Lic. # :

Driver Lic. Expires: / /

Current Residence (where you live)

Residence Address:

City:

State:

Zip:

Email:

Home Phone # : ()

Cellular Phone #: ()

Current Mailing Address (if different from residence address)

Mailing Address:

City:

State:

Zip:

Previous Residence - Past 6 years

Address:

Address:

Address:

END OF PAGE ONE - Driver Permit Application continued on back →

Do not write below this line. OCTAP use only.

- Application complete (2 pages), accepted, date stamped.
- Valid CA Driver License presented & photocopied. Compare to application.
- Two current 2x2 professional quality passport type photos.
- Live Scan Form - OCTAP Copy SAP (notice in file)
- Drug** screen receipt dated within 30 days: / / Make copy & return.
- Alcohol** screen receipt dated within 30 days: / / Make copy & return.
- Permit app fee - paid by Money Order/Cashier Check to "OCTAP."
- Receipt for fees paid issued. "Receipt, Non-Refundable & Regulations" Form.
- Verified all listed convictions and traffic violations**

with the OCTAP Regulations.

Received By (initial):

Employee #:

Received Date Stamp

OCTAP Driver Permit Application - Side 2

Last Name:	SSN:	Date:
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**Failure to list all information will result in permit denial or revocation.
 All information requested below **MUST be complete, true, and accurate** and will be verified with the Department of Justice (Attach additional sheets if necessary).**

Have you <u>ever</u> been convicted of a crime?▶ YES <input type="checkbox"/> NO <input type="checkbox"/>				OCTAP USE ONLY INITIAL VERIFIED
List <u>all</u> misdemeanor and felony convictions you have <u>ever</u> received <u>including</u> those dismissed/expunged.				
Check Conviction Type	Date of Conviction	Description of Crime	City / County / State	
<input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony	Dismissed/Expunged: Yes No	Code(s):		
<input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony	Dismissed/Expunged: Yes No	Code(s):		
<input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony	Dismissed/Expunged: Yes No	Code(s):		
<input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony	Dismissed/Expunged: Yes No	Code(s):		

Have you <u>ever</u> been required to register as a sex offender?▶ YES <input type="checkbox"/> NO <input type="checkbox"/>	
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Have you been convicted of traffic infractions (tickets) within five (5) years?▶ YES <input type="checkbox"/> NO <input type="checkbox"/>			OCTAP USE ONLY INITIAL VERIFIED
List all traffic infraction (tickets) convictions within the last five (5) years. MUST be complete, true, and accurate.			
Date	Violation	Location / Details	

I hereby declare under penalty of perjury that the information given is true and correct and that any false, or withholding of information is grounds to deny or revoke my permit. I also understand that any fees paid will not be refunded in the event my permit is denied or revoked.

I further understand that I cannot operate a taxicab until I have been issued an OCTAP Driver Permit.

APPLICANT SIGNATURE:	DATE:
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