



**DISTRICT of COLUMBIA  
COMMISSION TAXICAB**

**20041 Martin Luther King Avenue, Suite 204  
Washington, DC 20020  
www.dctaxi.dc.gov  
(202) 645-6018, Fax (202) 889-3604**

**Vincent C. Gray, Mayor**

**Ron M. Linton, Chairperson, DCTC**

**Taxi Meter Business License New, Renewal or Change Application Checklist** Please ensure all of following items are submitted together. Please be advised that if your application is not complete upon submission, it will not be accepted. Please refer to the "Instructions for filing an application to apply for a Taxi Meter Business License New, Renewal, or Change of Information" for further assistance.

Renewal	<b>Taxi Meter Business License Payment form</b> - Filled out, signed by one officer representing the owner(s) and notarized. <i>This was included in the renewal packet mailed to you.</i>	<input type="checkbox"/>
New, Renewal & Change (ALL)	<b>Application</b> - You must answer every question. Incomplete applications will not be accepted. (A copy of page 2 is acceptable for additional listing of individuals).	<input type="checkbox"/>
New	<b>License fee of \$2,000.00</b> - Payable to the DC Treasurer (money order or Certified Check only). Licenses are granted for a period of two years. All licenses are non-transferable. Initial license fee is subject to a non-refundable application processing fee of \$500.00.	<input type="checkbox"/>
Renewal	<b>License fee of \$1,500.00</b> - Payable to the DC Treasurer (money order or Certified Check only). All licenses are non-transferable and valid for a period of two years.	<input type="checkbox"/>
New & Change (ownership)	<b>One thirty-five dollar (\$35) money order PER individual required to be fingerprinted.</b> Payable to the DC Treasurer (money order or Certified Check only).	<input type="checkbox"/>
New & Change (ownership)	<b>Two forms of identification for each person listed on the application.</b> (one form must be a government issued photo ID). Required for each new application, new owner, partner, officer or stockholder of company.	<input type="checkbox"/>
Renewal	<b>Criminal History Report for all individuals, partners, officers, principals and stockholders.</b> (Must also include dispositions of any convictions.) For filing instructions please go to <a href="http://www.dctaxi.dc.gov">http://www.dctaxi.dc.gov</a>	<input type="checkbox"/>
New & Renewal	<b>Rate Schedule</b> - A list of current fees for all services related to the sale, repair, installation and calibration of taximeters.	<input type="checkbox"/>
New, Renewal & Change (location)	<b>Certificate Of Occupancy</b> - Must have stamp of District of Columbia Regulatory Affairs (DCRA) no later than 2 years before the date of your application. In lieu of this, you must submit a "Letter of No Objection" from DCRA stating that said Department has no objection to the operation of this type of business at the subject premises.	<input type="checkbox"/>
New, Renewal & Change (name)	<b>Proof of Business Status</b> - If a corporation, you must produce a Certificate of Incorporation, a filing receipt, and a certified copy of the minutes of the organizational meeting at which the current officers were elected. If a partnership, you must produce a Partnership Certificate. If a sole proprietor, you must produce a Business Certificate.	<input type="checkbox"/>
New, Renewal & Change (name or ownership)	<b>Original Surety Bond of \$50,000 for the benefit of the District of Columbia</b> (Note -- you MUST bring in the original; a copy will not be accepted).	<input type="checkbox"/>
New, Renewal & Change (ownership)	<b>Financial Disclosure statement document</b> – You can obtain and complete a DCTC Financial Disclosure statement at <a href="http://www.dctaxi.dc.gov">http://www.dctaxi.dc.gov</a> or alternatively, submit a document detailing your assets.	<input type="checkbox"/>
New, Renewal & Change (ALL)	<b>Affidavit</b> - Filled out, signed by one officer representing the owner(s) and notarized as found in page 7 of the application.	<input type="checkbox"/>

Please follow the guide to the left to determine what documents apply to your "New" (New application), "Renewal" (Renewal Application) "Change" (Change Application).