

**City of Tulsa**  
**License and Collections**  
**(918) 596-7640**

How to Apply for a Taxi/Paratransit Service

1. Complete attached application. Each person named as a certificate holder must fill out a separate "Applicant Information" form. Application must be notarized.
2. Requirements, to be turned in with the application:
  - a. Statement of qualifications and experience for each person named as a certificate holder
  - b. Copy of Oklahoma Drivers License for each person named as a certificate holder and a copy of the Social Security card. If the Social Security card has the work restriction language, another qualifying document will be required.
  - c. Fingerprints for each person named as a certificate holder. Fingerprints must be obtained at the Tulsa County Sheriff's Office at 1<sup>st</sup> & Denver. The fee is \$10 for digitally scanned prints, and is only payable by check or money order.
  - d. Color Scheme Approval Request
  - e. FCC License (Taxi only)
  - f. Insurance Policy
  - g. Certificate of Insurance (with cancellation notice set at minimum of 15 days)
  - h. Driver Manifest (Taxi only)
  - i. Schedule of Fares
  - j. Oklahoma Sales Tax Permit (if applicable)
3. Fees:
  - a. \$75.00 processing fee for certificate application.
  - b. \$19.00 fingerprint processing fee per applicant.
  - c. If more than two applicants, a \$20.00 fee per additional person.
  - d. Upon approval, the Certificate fee calculated on the basis of Thirty-Six Dollars (\$36.00) per vehicle shall be assessed.
4. After submitting a completed application, a background investigation will be conducted. If the director finds that the application is complete and that applicant has met the requirements set forth in Sections 105 and 106 of Title 36 Chapter 1 "Taxicab and Paratransit Vehicle Regulations", he shall issue a certificate to the applicant. The Director shall review the application within a reasonable time after its completion. Applicant will then be notified that the certificate is ready to be issued.
5. Please call License and Collections with questions.







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Rates of Fare

As stated in Title 36, Section 134, please provide the following information:

Mileage charges after pickup:     \$ \_\_\_\_\_

Waiting time:                         \$ \_\_\_\_\_

Luggage charges per bag:         \$ \_\_\_\_\_

Sales taxes:                         \$ \_\_\_\_\_

Toll charges:                         \$ \_\_\_\_\_

Extra passenger charges:         \$ \_\_\_\_\_

A minimum departure charge from Tulsa International Airport:     \$ \_\_\_\_\_

A minimum departure charge from a location other than  
Tulsa International Airport:   \$ \_\_\_\_\_

Fixed rates may be utilized between Tulsa International Airport and hotels if those fixed rates are filed with the Director and are equal to or lower than the usual metered rate. Please list fixed rates below:

Location	Fare
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

# Taxi/Paratransit Service Application Applicant Information

(Must be filled out for each applicant having a direct interest in business)

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_ DL#: \_\_\_\_\_

Are you a U.S. Citizen?  YES  NO

(Proof of legal permission to work will be required for applicants answering "NO")

Are you an Oklahoma resident?  YES  NO

Residential Address: \_\_\_\_\_  
Street City State Zip Code

Phone Number: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Have you had a franchise, certificate, license or permit to do business as a taxicab or paratransit service revoked by any jurisdiction?  YES  NO

Do you have any such revocation(s) pending?  YES  NO

Have you been charged, convicted of, or released from confinement for any felony in the past 10 years?  YES  NO

Do you have felony charge(s) pending?  YES  NO

Have you been charged, convicted of, or released from confinement for any crime involving prostitution or prostitution-related offenses, public lewdness, sexual offenses or controlled-substance-related offenses in the past 10 years?  YES  NO

Do you have any such charge(s) pending?  YES  NO

Are you subject to any outstanding warrants for arrest?  YES  NO

If you answered YES on any of the previous seven questions, attach documentation listing offense(s), date, location and outcome.

I certify that all of the information in this application is true and correct to the best of my knowledge and belief. Further, I understand that furnishing false or incorrect information is grounds for denial or revocation of the certificate. I hereby authorize this department to conduct an investigation into my background to verify information applicable to the issuance of this certificate.

**Applicant's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_.

My commission expires \_\_\_\_\_  
Notary Public Commission #