

# CITY OF DOUGLAS WYOMING

HOME OF THE JACKALOPE.  
WE KNOW JACK.

## CHECKLIST FOR TAXICAB PERMITS

- Payment of **\$25.00 license fee** received.
- Proof of registration and/or certificate of good standing with the Wyoming Secretary of State received.
- Proof that the company is registered with the Wyoming Dept. of Revenue.
- Proof of Operating Authority from the Wyoming Dept. of Transportation (*\$50.00 fee to WYDOT and an insurance Form E are required along with the application*).
- Proof of insurance for all vehicles, with the City named as an additional insured; note that comprehensive coverage and cargo liability coverage is required (*motor carrier bodily injury and property damage liability with a combined single limit of an amount not less than \$500,000 and the sum of \$10,000.00 for cargo liability coverage*).
- Proof of liability insurance as proof that each automobile, cab, taxi, or other means of conveyance so licensed is insured.
- Provide verification that each vehicle to be used under this permit has been inspected by the Chief of Police or his/her designee (*requirement can be waived at the Chief's discretion*).
  - Each taxicab used under a taxicab permit shall have, while in operation, painted, vinyl or magnetic letters and numbers readable from a distance of twenty feet (20') with the name and phone number of the operator on both the left and the right sides or along the top cab of the taxicab.
  - If more than one taxicab is operated by the same operator, each taxicab shall be designated by a different number and such number shall also appear on both the left and right sides or along the top cab of each taxicab.
- Submission of completed and signed application, containing the following information:
  - Complete description of all vehicles, including license plate numbers;
  - Full name (*including aliases*)
  - Business address and telephone number, as well as address and telephone number for the responsible party, if different than the individual
  - Name and address of immediate supervisor, if applicable
- A complete list of everyone to be authorized under the license, including the following for each individual listed:
  - Name
  - Address
  - Date of birth
  - Physical description
  - Proof of identification via one of the following accepted documents:
    - Valid US driver's license or ID card issued by any state
    - Valid US uniformed services ID card
    - Valid US passport **and** work VISA
    - US Citizenship & Immigration Services Green Card
- **A current copy of the person's criminal background check as maintained by the Wyoming Division of Criminal of Investigation (*see below for additional information regarding this report*).**

CHECKLIST – Taxicab Permit  
Page 1 of 3

# CITY OF DOUGLAS WYOMING

HOME OF THE JACKALOPE.  
WE KNOW JACK.

- A ten (10) year driving history dated no more than **60 days** prior to the date of application for a taxicab permit.

## **ADDITIONAL IMPORTANT INFORMATION:**

- There is a potential waiting period of 30 minutes at the Sheriff's Department if fingerprints are obtained at 7:00 a.m., 12:00 p.m., or 5:00 p.m., as these are mealtimes for inmates and detention officers will be unable to fulfill a request for fingerprints at these times.
- A **\$5.00 fee** for each set of cards will need to be paid at the time of the prints.
- **Every individual** to be authorized under the taxicab permit must go to the Converse County Sheriff's Department and complete the fingerprint card provided by the Sheriff's Department.
- A money order or cashier's check made payable to DCI or the Attorney General's Office in the amount of **\$15.00 per report** must be submitted with the fingerprint card(s) in order to receive the criminal background check.
- Once the fingerprint cards are complete, the applicant(s) must **immediately** deliver the cards to the City of Douglas Police Department, along with the \$15.00 fee for the reports.
- **The background check takes 14 to 20 days to be completed.**
- The Police Department will then send the cards to the Wyoming Division of Criminal Investigation with instructions to return the criminal background check to the Douglas Police Department.
- Once the background check(s) is/are in the possession of the Police Department, a determination will be made by the Chief of Police or his/her designee regarding which individual(s) is/are able to be licensed under the submitted application for a taxicab permit.
- A letter will be provided to the City Clerk by the Police Department stating this decision. The Clerk will then advise the applicant(s) who is able to operate a taxicab within the City of Douglas, provided all other requirements have been met.
- The background check is a Western Identification Network (WIN) check, covering the areas of Wyoming, Alaska, Idaho, Montana, Nevada, Washington, Oregon, and Utah.
- **10-year driving record:** If the applicant(s) has a valid Wyoming driver's license, he/she will be advised that it takes 3 to 5 business days to process the report, which can be obtained in the following manners:
  - In person at any driver's license station; must have proof of identification;
  - Via mail, by sending a written request **specifying a 10-year report is needed;**
    - Request must include full name, date of birth, WY driver license number, and social security number.
  - Via WYDOT's website by downloading the "Release of Driving Record & Personal Information" or complete the form and mail it in.
  - Individuals can send the written request or the form, but are **not** to do both.
  - A **\$5.00 fee** is charged per report and is payable by check or money order to WYDOT or other state Dept. of Transportation.
  - No information is being provided regarding requirements of other states in obtaining a 10-year driving history; this will have to be researched by the applicant (i.e. fees for driving records in the state of Montana, Idaho, Colorado, etc.).

CITY OF **DOUGLAS** WYOMING

HOME OF THE JACKALOPE.  
WE KNOW JACK.

**No license will be issued until all required fees have been paid and required information is received by the City Clerk's office.**

\_\_\_\_\_  
Signature – Applicant

\_\_\_\_\_  
Date

**Attest:**

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

