

STATE OF MARYLAND

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PUBLIC SERVICE COMMISSION

TRANSPORTATION DIVISION

PUBLIC SERVICE COMMISSION FOR-HIRE DRIVER'S LICENSE APPLICATION CHECKLIST

Please use this checklist as a guide when you prepare your application for submission to the Transportation Division.

- _____ I have completely answered all questions on the application.
- _____ I have signed the application (an original signature is required).
- _____ My application is signed (an original signature, not copied or rubber stamped, is required) by a representative of the Taxicab Association or the authorized for-hire transportation company for which I will drive and includes the name of the Taxicab Association or the authorized for-hire transportation company and their PSC Carrier Number.
- _____ I have attached a current (issued by MVA within the last 30 days) **complete, certified** driving record. **A 36-month, non-certified record is not acceptable.**
- _____ My address on the application matches the address on the driving record, or I have attached a current MVA address correction card issued on or after the date of my MVA driving record.
- _____ I have attached a current (issued by MVA within the last 30 days) **complete, certified** driving record from each State that I have held a driver's license in during the past 10 years.
- _____ I have attached a copy of my current MVA driver's license and a copy of my Social Security Card. I will bring my original driver's license and Social Security Card to my interview.
- _____ If I am not a U.S. citizen, I will bring my original employment authorization from INS to the interview and am attaching a copy to the application.
- _____ If I am a naturalized U.S. citizen (born outside the U.S.), I will bring my original Certificate of Naturalization or my U.S. passport to the interview and am attaching a copy to the application.
- _____ I have attached the receipt from fingerprinting or will bring the receipt with me to the interview. (Note: fingerprinting is to be completed (using the Livescan Fingerprint Form provided by the Transportation Division) at the Criminal Justice Information System (CJIS) located at 6776 Reisterstown Road in Baltimore. The cost for the FBI and State background check is \$57.25, cash is not accepted).

NO COPIES WILL BE MADE AT THE PSC TRANSPORTATION DIVISION OFFICE. INCOMPLETE APPLICATIONS (WHICH INCLUDES THE ITEMS LISTED ABOVE) WILL BE RETURNED WITHOUT BEING REVIEWED OR PROCESSED.

WILLIAM DONALD SCHAEFER TOWER • 6 ST. PAUL STREET • BALTIMORE, MARYLAND 21202-6806
410-767-8128 • Toll Free: 1-800-492-0474 • FAX: 410-333-6088
MDRS: 1-800-735-2258 (TTY/Voice) • Website: www.psc.state.md.us

Maryland Public Service Commission For-Hire Driver's License

When applying for a Maryland For-Hire Driver's License

Start the process:

- ◆ Complete the Maryland Public Service Commission (PSC) Application For A For-Hire Driver's License
- ◆ Obtain a certified copy of complete driver's record issued by the MVA within last 30 days. This record must be a **COMPLETE, CERTIFIED** record. If you have had a driver's license in another state within the past 10 years, you must also provide a complete certified copy of the driving record from that state. For example, when requesting driving history, ask for:
 - ☞ Maryland – Complete, Certified Record
 - ☞ Delaware – Complete, Certified Record
 - ☞ Pennsylvania – Complete, Certified Record
 - ☞ Virginia – 11 Yr, Personal Certified History
 - ☞ Washington, DC – Full, Certified Record
 - ☞ West Virginia – Complete, Certified Record
- ◆ Take the enclosed Livescan Fingerprint Form to the Criminal Justice Information System (CJIS) at 6776 Reisterstown Road, Baltimore (or authorized private provider). The cost for the FBI and state background check is \$57.25 (no cash accepted). Get a receipt for this service.
- ◆ Submit the application, driving record(s) and receipt from the background check, via mail or personal delivery to: PSC Transportation Division, 6 St. Paul St., 18th Fl, Baltimore, MD 21202, Monday thru Thursday 9:00 am – 4:00 pm (Closed 12:00 Noon – 1:00pm)
NO COPIES WILL BE MADE AT PSC TRANSPORTATION DIVISION OFFICE

Then a letter will be sent to you. Once you receive the letter:

- ◆ Give the Transportation Division the requested documentation per the letter, AND
- ◆ Attend the walk-in interview at the Transportation Division office on

Tuesdays 9:00am–11:00am, Wednesdays 1:00pm–3:00pm, Thursdays 1:00pm–3:00pm.

 - You will be photographed, at no charge.
 - You must bring your MVA issued driver's license;
 - You must bring your Social Security card; and
 - If you were born outside the United States, but have become a U.S. citizen, you must bring original verification of naturalization (Certificate of Naturalization or U.S. Passport); or
 - For non-citizens, you must bring in to the Public Service Commission original employment authorization document(s) issued by the U.S. Immigration and Naturalization Service.



Applying for a For-Hire Driver's License

Considering applying to operate a limousine, sedan, or van for-hire?

Unsure of how to obtain a For-Hire Driver's License?

HOW DO I APPLY?

Section 10-103 of the Public Utility Companies Article requires that you hold a valid For-Hire Driver's License issued by the Maryland Public Service Commission (PSC or "Commission") if you operate a motor vehicle to transport passengers for hire in Maryland. In order to receive a For-Hire Driver's License you must:

- (1) fill out the PSC's For-Hire Driver's License Application (obtain from the PSC's Transportation Division).*
- (2) undergo a criminal background check (for which you will pay a fee), a review of your driving record, and an interview with a member of the Transportation Division staff.*

Applying

Q. What factors does the Transportation Division consider in granting or denying my For-Hire Driver's License application?

A. Your driving record, criminal record, mental or physical condition, the completeness of your written application, and your interview are considered.

Q. What criminal convictions must I report on my application for a For-Hire Driver's License?

A. You must report any conviction, whether a felony or misdemeanor, other than a minor traffic offense. The Transportation Division will check your self-report against your criminal (or driving) record.

Q. What if I am not sure that a criminal charge resulted in my being convicted?

A. Err on the side of caution by listing the charge in question on your application.

Q. Must I report convictions that have been expunged (erased) from my record?

A. No.

Q. How will I know that my record has been wholly or partially expunged?

A. You will have received written proof from the court where your case was heard.

Q. What should I bring to my interview at the Transportation Division?

A. You should bring proper identification (a photo ID), your Social Security Card, AND your Employment Authorization Card issued by the U.S. Immigration and Customs Enforcement Office (if applicable).

Q. If more information about my criminal record is needed, what should I send to explain my conviction(s)?

A. You will be sent a letter listing the types of information needed.

Q. If I am granted a For-Hire Driver's License, for how long will it be valid?

A. For-Hire Driver's Licenses are granted for a period of between one to three years.

Maryland Public Service Commission

TRANSPORTATION DIVISION

6 St. Paul Street, 18th Floor

Baltimore, MD 21202-6806

Phone (410) 767-8128 MD Toll Free 1(800) 492-0474

<http://www.psc.state.md.us>



Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor

FINGERPRINTING SERVICES
CRIMINAL JUSTICE INFORMATION SYSTEM (CJIS)

Location: 6776 Reisterstown Road (West side of Reisterstown Road Plaza Mall)
Suite 102 (first floor)
Baltimore, MD 21215
For directions, go to <http://www.mapquest.com>

Phone: 410-764-4501 OR 1-888-795-0011 (toll free)

Hours of Operation: Monday, Tuesday, Wednesday, Friday 8:30am-5:00pm
Thursday 8:30am-6:30pm
1st and 3rd Saturday of each month 8:30am-4:30pm
Closed on designated State holidays.

The following locations are available by appointment only:

Call for an appointment: 410-764-4501 or 1-888-795-0011 (toll free)

Motor Vehicle Administration – Bel Air
501 West MacPhail Road
Bel Air, MD 21014

Motor Vehicle Administration - Frederick
1601 Bowman's Farm Road
Frederick, MD 21701

Motor Vehicle Administration - Glen Burnie
6601 Ritchie Hwy, N.E.
Glen Burnie, MD 21062

Motor Vehicle Administration - Salisbury
251 Tilghman Road
Salisbury, MD 21801

Motor Vehicle Administration – Waldorf
St. Charles Business Park
11 Industrial Park Drive
Waldorf, MD 20602

For additional information, see –

<http://www.dpscs.state.md.us/publicservs/fingerprint.shtml>.

**Instructions For Completing LiveScan Pre-Registration Application for
FBI and Maryland State Criminal History Record Checks**

(Type or Print in Black Ink)

The Livescan Pre-registration Form is now used to obtain the required State and FBI criminal history record checks. **NEXT PAGE IS USED AS THE 'FINGERPRINT CARD' – no other card(s) will be given to you. Please follow these instructions:**

1. **Complete only the Applicant Information** section of the form. All information in that section must be provided.

Name – type or print the applicant's name.

Date of Birth - Enter the applicant's date of birth. Example: Enter May 27, 1969 as 05/27/1969.

Social Security Number - Enter the applicant's Social Security Number.

Gender – Check Male or Female.

Height - Enter applicant's height in feet and inches. Do not use fractions of an inch.

Weight - Enter applicant's weight in pounds. Do not use fractions of a pound.

Eye Color - Enter the color of the applicant's eyes.

Hair Color - Enter the color of the applicant's hair.

Race - Indicate race by checking one of the boxes on the form.

Place of Birth - Enter the state in which the applicant was born. If not born in the United States, enter the name of the country in which the applicant was born.

Citizenship - Enter the applicant's country of citizenship.

Current address – Enter complete current street address.

City: Enter city in which you reside.

State: Enter state in which you reside.

Zip Code: Enter zip code in which you reside.

Daytime Phone: Enter daytime phone number.

Evening phone – Enter evening phone number.

Driver's License # - Enter driver's license number from your State driver's license.

DO NOT ENTER ANY INFORMATION BEYOND THE APPLICANT INFORMATION SECTION.

2. **Double-check the form** to make sure that you have completed the Applicant Information section only.
3. **Take the form** to the Criminal Justice Information System (CJIS) at the Reisterstown Plaza Office Complex, 6776 Reisterstown Road, Suite 102, Baltimore, MD 21215 OR to one of the authorized fingerprinting services listed. For help, call 410-764-4501.
4. **Government Issued Photo Identification must be presented** at the time of fingerprinting. (Examples: driver's license, Certificate of Naturalization, passport, Alien Registration Card, or Military Identification)
5. **Payment** –
 - o CJIS - Credit card, check or money order made payable to **CJIS - Central Repository**. Cost: \$57.25 (\$37.25 for FBI & State background check and \$20 for fingerprinting fee).
 - o Private Provider – Cost: at least \$57.25. Contact the private provider regarding fees charged and accepted payment.
6. **You must receive a receipt from CJIS when you are fingerprinted.** Submit this receipt to the Transportation Division and make a copy for your records. If a new applicant, please bring this when you submit the application or come to your interview.

Livescan Fingerprint Form
for background check



Livescan Fingerprint Form
for background check

STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
CRIMINAL JUSTICE INFORMATION SYSTEM – CENTRAL REPOSITORY

LIVESCAN PRE-REGISTRATION APPLICATION

Applicant Information (Please TYPE OR PRINT CLEARLY)

| | | | |
|--|----------------|--|-------------|
| Name: | | | |
| Date of Birth: | SSN: | Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female (Please check) | |
| Height: ft. inches | Weight: lbs. | Eye Color: | Hair Color: |
| Race: <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Native American <input type="checkbox"/> Other (Please check) | | | |
| Place of Birth: | | Citizenship: | |
| Current address: | | | |
| City: | | State: | ZIP Code: - |
| Daytime Phone: | Evening Phone: | Driver's License #: | |

AGENCY INFORMATION

| | |
|--|---|
| Agency Authorization #: 9000037631 (State & FBI Background Check) | |
| ORI # (if required): MD920470Z | Reason fingerprinted? Taxicab/PFH Driver's Licensure |
| Position Applied for: MD Public Service Commission Taxicab / For-Hire Driver's License | |
| Request Type: (Choose one ONLY) <input type="checkbox"/> Adult Dependent Care <input type="checkbox"/> Attorney/Client <input type="checkbox"/> Child Care <input type="checkbox"/> Criminal Justice <input type="checkbox"/> Gold Seal/ Adoption <input type="checkbox"/> Gold Seal/Letter/VISA <input type="checkbox"/> Government Employment | <input checked="" type="checkbox"/> Government Licensing or Certification <input type="checkbox"/> Immigration/VISA <input type="checkbox"/> Individual Challenge <input type="checkbox"/> Individual Review <input type="checkbox"/> MSP Licensing <input type="checkbox"/> Private Party Petition <input type="checkbox"/> Public Housing |

Mail Response to:

(Mailing option only available for Visa Gold Seal and/or Individual Review)

Name: MARYLAND PUBLIC SERVICE COMMISSION

Address: 6 ST. PAUL STREET, 18TH FLOOR

City, State, Zip Code: BALTIMORE, MD 21202

MARYLAND PUBLIC SERVICE COMMISSION APPLICATION FOR A FOR-HIRE DRIVER'S LICENSE

PASSENGER-FOR-HIRE BALTIMORE CITY TAXICAB HAGERSTOWN TAXICAB CUMBERLAND TAXICAB

Do Not Write In This Block

Approved _____ Denied _____ By _____ Date _____ Sup. Review _____ Date _____
Temporary License No. _____ Date Issued _____ By _____
Three-year License No. _____ Date Issued _____ By _____
Date interviewed _____ By _____ Applicant Hair Color: _____ Eye Color: _____
I received a copy of the Commission's statute and/or regulations _____

**NOTE: INCOMPLETE APPLICATIONS
WILL BE RETURNED
WITHOUT BEING REVIEWED
OR PROCESSED.**

Name: _____
(Last) (First) (Middle) (Maiden)

Prior Name (if applicable): _____ Reason for name change: _____

Current Address: _____ Email Address: _____

City: _____ State: _____ Zip Code: _____ Telephone No.: _____

Social Security No. (Required under Family Law Article §10-119.3 of MD Annotated Code): _____

Date of Birth: _____ Country of Birth: _____ City of Birth: _____

U.S. Citizen? Yes ___ No ___ If not, Alien # issued by U.S. Immigration & Naturalization Service: A- _____

If not U.S. citizen, check current status: Permanent Resident Employment Authorized Expiration Date: _____

Current Driver's License: State: _____ Class: _____ No.: _____ Expiration Date: _____

Have you ever held a driver's license in another state? Yes ___ No ___ If yes, when and where? _____

Have you ever held a Taxicab Driver's License? Yes ___ No ___ If yes, when and where? _____

Have you ever held a Passenger-For-Hire Driver's License? Yes ___ No ___ If yes, when and where? _____

Has your Taxicab or Passenger-For-Hire Driver's License ever been suspended or revoked? Yes ___ No ___

Are you a taxicab permit holder? Yes ___ No ___ Are you a PSC-authorized passenger carrier? Yes ___ No ___

Have you ever been convicted of ANY violations of law, in any State, including felonies, misdemeanors, alcohol related suspensions, driving under the influence of alcohol or driving while impaired by alcohol, drugs or controlled dangerous substances? Yes ___ No ___

Note: Conviction is intended to encompass all instances where a civil or criminal penalty was imposed, including a jail sentence, fine, house arrest, probation, restitution, community service, etc. Give date(s), place(s), charge(s) and disposition(s) of each case. (Use back of page if additional space is needed) _____

The Maryland Public Service Commission requires for-hire drivers under its authority to adhere to the Commission's statute and regulations. (See Title 10 of the Public Utility Companies Article, Annotated Code of Maryland, and, for taxicab drivers, Title 20, Subtitle 90.01 of the Code of Maryland Regulations.) The statute and regulations are available on the Commission's website at <http://www.psc.state.md.us>.

I hereby authorize the Public Service Commission to investigate, at any time, my driving record, criminal and medical background and immigration status. This investigation may involve any appropriate government agency or private institution.

I understand that I may be required to appear for a personal interview at the time of application or at any time during the licensing period.

I understand that suspension or revocation of my driver's license, subsequent criminal convictions, or expiration of employment authorization from the Immigration and Naturalization Service may result in immediate suspension or revocation of my For-Hire Driver's License.

I hereby agree to notify the Public Service Commission of any change in information contained in this application within 72 hours.

I hereby agree to comply with all city, state and federal ordinances and statutes and the regulations of the Public Service Commission.

I hereby certify that the statements made in this application are true, correct, and complete.

I hereby certify that, if I am applying for a Baltimore City taxicab driver's license, I have successfully completed or intend to successfully complete a course in courtesy, geography, map reading and tourist information, as required by PUC 10-104(d) of the Maryland Annotated Code. I understand that my failure to complete this course will result in denial of a Baltimore City taxicab driver's license.

APPLICANT'S SIGNATURE: _____ DATE SIGNED: _____

Taxicab Association: _____ Signature of Association Official: _____

For-Hire Carrier & PSC No.: _____ Signature of Company Official: _____

NOTE: FALSIFICATION OF THIS APPLICATION MAY RESULT IN DENIAL, SUSPENSION OR REVOCATION OF LICENSE