



# 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?

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## **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 small 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 if I do not have written proof, but still believe my record has been expunged?**

A. You should check with the appropriate court to determine the status of your conviction.

**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.



## WHAT IF MY APPLICATION IS DENIED?

*If you have been convicted of certain crimes, have a bad driving record, or suffer from a physical or mental condition that could jeopardize the health or safety of the public, the Transportation Division may deny your application. If your application is denied, you may:*

*(1) after a period of time, reapply with an explanation of the change in your circumstances.*

OR

*(2) appeal the denial, and a hearing will be held.*

### Hearing

**Q. What happens if I appeal?**

A. Your appeal will be scheduled for hearing before a PSC Hearing Examiner.

**Q. May I be represented by an attorney at my hearing?**

A. Yes, but you are not required to be represented by an attorney.

**Q. May I bring witnesses to the hearing who will speak on my behalf?**

A. Yes. Also, you may present letters of reference and recommendation to the Hearing Examiner at your hearing. Copies of certificates of completion from any court-mandated treatment programs (i.e. substance abuse or anger management program) or from an industry-related program (i.e. commercial truck driving course or the Maryland Taxi Host Training Course) may be helpful.

**Q. What will my hearing be like?**

A. The hearing will be conducted by a PSC Hearing Examiner. A Transportation Division employee will testify under oath, stating why your request for a For-Hire Driver's License was denied. You will be given an opportunity to examine the documents relied on by the Transportation Division witness and to ask factual questions of that witness. You may take the oath and give your own testimony. If an attorney represents you, the attorney may elicit your testimony by direct examination, and cross-examine the Transportation Division witness.

**Q. How will I learn the results of the hearing?**

A. Following the hearing, a Proposed Order of Hearing Examiner will be issued in writing, usually within 30 days.

**Q. What do I do if the Proposed Order grants my application for a For-Hire Driver's License?**

A. You must wait from one week to 30 days to see if the Proposed Order becomes final.

### Appeal

**Q. What if the Proposed Order rules against me?**

A. You may appeal the Proposed Order to the Commission as a whole, following the directions contained in the cover letter accompanying the Proposed Order.

**Q. What must I include in my appeal?**

A. You must state why you believe the Hearing Examiner's proposed order is wrong. It is not sufficient to simply state "I appeal the Proposed Order."

**Q. How will the Commission proceed when it receives my appeal?**

A. The Commission will review the reasons you gave to show that the Proposed Order was incorrectly decided. It will also receive the written opinion of a Commission staff attorney about your appeal. The Commission will decide your appeal based on these documents. The Commission may grant your appeal, deny it, or remand (send back) the issues you have raised to the Hearing Examiner Division for further hearing.

**Q. What if the Commission rules against me?**

A. You may ask the Commission to reconsider its decision, clearly stating the reasons it should rule in your favor. If you wish to appeal the Commission's final decision to the courts, you will probably wish to engage a lawyer to do so.

### **Maryland Public Service Commission**

#### **TRANSPORTATION DIVISION**

William Donald Schaefer Tower  
6 St. Paul Street, 18<sup>th</sup> Floor  
Baltimore, MD 21202-6806

**Phone (410) 767-8128**  
**MD Toll Free 1(800) 492-0447**  
[www.psc.state.md.us](http://www.psc.state.md.us)



**TO ALL FOR-HIRE PASSENGER CARRIERS REGULATED BY THE MARYLAND PUBLIC SERVICE COMMISSION:**

Please read the instructions below for completing and filing applications for For-Hire Driver's Licenses. Each driver who operates any for-hire vehicle designed to transport 15 or fewer passengers must be licensed by the Public Service Commission.

1. Each applicant must complete an Application For A For-Hire Driver's License (TR 603). All questions must be answered. An incomplete application will be returned for correction.
2. The applicant and an official of the carrier (company) must sign the application.
3. The applicant must also submit the documents listed in "Items required for a For-Hire Driver's License Application" attached to the application form.
4. **Each applicant must be fingerprinted by the Criminal Justice Information System (CJIS) at the Reisterstown Plaza Office Complex, 6776 Reisterstown Road, Suite 102, Pikesville, MD, 21215 (telephone 410-764-4501). The required FBI and State fingerprint cards and instructions will be mailed to you after your application has been reviewed. The total cost for fingerprinting and background checks will be \$57.25 by check or money order payable to CJIS). The applicant must take the fingerprint cards, along with the appropriate fee, to CJIS. CJIS will complete the fingerprinting process by electronic scan. The applicant must bring a copy of the CJIS receipt from the fingerprinting to the Transportation Division at the time of his/her personal interview. CJIS will send the FBI and State Criminal History Record Checks directly to the Public Service Commission.**
5. The applicant and the carrier must review the application for completeness and correctness.
6. Applications may be mailed to the Public Service Commission's Transportation Division at 6 St. Paul Street, 18<sup>th</sup> Floor, Baltimore, MD 21202-6806 or dropped off at the Transportation Division on Mondays through Thursdays only, between 8 AM and 5 PM.
7. The Transportation Division will notify each applicant, by mail, of the requirement for and schedule for a personal interview. At the interview, we will photograph the applicant at no charge.
8. Transportation Division staff will review each application. If the application is approved, a For-Hire driver's license will be mailed to the driver at the address on the application.
9. If the application is denied, we will notify the applicant, by mail, of the reason(s) for denial and the right to appeal. Reasons for denial of a license include physical or mental disability, including alcohol or drug-related problems which render the applicant unfit for the safe operation of a for-hire vehicle or jeopardize the public health; a criminal record which includes a conviction for a crime which bears a direct relationship to the applicant's fitness to serve the public as a for-hire driver; falsification of information on the application; an invalid MVA driver's license; for non-citizens, failure to provide documentation of employment authorization from INS; and an incomplete application.

**NOTE: Our goal is to issue a license to qualified applicants within three to five business days. Processing time may vary due to the volume of applications received.**

Questions regarding the application process may be directed to:

If your last name begins with A through F, Ms. Munzio Tazwell, at 410-767-8117

If your last name begins with G through N, Ms. Sherry Howard, at 410-767-8092 or

If your last name begins with O through Z, Mrs. TaNeika Stencil, at 410-767-8109.

**Maryland Public Service Commission**  
**For-Hire Driver's License**

**Items required for a For-Hire Driver's License application**

- ◆ Public Service Commission of Maryland Application For A For-Hire Driver's License (TR603 Rev. 03/06)
  
- ◆ Certified copy of complete driver's record issued by the MVA within last 30 days. This record must be a **COMPLETE, CERTIFIED** record. A 36-month record is not acceptable. If you have had a driver's license in another state within the past ten years, you must also provide a complete certified copy of the driving record from that state.
  
- ◆ A dated receipt from the Department of Public Safety and Correctional Services Application for FBI and State Criminal History Record Checks.
  
- ◆ A personal interview with Transportation Division staff. At the time of the interview: You will be photographed, at no charge.  
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);  
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;  
You must bring your MVA driver's license;  
Your fingerprint receipt from CJIS; and  
You must bring your Social Security card.

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

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

<b>Do Not Write In This Block</b>			
Approved _____	Denied _____	By _____	Date _____
Sup. Review _____	Date _____		
Temporary License No. _____	Date Issued _____	By _____	
Three-year License No. _____	Date Issued _____	By _____	
Date interviewed _____	By _____	Remarks: _____	
I received a copy of the Commission's statute and/or regulations _____			

Name: \_\_\_\_\_  
(Last) (First) (Middle) (Maiden)

Prior Name (if applicable): \_\_\_\_\_ Reason for name change: \_\_\_\_\_

Current 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, including felonies, misdemeanors, 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/psc/>.

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**

**Instructions For Completing FBI and Maryland State Fingerprint Cards and Applications For Criminal History Record Checks** (Type or Print in Black Ink)

You must take the fingerprint cards to the Criminal Justice Information System (CJIS) at the Reisterstown Plaza Office Complex, 6776 Reisterstown Road, Suite 102, Baltimore, MD 21215. For help, call 410-764-4501.

You must receive a receipt from CJIS when you are fingerprinted. You must submit this receipt to the Transportation Division when you come in for your interview.

**Payment** - A check or money order for \$57.25 must be made payable to **CJIS - Central Repository**.

**MARYLAND STATE Criminal History Record Check (orange and white card):**  
**Complete Application (Side One) Before Taking To CJIS. Do Not Write on Fingerprint Card (Side Two).**

**Name** - Type or print the applicant's name.

**Address** - Enter the applicant's complete street address and/or mailing address.

**Daytime and Evening Phone Numbers** - Enter daytime and evening phone numbers

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

**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.

**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.

**Race** - Indicate race by using one of the following codes:

I - American Indian or Alaskan Native

A - Asian or Pacific Islander

B - African American

W - White (including Hispanic/Latin)

**Sex** - Enter either an "F" for Female or an "M" for Male.

**Eyes** - Enter the color of the applicant's eyes.

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

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

**MD Driver's License Number** - Enter the applicant's Maryland Driver's License number.

**FBI CRIMINAL HISTORY RECORD CHECK (blue and white card):**

Complete APPLICANT (top) portion of the blue and white card.

**Name** - Type or print the applicant's name.

**Residence Address** - Enter the applicant's complete street address and/or mailing address.

**Employer and address** - Enter name and address of the company for which you drive for-hire.

**Aliases** - Enter any aliases you have used.

**Citizenship** - Enter the applicant's country of citizenship.

**FBI No.** - Enter your FBI number if you know it.

**Armed Forces No.** - Enter your Armed Forces number if you have one.

**Social Security No.** - Enter your Social Security number.

**Sex** - Enter either an "F" for Female or an "M" for Male.

**Race** - Indicate race by using one of the following codes:

I - American Indian or Alaskan Native

A - Asian or Pacific Islander

B - African American

W - White (including Hispanic/Latin)

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

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