



OFFICE OF THE CITY CLERK

City Hall, 258 Main Street
Oneonta, NY 13820-2589

Phone: 607.432.6450
Fax: 607.433.3420
Internet Address:
www.oneonta.ny.us/cityclerk
E-Mail Address:
cityinfo@oneonta.ny.us

Dear Applicant,

We are pleased to provide you with the information needed to apply for a taxicab and/or livery company owner's license. The documents in this packet are valid for new licenses as well as renewals.

In order to be considered for approval as a taxicab or livery company owner, the packet must be completed and returned in its entirety. This includes the checklist and all items listed on the checklist. Please read the checklist thoroughly. **An incomplete packet will not be accepted or processed.** Applications should be submitted to the City Clerk's office at least 10 days prior to the expiration on December 31 to allow full and proper review of submitted materials. **If said application is not submitted within the stated time period, the City Clerk shall not be required to approve said application by December 31.**

Depending upon the results of your *Release of Records Authorization*, you may be asked to submit the results of an additional background check. This would be at your own expense and would be required in order for your packet to be considered complete.

The non-refundable application fee for either a taxicab company owner's license or a livery company owner's license is \$125.00 per license. If a license is issued, it is valid for one year, January 1 to December 31. Please note: You must renew your license annually *prior* to the expiration date if you wish to continue to operate a taxicab or livery company. Any application received after December 31 is subject to an administrative fee as set from time to time by Common Council.

If you have any questions, please do not hesitate to be in touch.

Sincerely,

Nancy S. Powell
City Clerk



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Taxicab / Livery Company Owner License Application Checklist

*****Applications will not be accepted for processing until they are complete*****

All applicants for a taxicab and / or livery company owner's license in the City of Oneonta will be required to submit the following materials and supporting documentation with the application form:

- Certificate of Incorporation/Partnership/Business Name:** All applicants must provide a copy of the certificate of incorporation, partnership or business name filed with the Otsego County Clerk's Office. In the event that the owner is a corporation, the names and addresses of all the corporate officers must be provided.
- Fee:** The applicable fees as listed below shall be submitted at time of application:

Taxicab Owner License: \$125.00 license fee AND \$100.00 per car medallion fee.
Livery Owner License: \$125.00 license fee AND \$100.00 per car medallion fee.
- Vehicle Inspection Form:** Proof of NYS inspection AND 4-brake inspection form for each medallioned vehicle as supplied by City Clerk's Office. 4-brake inspection forms must be submitted every six (6) months thereafter.
- Insurance Certificate:** Proof of general liability insurance for each medallioned vehicle.
- Registration Certificate:** Proof of registration for each medallioned vehicle.
- Other Insurance:** Proof of Worker's Compensation Insurance coverage or, if coverage is not required, an exemption form issued by Worker's Compensation (CE-200).
- Release of Records form:** (Requires notarized signature). **Date to OPD** _____
- Background Clearance:** (If applicable)

I confirm by my signature that I have received a copy of City Code Chapter 272: Taxicabs and Livery Services and I understand that it is my responsibility to read and understand the Code. I also understand that violations of Taxi and Livery Services Code 272 and/or other laws may result in the suspension or revocation of my license.

Signature

Date



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An application to operate a Taxicab and / or Livery Company in the City of Oneonta in accordance with Chapter 272, Article III of the Code of the City of Oneonta.

****ALL FIELDS MUST BE COMPLETED BY APPLICANT FOR APPLICATION TO BE PROCESSED**
 PLEASE PRINT LEGIBLY**

Check One: Taxicab Company _____ Livery Company _____ Both _____

Applicant's Name: _____

Any other name(s) the applicant is known by: _____

Applicant's Home Address: _____

Telephone Number: _____ Email: _____

Business/Corporate Name: _____

Names of Officers/Partners: _____

Will the Applicant be driving a Taxicab? No _____ Yes _____
 (Note: Taxi Driver's License must be applied for separately)

Will the Applicant be driving a Livery Vehicle? No _____ Yes _____
 (Note: Livery Driver's License must be applied for separately)

Permanent Office Location: _____

Permanent Office mailing address: _____
 (If different from above) _____

Name of person(s) responsible for answering calls/complaints and their phone number:

Does the owner hold current or prior Taxicab / Livery Company License in any other jurisdiction?
 No _____ Yes _____

If yes, please list below: Jurisdiction / Company Name / License Number

If yes, provide details on any previous or current suspensions/revocations:

NYS Driver License Information: License # _____ Class: _____

Current/Prior Traffic Convictions? No _____ Yes _____
If yes, provide details: _____

Current/Prior Criminal Convictions? No _____ Yes _____
If yes, provide details: _____

Defendant in a Pending Criminal Case? No _____ Yes _____
If yes, provide details: _____

Neither a prior conviction nor a pending criminal charge is an automatic denial to the issuance of a license. Each case is considered on its own merits.

APPLICANT SIGNATURE/NOTARY STATEMENT

State of New York
County of Otsego ss:
City of Oneonta

I, _____
(Print Name) duly state that the information contained in this application for a taxicab and/or livery owner's license is true and correct to the best of my knowledge.

Applicant's Signature Date

Subscribed and sworn to me this _____ day of _____, _____.

Notary Public/Commissioner of Deeds

City Clerk's Office Use Only

Taxicab Company: \$125.00 License Fee + \$100.00 per car Medallion Fee. Total: \$ _____

Livery Company: \$125.00 License Fee + \$100.00 per car Medallion Fee. Total: \$ _____

Fee of \$ _____ accepted on _____ by _____

Method of Payment: _____ Cash _____ Check # _____ Credit/Debit Card

Application Approved / Disapproved on: _____ by _____

APPLICANT MUST COMPLETE *Release of Records* FORM ON NEXT PAGE.



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RELEASE OF RECORDS

To: Any Court of Law, Law Enforcement Agency, Probation Department, United States Selective Service System, employer past or present, friends, or neighbors:

I, _____, have filed an application with the City of Oneonta for a license/permit. By this document I hereby authorize you to release to the City of Oneonta any records in your possession or any information as they may request from you, regarding my license/permit application.

Said information may include, but is not limited to, any documents or records in your possession, whether academic records or arrest and conviction records, (regardless of whether or not such records have been sealed by a Court Order), or any other record or document in your possession, as they may request and any and all records from the Oneonta Police Department, which will include records with seal orders, mental health issues and reports where your applicant was listed as a party therein.

Signed: _____

Address: _____

Date of Birth: _____ Place of Birth: _____

United States Citizen? No _____ Yes _____

Social Security Number: _____ Green Card Number: _____

Neither a prior conviction nor a pending criminal charge is an automatic bar to issuance of a license/permit. Each case is considered on its own merits.

Sworn and subscribed to before me this _____ day of _____, _____

 Notary Public