



**Administration & Regulatory Affairs Department  
Regulatory Affairs Division**

**1002 Washington Ave  
Houston, Texas 77002**

**Phone: (832) 394-8803 | Fax: (832) 395-9632**

**Monday through Friday  
8:00 a.m. until 4:00 p.m.**

For Office Use Only:  
Fingerprint Application Signed Out  
By:

\_\_\_\_\_  
CSR Initials

\_\_\_\_\_  
Date

**WHEELCHAIR ACCESSIBLE SERVICE PROVIDER PERMIT APPLICATION**

1. You are required to be fingerprinted by MorphoTrust USA through an exclusive contract with the Texas Department of Public Safety.
  - a. Obtain a Fingerprint Packet from our offices located at 1002 Washington Ave.
  - b. Each individual listed on the application **MUST** be fingerprinted.
  - c. Results will be submitted to our offices in approximately 2-5 days.  
**It is your responsibility to contact our offices at 832-394-8803 to check the status of your results.**
2. You are required to go to Municipal Courts to have a warrant check completed.
  - a. The cost for this service is \$20.00.
  - b. The warrant check will be stamped and signed on the application. The court representative will not provide you with additional papers.
  - c. The warrant check is valid for only 30 days from the date completed.
  - d. Each individual listed on the application **MUST** be warrant checked.
3. You are required to complete the attached application.
  - a. Incomplete applications will **NOT** be accepted.
  - b. Have all required pages notarized where indicated. We provide notarization services free of charge; however the forms must be signed at our offices by the parties required.
  - c. Have your proof of insurance sent to our offices from your insurance agent. Proof must be provided on an Accord 25 form. The information can be faxed to: 832-395-9632 or emailed to [trans.insurance@houstontx.gov](mailto:trans.insurance@houstontx.gov)
4. You will need to bring in the following items when you have completed steps 1-3:
  - a. Your company contract schedule including list of companies under contract.
  - b. A copy of your Doing Business As (DBA) or corporation papers from the Texas Secretary of State. Please have your DBA approved by the City of Houston **BEFORE** you make the purchase. Call 832-394-8803 and ask for a DBA approval.
  - c. Proof of ownership for your vehicles (only need one of the three items listed below):
    - i. Bill of Sale
    - ii. Title
    - iii. Vehicle Registration
  - d. If you don't own your vehicles, you will need one of the items listed in "c" above as well as a lease agreement with the owner allowing you the ability to use the vehicle.
5. Once you have all your documents together, bring everything to our offices at 1002 Washington Ave. We will review the information and if everything is complete and in good order, we will accept payment for your permits.
  - a. Please note inspections are not same day. Inspections are ready the next business day at 8 AM.

**Other Application Information**

- Incomplete applications will not be processed.
- Applicant must show Social Security Card, Texas Driver's License and Work Authorization/Passport. Only original documents will be accepted.
- Documents must have identical names and spellings.
- Documents containing alterations, erasures, or outdated photos will not be accepted.
- Fraudulent documents will be confiscated, Permit may be revoked
- **All fees are non-refundable**



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**WHEELCHAIR ACCESSIBLE SERVICE PROVIDER APPLICATION**

1. **TYPE OF BUSINESS** (Check one)  Proprietorship  Partnership  Corporation
2. Harris County DBA: \_\_\_\_\_
3. Owner's Name \_\_\_\_\_
4. Business Address: \_\_\_\_\_
5. Mailing Address: \_\_\_\_\_
6. Applicant's Name Last \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_
7. Business Phone Number: \_\_\_\_\_ Home Number: \_\_\_\_\_
6. Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_
7. Applicant's Customer Service Manager (CSM) Name: \_\_\_\_\_
8. CSM Business Address \_\_\_\_\_
9. CSM Mailing Address \_\_\_\_\_
10. How many vehicles do you intend to operate? \_\_\_\_\_
11. Do you intend to pick up or drop-off at any Houston Airport? Yes \_\_\_\_\_ No \_\_\_\_\_
12. Have you contacted the airport regarding requirements for Airport Use Permits? Yes \_\_\_\_\_ No \_\_\_\_\_
13. List the names of Partner's, Principal Officers of Corporation, or each person who holds 10% or more of outstanding company shares. (Attach a copy of the Partnership Agreement or Articles of Incorporation)
14.

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____

VEHICLE FOR HIRE COMPANY APPLICATION:

- **ADDITIONAL REQUIRED INFORMATION TO BE SUBMITTED WITH APPLICATION – PLEASE REFER TO THE ORDINANCE (CHAPTER 46) FOR FULL INFORMATION:**
- (All Vehicle for Hire operators should refer to the appropriate city code (Chapter 46) for specific details and requirements for operations/services:  
[https://www.municode.com/library/tx/houston/codes/code\\_of\\_ordinances](https://www.municode.com/library/tx/houston/codes/code_of_ordinances))
- Insurance MUST be in the form of automobile liability coverage with limits of not less than \$1,000,000 combined single limit per accident.
- The policy MUST include a 30 day written notice to be given to the city before any cancellation of the policy is effective. Failure to maintain insurance shall lead to permit revocation.

**Declaration of Applicant:**

My name is \_\_\_\_\_ (first, middle and last name), my date of birth is \_\_\_\_\_ and my \_\_\_\_\_ address is \_\_\_\_\_ (street, city, state and zip code) and \_\_\_\_\_ (county).

I have personal knowledge of the statements made in the application. None of the statements are misleading or false. I acknowledge that issuance of the license, permit or certificate does not excuse or approve any violation of deed restrictions or city, state or federal laws or regulations. To the extent that this declaration is made on behalf of a corporation or any other legal entity or persons, I certify that I have fully advised them of the contents of the application and this declaration and that I am authorized to execute this declaration.

I declare under penalty of perjury that the foregoing is true and correct.

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_ (month) \_\_\_\_\_ (year).

\_\_\_\_\_  
Applicant Signature

**SCHEDULE A  
PROPRIETORSHIP AFFIDAVIT**

**APPLICANT NAME:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**INSTRUCTIONS:**

- 
1. If you checked "Proprietor" on item 1 of the vehicle-for-hire permit application, fill out this form.
  2. Affidavit must be signed in the presence of and notarized by a notary public
- 

Under penalties of perjury I, \_\_\_\_\_, declare that I am the individual making the foregoing application for a vehicle-for-hire vehicle permit, and that the answers to the foregoing questions and other statements contained therein are true correct to the best of our knowledge.

\_\_\_\_\_  
Signature of Applicant

STATE OF TEXAS

COUNTY OF HARRIS

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, proved to me through \_\_\_\_\_ to be the person whose name are subscribed on the foregoing instrument and acknowledged that he/she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Notary

AFFIX STAMP HERE:

**SCHEDULE A  
PARTNERSHIP AFFIDAVIT**

**APPLICANT (PARTNER 1) NAME:** \_\_\_\_\_

**APPLICANT (PARTNER 2) NAME:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**INSTRUCTIONS:**

- 
1. If you checked "Partnership" on item 1 of the vehicle-for-hire permit application, fill out this form.
  2. Affidavit must be signed in the presence of and notarized by a notary public
- 

Under penalties of perjury we, \_\_\_\_\_ and \_\_\_\_\_, declare that we are the partners of the partnership making the foregoing application for a vehicle-for-hire vehicle permit, which the answers to the foregoing questions and other statements contained therein are true correct to the best of our knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant

**STATE OF TEXAS**

**COUNTY OF HARRIS**

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_ and \_\_\_\_\_ proved \_\_\_\_\_ to \_\_\_\_\_ me through \_\_\_\_\_ and \_\_\_\_\_ to be the persons whose names are subscribed on the foregoing instrument and acknowledged that they have executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Notary

AFFIX STAMP HERE:

**SCHEDULE A  
CORPORATION AFFIDAVIT**

**APPLICANT NAME:** \_\_\_\_\_

**CORPORATION TITLE:** \_\_\_\_\_

**INSTRUCTIONS:**

- 
1. If you checked "Corporation" on item 1 of the vehicle-for-hire permit application, fill out this form.
  2. Affidavit must be signed in the presence of and notarized by a notary public
- 

Under penalties of perjury I, \_\_\_\_\_, being first duly sworn deposes and says that he/she is the president of \_\_\_\_\_ and duly authorized to make the foregoing application for a vehicle-for-hire vehicle permit application on behalf of the corporation, and that the answers to the foregoing questions and other statements contained therein are true correct to the best of his/her knowledge.

ATTEST: \_\_\_\_\_  
Signature of Company President

BY: \_\_\_\_\_  
Corporate Secretary

STATE OF TEXAS

COUNTY OF HARRIS

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, proved to me through \_\_\_\_\_ to be the person whose name are subscribed on the foregoing instrument and acknowledged that he/she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Notary

AFFIX STAMP HERE:



**DEED RESTRICTION AND  
LAW COMPLIANCE AFFIDAVIT**

Please initial next to each paragraph:

\_\_\_\_\_ I understand and agree that it is my responsibility to comply with all deed restrictions and city, state, and federal laws, regulations and/or ordinances concerning any activity authorized by the license, permit, or certificate, requested in the application to which this affidavit pertains and concerning any land or place where such activities may be conducted.

\_\_\_\_\_ I also understand and agree that the City of Houston by issuing the license, permit or certificate for which I am applying does not excuse or approve of any violation of deed restrictions, of city, state or, federal laws, regulations or ordinances and that the license, permit, or certificate will be void in the event that it is used in violation thereof.

\_\_\_\_\_ I fully understand that if the permit, license, or certificate for which I am applying is issued, the City of Houston or any other appropriate entity may institute legal proceedings against me if I violate any deed restriction, or any city, state or federal law, regulation or ordinance.

\_\_\_\_\_ To the extent that this affidavit is made on behalf of a corporation or for the benefit of any persons other than myself, I certify that I have fully advised them of the content of this affidavit and that I am duly authorized to execute the same as the act and deed of the applicant or persons.

\_\_\_\_\_ Failure to make timely payments on permit fees may lead to revocation/suspension of the permit.

\_\_\_\_\_ Not Sufficient Funds (bounced checks will result in a \$24.00 NSF charge and all future payments will be required to be paid by money order or cashier's check.

\_\_\_\_\_ Insurance policies allowed to lapse will be cause revocation/suspension of the permit.

**Declaration of Applicant:**

My name is \_\_\_\_\_ (first, middle and last name), my date of birth is \_\_\_\_\_ and my \_\_\_\_\_ address is \_\_\_\_\_ (street, city, state and zip code) and \_\_\_\_\_ (county).

I acknowledge that issuance of the license, permit or certificate does not excuse or approve any violation of deed restrictions or city, state or federal laws or regulations. To the extent that this declaration is made on behalf of a corporation or any other legal entity or persons, I certify that I have fully advised them of the contents of the application and this declaration and that I am authorized to execute this declaration.

I declare under penalty of perjury that the foregoing is true and correct.

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_ (month) \_\_\_\_\_ (year).

\_\_\_\_\_  
Applicant Signature

**SCHEDULE H  
PERSONAL HISTORY OF BUSINESS OWNERS**

**INSTRUCTIONS:**

**\*\*\*\*EACH INDIVIDUAL WHO IS REQUIRED TO FILL OUT A SCHEDULE H MUST SUBMIT HIMSELF/HERSELF TO BE FINGERPRINTED.\*\*\*\***

If you answered "proprietor" for item #1 on the vehicle-for hire- vehicle license/permit application, fill out a Schedule H for yourself. For "partnerships", each partner must complete a separate Schedule H. For "corporations", each of the principal officers of the corporation must complete a separate Schedule H.

Name of Individual, Partner or Principal Officer \_\_\_\_\_

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

Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Form of Business \_\_\_\_\_ % of Ownership Interest \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Place of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_ Texas Driver License Number \_\_\_\_\_

Sex \_\_\_\_\_ Race \_\_\_\_\_ Marital Status \_\_\_\_\_ U.S. Citizen Yes \_\_\_\_\_ No \_\_\_\_\_

Weight \_\_\_\_\_ Hair Color \_\_\_\_\_ Color of Eyes \_\_\_\_\_

**Places of residence for preceding five (5) years:**

Date From- To	Street Address	City	State	Zip Code

**Names and addresses of employer for preceding five (5) years:**

Date From- To	Street Address	City	State	Zip Code



**Schedule H Page 2**

**Name of Individual, Partner, or Corporate Officer:** \_\_\_\_\_

**Name and Address of each business owned or operated for preceding five (5) years:**

Date From- To	Street Address	City	State	Zip Code

Has individual filling out this form been convicted of any criminal offense in any state, or spent time in prison in the preceding ten (10) years? \_\_\_\_\_ Yes \_\_\_\_\_ No if yes, provide the following:

Offense convicted of \_\_\_\_\_

Date of conviction \_\_\_\_\_

Place of conviction \_\_\_\_\_

Court and case number \_\_\_\_\_

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**City of Houston Municipal Courts Department**  
**1400 Lubbock St., Houston, Texas 77002 (Basement)**  
**Warrant Check (\$20.00 charge)**

**Applicant Information:**

Name:

TX DL:

DOB:

Status: \_\_\_\_\_

This certificate verifies that a database search for  
City of Houston Class "C" Warrants **Only**  
Was performed on this date for the applicant declared on this form.

**MOTOR VEHICLE LIST**

**Please note:**

Limo sedans must seat 5 to 6 passengers;  
 Limo SUVs must seat 5 to 9 passengers;  
 Charter vehicles must be 16 or more passengers;  
 Jitney vehicles must seat 9 to 15 passengers;

Stretch limos must seat no more than 15 passengers;  
 Limo vans may must seat between 9 and 15 passengers;  
 Private School vehicles may not exceed 15 passengers;  
 Low Speed Shuttle vehicles must see 4 to 6 passengers

*\*\*Seating Capacity is based on manufacturer seating capacity, i.e. number of manufacturer installed seatbelts for the vehicle\*\**

MAKE/MODEL	YEAR	<u>CLASS:</u> SEDAN, STRETCH, VAN, PEDICAB, ELECTRIC VEHICLE, BUS, ANTIQUE	MANUFACTURER SEATING CAPACITY INCLUDING DRIVER	MILEAGE	LICENSE PLATE	VIN# (LAST 8 NUMBERS ONLY)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
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17.						
18.						
19.						
20.						