

Obtaining Your For Hire Permit and Vehicle Certificates

WE ARE PLEASED to enclose the application forms required to obtain your For Hire Permit and Vehicle Certificates. Our goal is to help you successfully establish and operate a business in Washington.

How much will it cost me to license my business?

There are several fees you must pay if you are starting a new For Hire business:

For Hire permit	\$20
(Required if your city or county does not license taxi businesses)	
For Hire certificate <i>each vehicle</i>	\$20
State tax registration	no fee
Trade name registration	\$5
Taxi Meter <i>each meter</i>	\$25
Master Business Application fee	\$15

How do I renew my vehicle certificates?

You must renew your For Hire vehicle certificates each year. A renewal notice will be sent about 1 month before your certificate expires, however *it is still your responsibility to renew if you do not receive the notice.*

To Renew:

1. We must have valid insurance on file, which lists all vehicles being renewed.
2. You must pay \$20 per vehicle
3. You must pay \$25 per Taxi meter
4. Include a \$9 renewal process fee

How do I add/change a vehicle?

If, at any time during the year, you wish to add/change a vehicle, please provide the following:

- Proof of insurance for the additional vehicles.
- A photocopy of the vehicle registration for each vehicle added. Each vehicle registration must show “CAB” or “F/H” in the use class.
- The For Hire certificate fee of \$20 for each vehicle.

Your For Hire permit is valid as long as you remain in business, but your vehicle certificates must be renewed each year.

A for hire license is required for any business that provides transportation for compensation and is not required to be registered through Utilities and Transportation Commission, or is not a limousine company.

WHAT TO SEND OR BRING:

- Completed Master Business Application form.
- Certificate of Insurance (can be faxed from the insurance company).
- Current copy of Washington State Vehicle Registration for *each vehicle*.
- For Hire Addendum form, **already signed by the local approving authority.** (This form can be faxed) Form available from the Master License Service (360) 664-1400, Fax (360) 570-7875

continued on reverse



B U S I N E S S B U L L E T I N

SAMPLE REQUIREMENTS

CERTIFICATE OF INSURANCE				DATE (MM/DD/YY)
PRODUCER GENERIC INSURANCE ABC LANE ANYWHERE WA 98111-1111		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT EXTEND BEYOND THE COVERAGE AFFORDED BY THE POLICY DESCRIBED BELOW.		
INSURED 1 JOHN DOE DBA: JOHN'S TAXI 122 CENTRAL AVE ANYWHERE WA 98111		COMPANIES AFFORDING COVERAGE COMPANY 4 TAXINSURANCE COMPANY		
COVERAGES <small>THIS IS TO STATE THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENTS, TERMS OR CONDITIONS OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHAT THIS COVERAGE IS TO BE COVERED BY THIS PERSON. THE POLICIES ARE AFFORDED BY THE POLICIES DESCRIBED BELOW IN SUBJECT TO ALL TERMS, EXCLUSIONS AND CONDITIONS OF EACH POLICY. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PRIOR CLAIMS.</small>				
CLASS	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL-GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROFIT			
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS	2 R4603348A	3 12/04/98	3 12/04/99
	COMBINED SINGLE LIMIT			5 \$100,000
	BODILY INJURY (Per person)			5 \$300,000
	BODILY INJURY (Per accident)			5 \$300,000
	PROPERTY DAMAGE			5 \$ 25,000
	STORAGE LIABILITY ANY AUTO			
	EXCESS LIABILITY UMBRELLA OTHER THAN UMBRELLA FORM OTHER			
DESCRIPTION OF OPERATION/LOCATION/SPECIAL ITEMS 6 1993 CHEVROLET 1G1VV52D8VV193006				
CERTIFICATE HOLDER 7 DEPT OF LICENSING MASTER LICENSE SERVICE PO BOX 9034 OLYMPIA WA 98507		CANCELLATION <small>WHETHER ANY OF THE ABOVE REQUIREMENTS BE CANCELLED BEFORE THE EXPIRATION DATE HEREON, THE ISSUING COMPANY WILL endeavor to MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED IN THE LEFT, AND FAILURE TO MAIL SUCH NOTICE SHALL NOT BE A WAIVER OF THE LIABILITY OF ANY BOND FROM THE COMPANY, ITS AGENTS OR REPRESENTATIVES.</small>		

STATE OF WASHINGTON		1234B
DEPARTMENT OF LICENSING		
VEHICLE TITLE APPLICATION/REGISTRATION CERTIFICATE		
5/25/1999		
LIC/PLT	ISSUE-DATE	TAB-NO
12345B	10/1999	S223344
REG-EXP	VALUE-CODE	DEPRE
10/20/2000	24689/1993	1
MO-REG	MO-GWT	
	12	
POWER	USE	MOD-YR
G	8 F/H	6 1993
MAKE	SERIES/BODY	VIN OR SERIAL-NO
6 CHEV	CAP4D	6 1G1VV52D8VV193006
RES-CO	INC/UNINC	
17	I	
SLWT	SEAT	GWT
00	/	/
GWT-STRT	GWT-EXP	FLEET
/	/	
PREVPL	PREV-TITLE-NO	ST
26549C	9428622322	WA
COMMENT: 7 - 18 - USE TAX WAIVED (A) -COLOR -WHITE		
BRANDS-WA/FORMER EXEMPT MILEAGE 16579 A		
REGISTERED OWNER		LEGAL OWNER
1 JOHN DOE DBA JOHN'S TAXI 122 CENTRAL AVE ANYWHERE WA 98111		

- 1** Owner name & firm/trade name must be the same on insurance, master application & vehicle registration certificate.
- 2** Include policy number.
- 3** Policy effective & expiration dates must show current coverage.
- 4** Display name of insurance company.
- 5** Minimum combined single limit coverage of \$325,000
OR
split limit coverage of \$300,000/\$100,000/\$25,000.
- 6** Insurance certificate must show year, make and complete VIN # of each car, which must match vehicle registration certificate.
- 7** Certificate holder must be Dept. of Licensing, Master License Service, PO Box 9034 Olympia, WA 98507.
- 8** Use class must be "F/H" or "CAB".

If you have any questions or need further information, please call:
Master License Service at (360) 664-1400