



ANN ARBOR POLICE DEPARTMENT

100 N Fifth Avenue, PO Box 8647, Ann Arbor MI 48107-8647

Fax (734) 994-9928 : email: police@a2gov.org

INSTRUCTIONS FOR TAXICAB DRIVER'S LICENSE:

NOTE: The Criminal History Record and complete or edited Driving History will only be accepted for a new license or appeal if it was processed less than 29 days previously.

PROCEDURE FOR A NEW LICENSE OR APPEAL

- A. Those persons requesting a Taxicab Driver's License will be sent to the Police Records Unit or the Special Services Office (6th floor) to pick up an application packet. The packets contain a copy of the city ordinance, this instruction sheet, application and information of how to obtain Criminal History and Driving Records.
- B. Applicant must have a valid operator license with Chauffeur's endorsement displaying their current address.
- C. The applicant will obtain, at their expense, a certified copy of their Criminal History Record utilizing the Michigan State Police Internet Criminal History Access Tool (ICHAT). **No other source will be accepted.** See enclosed flyer.
- D. The applicant will obtain, at their expense, a copy, which does not need to be certified, of their complete or edited Driving Record issued by the Michigan Department of State Record Lookup Unit. The request can be made through the mail, fax, telephone to the Record Lookup Unit or in-person at limited Secretary of State branch offices. **No other source will be accepted.** See enclosed flyer.
- E. The applicant will obtain, at their expense, 2 recent identical passport style, quality and size photographs (with head and shoulder view), approximately 2" X 2". If eyeglasses are worn they should be shown in the photographs. **Instant Polaroid photographs will not be accepted.**
- F. The applicant will then call the Taxicab Officer at (734) 794-6940 x49404 to schedule an appointment to process the application. Office hours for the Taxicab Officer are: Monday through Friday 9:00am – 11:00am or by appointment. At that appointment;
 1. The applicant must bring with them their operator license with Chauffeur's endorsement, the completed application form, certified copy of their Criminal History Record issued by the Michigan State Police, complete or edited copy of their Driving Record issued by the Michigan Department of State Record Lookup Unit or Secretary of State office, and 2 photographs.
 2. The licensing technician will check to see that:
 - a. The application is filled out properly.
 - b. The photographs are proper.
 - c. The applicant meets the requirements of the City Ordinance, Chapter 85, Section 7:155.

3. The application will then be processed and the Taxicab Driver's License should be available at the conclusion of the appointment.
- G. If your application has been approved, go to the City Clerk's Office on the second floor of City Hall for final processing of your license, which will involve:
1. Bringing \$15.00 in for the Taxicab Driver's License fee, which will be paid at the City Clerk's Office. Cash or check is accepted as payment.
 2. Your Taxi Driver's License will then be signed by the City Clerk and issued.
- H. A Taxicab Driver's License issued in April or May will expire May 31st of the following year.
- I. If your application has been denied, you will be informed that you may schedule an appeal before the Taxicab Board and will be provided a contact name and telephone number. Board meetings typically meet on the last Thursday of each month. You must bring with you on the day of your appeal:
1. An updated certified copy of your Criminal History Record, if the one on file was processed more than 28 days previously.
 2. An updated copy of your complete or edited Driving Record, if the one on file was processed more than 28 days previously.

Ann Arbor Police Department Application for Taxicab Driver's License

The undersigned hereby makes application for a Taxicab Driver's License under an Ordinance entitled TAXICABS, Title VII, Chapter 85 of the Code of the City of Ann Arbor, Michigan, and for the purpose of obtaining such license make the following statements:

| | | | | | |
|------------------------------------|---------|---------|---------------------------------------|-------------------------------|-------------|
| Full Legal Name: | | | (Last) | (First) | (Middle) |
| Address: | | | | | City: |
| Daytime Phone: | | | Social Security Number: (Optional) | | |
| Date of Birth: | Height: | Weight: | Sex: | Eye Color: | Hair Color: |
| Chauffeur License No: - - - - - | | | | Expiration Date: - - - - - | |

| | |
|--|--------------------|
| I have a current valid Michigan Operator License with a Chauffeur's endorsement:..... | True ___ False ___ |
| I am able to read, write and speak the English language:..... | True ___ False ___ |
| I have no more than 6 current points for moving violations in accordance with the Michigan Motor Vehicle Code:..... | True ___ False ___ |
| I have not, within the past 2 years, been convicted of a violation or attempted violation of MCL 257.625 or MCL 257.625m of the Michigan vehicle code, MCL 257.1, et seq., or a violation or attempted violation of a local ordinance or law of another state substantially corresponding to MCL 257.625 or MCL 257.625m(Commonly referred to as Drunk Driving):..... | True ___ False ___ |
| I have not, within the past 5 years, been convicted of a felony involving force or violence or of criminal sexual conduct, for which the maximum penalty is two years or more:..... | True ___ False ___ |
| I do not have any outstanding warrants:..... | True ___ False ___ |
| I do not have a physical or mental impairment that would make it unsafe to operate a taxicab:..... | True ___ False ___ |
| I have not been convicted of violating any provision of the Ordinance entitled Taxicabs, Title VII, Chapter 85 of the Code of the City of Ann Arbor within the last 2 years:..... | True ___ False ___ |
| I have received a copy of the Ordinance entitled Taxicabs, Title VII, Chapter 85 of the Code of the City of Ann Arbor, have read it, and understand its contents:..... | True ___ False ___ |
| I have two identical passport quality photographs, a copy of my Criminal Record Response issued and certified by the Michigan State Police, and a copy of my complete or edited driving record issued by the Michigan Department of State Record Lookup Unit no later than 28 days before this application is presented to the Ann Arbor Police Department's Licensing Technician..... | True ___ False ___ |

Company for whom you will drive:

Signature of Applicant: _____ Date: _____

DO NOT WRITE BELOW – FOR POLICE & CITY CLERK USE ONLY

The person described in the foregoing application has been investigated and is hereby approved to receive a TAXICAB DRIVER'S LICENSE.

Chief of Police: _____ License Number: _____ Date: _____

City Clerk: _____ Date: _____

Date License Issued:

Date Taxicab Driver's License Expires:



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Background Search

ICHAT - Home



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How to Use ICHAT

click for tutorials

The Internet Criminal History Access Tool (ICHAT) allows the search of public records contained in the Michigan Criminal History Record maintained by the Michigan State Police, Criminal Justice Information Center. All felonies and serious misdemeanors that are punishable by over 93 days are required to be reported to the state repository by law enforcement agencies, prosecutors, and courts in all 83 Michigan counties.

Suppressed records and warrant information are not available through ICHAT. Also not included are federal records, tribal records, and criminal history from other states. A search for a record that may be in another state requires that you correspond with that state directly.

Anyone can perform a search through ICHAT. At a minimum, the full name of the person and his/her date of birth is required. A fee of \$10 is charged for each search.

If this is your first time using the Internet Criminal History Access Tool (ICHAT), please select "Register"; otherwise select "Login" to proceed with a record search.

ICHAT accepts MasterCard, Visa, and Discover cards:



To access the Michigan Public Sex Offender Registry, click the following link: <http://www.mipsor.state.mi.us>

