

## Obtaining Your For Hire Permit and Vehicle Certificates

**W**E 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 to license my business?

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

<b>For Hire permit</b> .....	<b>\$110</b>
(Required if your city or county does not license taxi businesses)	
<b>For Hire certificate each vehicle</b> .....	<b>\$55</b>
<b>State tax registration</b> .....	<b>no fee</b>
<b>Trade name registration</b> .....	<b>\$5</b>
<b>Taxi Meter each meter</b> .....	<b>\$25</b>
<b>Business License Application fee</b> .....	<b>\$19</b>

### How do I renew my vehicle certificates?

You must renew your For Hire Vehicle Certificates each year. A renewal notice will be sent about one 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 \$55 per vehicle
3. You must pay \$25 per taxi meter
4. You must include a \$11 renewal process fee

### How do I add/change a vehicle?

If, at any time during the year, you wish to add or 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 \$55 for each vehicle.

### Replacement or Duplicate Vehicle Certificates

**Replacement fee**.....**\$55 per vehicle**

If you need a duplicate or replacement vehicle certificate, please make your request in writing to Business Licensing Service and include the \$55 fee.

*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 Business License Application form.
- Certificate of Insurance. See reverse for sample.
- Current copy of Washington State Vehicle Registration for each vehicle. See reverse for sample.
- For Hire Addendum form, already signed by the local approving authority. Form available from the Business Licensing Service 1-800-451-7985, Fax (360)705-6699.

**Sample Requirements**

CERTIFICATE OF INSURANCE				DATE (MM/DD/YY)	
PRODUCER <b>GENERIC INSURANCE ABC LANE ANYWHERE WA 98111-1111</b>		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT ASSIGN, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED <b>1 JOHN DOE DBA: JOHN'S TAXI 122 CENTRAL AVE ANYWHERE WA 98111</b>		COMPANIES AFFORDING COVERAGE COMPANY A <b>TAXI INSURANCE COMPANY 4</b> COMPANY B			
<b>COVERAGES</b>					
<small>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENTS, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY ENDORSEMENTS.</small>					
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EFFECTIVE DATE (MM/DD/YY)	LIMITS
	<input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS <input checked="" type="checkbox"/> OCCUR				EACH OCCURRENCE \$ FIRE DAMAGE (Any one fire) \$ THEFT (Any one theft) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS-COMP/OP-AGG \$
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	<b>R4603348A 2</b>	<b>12/01/09 3</b>	<b>12/01/10 3</b>	<b>COMBINED SINGLE LIMIT 5</b> BODILY INJURY (Per person) \$ <b>100,000</b> BODILY INJURY (Per accident) \$ <b>300,000</b> PROPERTY DAMAGE \$ <b>25,000</b>
	<input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY \$ EACH ACCIDENT \$ AGGREGATE \$
	<input type="checkbox"/> EXCESS LIABILITY <input type="checkbox"/> UMBRELLA <input type="checkbox"/> OTHER THAN UMBRELLA				EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> OTHER				\$
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS					
<b>1993 CHEVROLET 1G1W52D8W1930006 6</b>					
CERTIFICATE HOLDER			CANCELLATION		
<b>STATE OF WASHINGTON BUSINESS LICENSING SERVICE 7 PO BOX 9034 OLYMPIA WA 98507-9034</b>			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF THE ISSUING COMPANY WILL ENDEAVOR TO MAIL <b>30</b> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE		

STATE OF WASHINGTON							12345B	
<b>DEPARTMENT OF LICENSING</b>								
<b>VEHICLE TITLE APPLICATION/REGISTRATION CERTIFICATE</b>								
05/12/11	LIC/PLT <b>12345B</b>	ISSUE-DATE 10/2011	TAB-NO S223344	REG-EXP 10/20/2012	VALUE-CODE 24689/1993	DEPRE 1	MO-REG 12	MO-GWT
POWER	USE	MODYR	MAKE	SERIES/BODY	VIN OR SERIAL-NO	RES-CO	INC/UNINC	
G	F/H 8	1993 6	LINC 6	CAP4D	1G1W52D8W193006 6	17	I	
SWLWT	SEAT	GWT	GWT-STRT	GWT-EXP	FLEET	PREVPL	PREV-TITLE-NO	ST
	00		/ /	/ /		26549C	94228622322	WA
COMMENT: 7 - 18 - USE TAX WAIVED (A) -COLOR -WHITE								
BRANDS-WA/FORMER EXEMPT MILEAGE 16579 A								
REGISTERED OWNER				LEGAL OWNER				
<b>JOHN DOE DBA 1 JOHN'S TAXI 122 CENTRAL AVE ANYWHERE WA 98111</b>								

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

If you have questions or need further information, please call Business Licensing Service at 1-800-451-7985.



**State of Washington**  
**Business Licensing Service**  
 PO Box 9034  
 Olympia WA 98507-9034  
 Telephone: 1-800-451-7985

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## For Hire Addendum

**This addendum form may only be submitted as an attachment to the Business License Application.**

Owner name \_\_\_\_\_

Firm/trade name \_\_\_\_\_

### For Hire permit:

Please have this form completed and signed by your **local jurisdiction authority**, which is the city your business is physically located in. To obtain contact information for your local jurisdiction, please visit [mrsc.org/cityprofiles/citylist.aspx](http://mrsc.org/cityprofiles/citylist.aspx). Each For Hire vehicle certificate is \$55.00. If you have NOT paid a For Hire Licensing fee to your local jurisdiction, you must send an additional \$110.00 with this addendum for a state For Hire permit.

### Local Jurisdiction Authority

- This certifies that the above-named for hire operator is approved to transport passengers for hire under provisions of local laws enacted for that purpose.
- This local jurisdiction partners with the Business Licensing Service and requires the for hire operator to have a City business license prior to commencing operations in this local jurisdiction.
- This local jurisdiction does not regulate for hire operators.
- This local jurisdiction does not regulate for hire operators that are outside the city limits.
- This local jurisdiction does not recognize this business as a for hire.
- This local jurisdiction does not regulate cabulance (medical transportation).

### City Official comments:

\_\_\_\_\_  
 Signature of jurisdiction authority

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Local jurisdiction/city

\_\_\_\_\_  
 Title of office

\_\_\_\_\_  
 Telephone number