

CITY OF FORT WORTH

Instructions for Completing Application for Operating Authority

1. Indicate the type of Operating Authority being requested.
2. Fill in the company, corporation, or business name. Note the 9-digit Federal Employer Identification Number. Fill in the principal address of the company, including street address, city, state and zip code. Indicate the phone number and email address of the company making the application. Indicate the form of the business. Note the number of vehicles to be used under the Operating Authority.
3. Attach the following documents to the application:

A list of the names and addresses of all of the company's officers, directors and persons having an economic interest in the company.

A certified copy of the company's Articles of Incorporation. Include the place and date of incorporation.

If different from the company name, a statement of the trade name under which the applicant proposes to operate. Also, the address or addresses of the place or places of business from which the applicant proposes to operate.

An Authorized Signature Form (Attached) to identify the persons working with the applicant who will have signature authority.

A Certificate of Insurance, with the City of Fort Worth named as an additional primary insured. Minimum coverage must be \$500,000 combined single limit liability per occurrence. See Section 34-220 of the Ground Transportation Ordinance for insurance details.

A list and description of each vehicle the applicant proposes to use in providing the service, including the make, model, type, and seating capacity, as well as the design, color scheme, lettering and marks to be used on the vehicle. Indicate if the vehicles are licensed in Dallas or will be dedicated to Fort Worth or neighboring areas.

A full and complete statement of all of the applicant's assets and liabilities. A recent audit of the company is desirable.

A full list of any unpaid judgments of record against the applicant, to include the name and address of the owner of the judgment and the amount of the judgment; if the applicant is a corporation, a full list of any unpaid judgments against any of the officers or directors, to include the name and address of the owner of the judgment and the amount of the judgment.

If a meter is required, a statement of the make and model type of each meter to be installed on each vehicle for which the application of Operating Authority is being made.

A full list of any and all liens, mortgages and other encumbrances on the vehicles and other equipment to be used in providing service, to include the amount secured by a lien, mortgage or other encumbrance, the amount then due thereon, the character of such lien, mortgage or other encumbrance and the name and address of the holder of such lien, mortgage or other encumbrance.

A list of all convictions of the applicant for violations of any and all federal, state or municipal laws. If the applicant is a corporation or other business entity, a list of all

convictions of all officers, members and directors of the corporation or entity and persons with an economic interest in the Operating Authority for violations of any federal, state or municipal laws.

A statement showing the demand, need and necessity for the service, to include, for example: (1) operational information demonstrating the applicant's record in providing satisfactory service of the type being proposed; (2) justification of the need for the proposed number of vehicles to ensure adequate availability for the services proposed; (3) records indicating customer wait times and on-time performance for customers making advance reservations for geographic areas within the city; (4) overall trip volumes, trip volumes for Fort Worth authorized vehicles for hire, and trip volumes for Fort Worth pick-ups; (5) geographic distribution of trips in the city and in the region; (6) marketing plans and an indication of potential effectiveness in meeting the demonstrated need for the period of time covered by the Operating Authority. (If the request is for operating authority for a taxicab company, include the estimated number of Fort Worth trips per cab per day and the percentage of those trips initiated by dispatch or contract.)

A full statement of any experience the applicant has had in providing such services in the city or elsewhere; if the applicant is a corporation or other business entity, a full and complete statement of the experiences the officers, members and directors have had in providing such service in the city or elsewhere. This statement must list all previous denials, revocations or forfeitures of permits, franchises, grants of privileges, or other operating authority for such services, the dates, locations and reasons.

A statement pertaining to the extent, quality and character of the service the applicant proposes to provide, to include, but not be limited to, the communication system, frequencies, dispatch staffing and procedures, vehicle maintenance, driver training, safety program and procedures for handling customer complaints or lost items.

A list of credit card and debit card agreements with American Express, Visa, MasterCard, Discover, Diner's Club and other such cards.

A Rate Information Schedule (if applicable) with detailed fares and fees.

4. Fill in the last name, first name and middle initial of the primary applicant. This is the owner, sole proprietor, or chief executive officer of the business or corporation. Indicate the street address, city, state and zip code of the primary applicant's home. Fill in the individual's home phone number and mobile phone number. State the individual's date of birth, gender, and ethnic race. Fill in the primary applicant's Texas driver's license number and Social Security number.

5. Attach the following documents to the application:

Proof of citizenship/residency. For applicants born inside the U.S. or to parents who are U.S. citizens, this would include a birth certificate, voter registration card or U.S. passport. For applicants born outside the U.S., proof of legal residence may include an Employment Authorization Card, a Permanent Residence Card, an I-94 Arrival/Departure record with an Employment Authorization Stamp or an indication on the I-94 Arrival/Departure of employment authorization, a Certification of Naturalization, an unexpired foreign passport with an appropriate stamp, a U.S. passport or a voter registration card.

A copy of the primary applicant's Texas Driver's License

A full and complete statement of the primary applicant's assets and liabilities if the primary applicant is the owner or sole proprietor of the applicant business.

A list of any and all convictions of the primary applicant for violations of any and all federal, state or municipal laws.

A full list of any unpaid judgments of record against the primary applicant, to include the name and address of the owner of the judgment and the amount of the judgment.

6. Explain any instance where the primary applicant, or any person with a direct interest in the applicant business, has had an Operating Authority (or franchise, grant of privilege, etc.) in the City of Fort Worth or any other entity suspended or revoked when operating a business or service using a motorized vehicle.
7. The Primary Applicant must sign the application, certifying to the truthfulness of the information provided on the application and its attachments.
8. Submit the completed application to the City's Ground Transportation Coordinator, located at 909 Taylor, Fort Worth, TX 76102.
9. With the application, submit an application fee in one of the following amounts:

Taxicabs	\$1,000.00
Shuttles	\$1,000.00
Limousines	\$150.00
Horse-Drawn Carriages	\$150.00
Pedicabs	\$150.00

Applications fees must be paid with a Money Order, Cashier's Check or a Company check made payable to the City of Fort Worth Municipal Court. This application fee is non-refundable.