CITY OF NEW ORLEANS
Mitchell J. Landrieu, Mayor

Application for Accessible Taxicab (AT) Certificate of Public Necessity and Convenience (CPNC)

Instruction Sheet – Revised August 2013

Type or print neatly.

All questions must be answered completely. **Do not leave blanks: note N/A if not applicable. Please note that an incomplete application will not be accepted. Application must be completed, signed, and notarized.**

Submit as attachment #1: Proof of citizenship or permanent residence.
Acceptable Documents: Birth Certificate, Certificate of Naturalization, valid U.S. Passport, Permanent Residence Card.

Submit as attachment #3: Proof of Residency for a period greater than six (6) months.
Acceptable Documents: Utility bill, water bill, landline telephone bill, mortgage/rental agreement in applicant's name.

Submit as attachment #3: Pre-approval letter (letter of credit) from a bank/lending institution for purchase of accessible vehicle.

Submit as attachment #4: Certified Motor Vehicle Record (MVR) for a minimum of five (5) years.

Submit as attachment #5: Certified engineering test reports to show vehicle manufacturer or vehicle modifier's compliance with the Federal Motor Vehicle Safety Standards (FMVSS) crash test certifications.

Submit as attachment #6: Proof that applicant has been a full-time driver, holding a Bureau issued permit, five (5) years prior to application submittal.

Submit as attachment #7: Consent Form.

Additionally, if awarded an Accessible Taxicab (AT) CPNC, the following documents will be required prior to the issuance of AT CPNC:

Submit as attachment #8: City of New Orleans Occupational License.

Submit as attachment #9: Proof of insurance.
Acceptable Documents: Certificate of Liability Insurance / Declaration Page
Insurance Coverage Amount: 100,000 / 300,000 / 50,000

DRUG SCREENING, FEDERAL BACKGROUND CHECK, AND PROOF OF RESIDENCY ARE REQUIRED FOR EACH APPLICANT.

****You are encouraged to familiarize yourself with New Orleans City Code Chapter 162****
A copy may be obtained from the Clerk of Court's Office, or online at www.municode.com

Please govern yourself accordingly.

NOTICE: An applicant shall not be eligible for an Accessible Taxicab (AT) CPNC if he/she does **not** meet or maintain the following requirements:

(1) Be at least 18 years of age.

(2) Be a citizen or permanent resident of the United States.

(3) Currently reside in this parish and/or in the contiguous parishes of Jefferson, St. Bernard, St. Tammany, Plaquemines, or in the noncontiguous parishes of St. Charles, St. John the Baptist, or St. James, for a period greater than six months. Should the applicant reside in one of the listed contiguous or noncontiguous parishes, a duly designated agent for service of process must be provided to the director of the taxicab and for hire vehicle bureau.

(4) Shall never have been convicted anywhere under the laws of this state or any other state or of the United States of the offense or offenses equivalent thereto of homicide, aggravated rape, aggravated battery, simple rape, aggravated kidnapping, aggravated burglary, armed robbery, attempted aggravated battery, attempted aggravated rape, attempted aggravated robbery, aggravated assault, and/or the sale, distribution, or possession with intent to distribute a controlled dangerous substance as set forth in La. R.S. 40:961, et seq.

(5) Shall never have been convicted of multiple felony offenses.

(6) Shall not have been convicted of pandering, prostitution, soliciting for prostitution or illegal possession or use of narcotics within five years of the date of filing an application; nor shall the applicant have served any part of a sentence thereof within five years before the date of filing such application.

(7) If an applicant has been arrested or charged with any offense enumerated in sections (4), (5), or (6) located above, consideration of the application shall be suspended until a conviction or dismissal is rendered. If after being charged, there is a judicial determination of no probably cause for the arrest, the suspension shall immediately cease. Upon conviction of an enumerated offense, the CPNC and driver's permit shall be revoked.

(8) Any applicant or holder of a driver's permit or CPNC must notify the Bureau in writing of any arrest, charge, or conviction of a crime within 15 days of receiving any such arrest, charge, or conviction. If the applicant or permit holder is incarcerated during this period, he/she shall notify the Bureau immediately upon release. Subsequently, he/she shall deliver to the Bureau a certified copy of any order, judgment, or certificate of disposition issued by the clerk of court within 15 days of disposition or sentencing.

(9) Applicant agrees to operate Accessible Taxicab (AT) CPNC for 47 weeks per year and during the specified times for which the CPNC was granted.

(10) Applicant shall satisfactorily complete training for the operation of an Accessible Taxi (AT).

(11) Applicant does not currently hold any interests in any CPNC.

(12) If the applicant is a business entity, no member, agent, officer, or other person with an interest in the business entity may hold any interest in any CPNC.

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Applicant's Initials

(13) Applicant will not hold any interests in any CPNC other than the AT CPNC for which he/she is applying.

(14) Applicant must have been a full-time driver, holding a Bureau issued permit, for at least five (5) years preceding the date of application.

(15) Applicant shall not have more than two (2) moving traffic accidents, in which the applicant was at fault, within the five (5) years preceding the date of his application for an AT CPNC.

(16) Applicant shall not have more than one (1) vehicle moving traffic accident within two (2) years preceding the date of the application for an AT CPNC.

(17) Any moving traffic accidents within the five (5) years immediately preceding the date of application that result in a serious injury or fatality shall disqualify the applicant.

(18) Applicant shall not have more than two (2) moving traffic violation convictions within five (5) years preceding the date of his application for an AT CPNC.

(19) Applicant shall not have more than one (1) moving traffic violation conviction within two (2) years preceding the date of the application for an AT CPNC**.**

(20) Applicant shall not have more than two (2) sustained violations of the municipal code relative to operation of a taxicab or for-hire vehicle within the five (5) years preceding the date of the application for an AT CPNC.

(21) Applicant shall not have more than one violation of the municipal code relative to operation of a taxicab or for-hire vehicle within the two (2) years preceding the date of the application for an AT CPNC. A notice of violation that is appealed at a taxicab hearing and withdrawn will not be counted.

(22) Applicant shall not have more than two (2) passenger complaints within the five (5) years preceding the date of the application for an AT CPNC.

(23) Applicants shall not have more than one (1) passenger complaint within the two (2) years preceding the date of the application for an AT CPNC. Passenger complaints will be counted if they are determined to be credible after investigation by Bureau.

(24) AT CPNC vehicles shall have an operating two-way radio.

(25) The model year of vehicles for which a new AT CPNC will be issued must be of the same year as the AT CPNC. No vehicle for which an AT CPNC has been issued may be operated when the model year of said vehicle is greater than seven (7) model years old. An additional three (3) model years may be granted for alternative fuel vehicles.

(26) Any vehicle which has been modified or custom-built must be fully compliant with all relevant FMVSS (Federal Motor Vehicle Safety Standards) requirements. The manufacturer or modifier will provide, upon request, certified engineering test reports to show compliance with FMVSS.

(27) AT operators shall grant priority to requests for service from people with disabilities, and wheelchair or mobility scooter users. Each AT operator shall maintain verifiable trip sheets documenting the response to each request for AT transportation and shall maintain said trip sheets in accordance with section 162-609(b).

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Applicant's Initials

(28) AT CPNCs shall be affiliated with City selected Accessible Taxi Dispatch Services.

(29) Accessible Taxicab CPNCs are non-transferrable.

(30) CPNC(s) are privileges and not rights. The director of safety and permits or his designee has full discretion in determining whether a CPNC shall be issued.

(31) In order to obtain or maintain a CPNC, the applicant, CPNC holder, or someone working on his/her behalf must not offer or give any gift or gratuity to any employee, representative, public servant, or member of the Bureau.

(32) Any vehicle which has ever been issued the title class of either "salvage", "rebuilt", "junk", "total loss", "reconditioned" or any equivalent classification; any vehicle previously used as a taxicab or law enforcement vehicle, in any jurisdiction, may not be placed in service as a for-hire vehicle.

(33) No licenses shall be granted if the applicant fails to meet the requirements of this chapter or if the applicant provides the Bureau with false, misleading or incomplete information. Licenses issued on the basis of material false, misleading or incomplete information furnished by the applicant may be revoked by the director of the department of safety and permits.

(34) All CPNC holders, except special charter CPNC holders, must maintain a business office with a telephone number in the parish. All holders shall notify the Bureau of the name and address of its representative to receive service of process. If the holder is a corporation, the corporation shall inform the Bureau of its registered agent for service of process in conformity with the provisions in La. C.C.P. Article 1261.

(35) The CPNC holder shall apply for and obtain an <u>annual renewal</u> of the CPNC upon payment of a fee of $300.00 and provision of evidence that the holder continues to possess the necessary qualifications for holding a CPNC. <u>This fee shall be paid by the last day of the month of January. A CPNC renewal that is submitted in February shall be subject to an additional $150.00 delinquency penalty. A CPNC renewal submitted in March shall be subject to an additional $300.00 delinquency penalty. A CPNC shall not be renewed after March 31.</u>

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Applicant's Initials

Specific causes for suspension or revocation.

(1) The Director of the department of Safety and Permits, or a duly designated agent, is hereby given authority to suspend for a period not exceeding 90 days or revoke, pursuant to the applicable procedure, any CPNC for due cause whenever such party has to his/her discredit one of the following:

a. Conviction in any court for violating any of the disqualifying provisions of this article;

b. Finding by the Bureau after administrative hearings as set out hereinafter, that the holder of the CPNC has failed to comply with the provisions of this chapter;

c. A combination of convictions in any court and/or suspensions totaling five within one year;

d. Operation of a vehicle regulated by the provisions of this article when the operator's permit is under suspension;

e. Investigation by the Bureau revealing that the permit holder falsified or concealed information which would have disqualified such applicant as a recipient of a permit under this chapter.

f. Cause for retraction of an AT CPNC includes, but is not limited to citizen complaints, a substandard level of service, or unauthorized or excessive billing.

g. AT CPNC may be retracted should the vehicle for which the AT was issued cease operation as an ADA compliant or wheelchair accessible taxicab.

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Applicant's Initials

CITY OF NEW ORLEANS
Mitchell J. Landrieu, Mayor

Taxicab and For Hire Vehicle Bureau

APPLICANT INFORMATION:

Applicant Name_____

Residence Address: _____

_____

City, State, Zip Code: _____

Applicant's Contact Phone Number: _____

Alternate Phone Number: _____

Email: _____

Date of Birth: _____

Social Security Number: _____

Louisiana Driver's License # _____ **Expiration Date:** _____

List All Previous Addresses within the past ten (10) years

_____

_____

_____

_____

_____

_____

2. **DISCLOSURE –**TO BE COMPLETED BY ALL APPLICANTS.

   List the name, residence address, date of birth, and telephone number for any person who has a legal, beneficial, financial or equitable interest as defined by law in the CPNC(s) to be transferred.

Financial Interest - An interest equated with money or its equivalent. Any person having a monetary interest in the privileges afforded by the CPNC must be disclosed. Example: A person who owns shares of the revenues generated by the CPNC or is in the process of acquiring the CPNC has a financial interest.

Beneficial Interest - Any person, who manages, derives a profit, benefit or advantage resulting from a contract or agreement with the CPNC holder. This would include any person who benefits in some way through the CPNC holder.

Legal Interest - This includes, among other things, an interest arising out of a contract. Any person who has entered into a contract relating to the acquisition of the CPNC (conditional sale) has a legal interest in the CPNC.

Equitable Interest - This includes, among other things, a beneficiary in case of a CPNC holder's death or divorce. Spouses or other designated beneficiaries have an equitable interest in the license.

Full Name_____

Type of Interest_____ Description of Interest_____

Residence Address_____

City, State, Zip_____

Home Phone_____

Date of Birth_____

Social Security Number_____

Full Name_____

Type of Interest_____ Description of Interest_____

Residence Address_____

City, State, Zip_____

Home Phone_____

Date of Birth_____

Social Security Number_____

Full Name_____

Type of Interest_____ Description of Interest_____

Residence Address_____

City, State, Zip_____

Home Phone_____

Date of Birth_____

Social Security Number_____

Full Name_____

Type of Interest_____ Description of Interest_____

Residence Address_____

City, State, Zip_____

Home Phone_____

Date of Birth_____

Social Security Number_____

Full Name_____

Type of Interest_____ Description of Interest_____

Residence Address_____

City, State, Zip_____

Home Phone_____

Date of Birth_____

Social Security Number_____

Full Name_____

Type of Interest_____ Description of Interest_____

Residence Address_____

City, State, Zip_____

Home Phone_____

Date of Birth_____

Social Security Number_____

LIST ALL OTHER INDIVIDUALS WITH AN INTEREST ON A SEPARATE SHEET.

3. Are you a U.S. Citizen or a permanent resident of the United States?

YES [ ] NO [ ]

CRIMINAL HISTORY:

Have you ever been arrested, charged, pled nolo contendere, pled guilty, been found guilty, or been convicted of one of the following offenses equivalent thereto homicide, aggravated rape, aggravated battery, simple rape, aggravated kidnapping, aggravated burglary, armed robbery, attempted aggravated battery, attempted aggravated battery, attempted aggravated rape, attempted aggravated robbery, aggravated assault, or sale of narcotics, regardless of whether adjudication has been withheld?

YES [ ] NO [ ]

If yes, complete the following for each and attach supporting documentation:

NAME	CHARGE	DATE	COURT & LOCATION

Have you ever been arrested, charged, pled nolo contendere, pled guilty, been found guilty, or been convicted of one of the following offenses: pandering, prostitution, soliciting for prostitution, or illegal possession or use of narcotics within five years preceding this application?

YES [ ] NO [ ]

If yes, complete the following for each and attach supporting documentation:

NAME	CHARGE	DATE	COURT & LOCATION

Have you ever been arrested, charged, pled nolo contendere, pled guilty, been found guilty, or been convicted of any crime wherein a for-hire vehicle was employed, regardless of whether adjudication has been withheld?

YES [ ] NO [ ]

If yes, complete the following for each and attach supporting documentation:

NAME CHARGE DATE COURT & LOCATION

_____

_____

_____

_____

Have you ever been arrested, charged, pled nolo contendere, pled guilty, been found guilty, or been convicted of any felony, regardless of whether adjudication has been withheld, involving violence against a law enforcement officer or are an habitual violent offender under Louisiana Statutes?

YES [ ] NO [ ]

If yes, complete the following for each and attach supporting documentation:

NAME CHARGE DATE COURT & LOCATION

_____

_____

_____

_____

Have you ever been arrested, charged, pled nolo contendere, pled guilty, been found guilty, or been convicted of any crime not already stated within the five (5) years preceding the date of the application, regardless of whether adjudication has been withheld?

YES [ ] NO [ ]

If yes, complete the following for each and attach supporting documentation:

NAME CHARGE DATE COURT & LOCATION

_____

_____

_____

TRANSPORTATION EXPERIENCE:

Do you hold any interest (legal, equitable, or beneficial, financial, shareholder, ownership or otherwise) in any City of New Orleans CPNC(s)?

YES [ ] NO [ ]

If yes, complete the following for each and attach supporting documentation:

_____

_____

_____

_____

Have you ever had a City of New Orleans vehicle for hire operator's license suspended or revoked?

YES [ ] NO [ ]

If yes, complete the following for each and attach supporting documentation:

_____

_____

_____

_____

Has your authority for vehicle for hire services ever been revoked or suspended by the State of Louisiana Department of Motor Vehicle Services?

YES [ ] NO [ ]

If yes, complete the following for each and attach supporting documentation:

_____

_____

_____

_____

Do you have any unsatisfied civil penalty or civil judgment pertaining to for-hire vehicle operations?

YES [ ] NO [ ]

If yes, complete the following for each and attach supporting documentation:

_____

_____

_____

_____

Have you ever been enjoined by a court of competent jurisdiction from engaging in the for-hire vehicle business or enjoined by a court of competent jurisdiction with respect to any of the requirements of New Orleans City Code Chapter 162?

YES [ ] NO [ ]

If yes, complete the following for each and attach supporting documentation:

_____

_____

_____

_____

Do you have any outstanding fines/fees with another for-hire company?

YES [ ] NO [ ]

If yes, complete the following for each and attach supporting documentation:

_____

_____

_____

_____

Have you been a full-time driver holding a Bureau issued driver permit, for at least five (5) years?

YES [ ] NO [ ]

If yes, attach supporting documentation:

Have you had more than two (2) moving traffic accidents, in which you were at fault, within the past five (5) years?

YES [ ] NO [ ]

If yes, attach supporting documentation:

Have you had more than one (1) moving traffic accidents, in which you were at fault, within the past two (2) years?

YES [ ] NO [ ]

If yes, attach supporting documentation:

Have you had any moving traffic accidents, within the past five (5) years, which resulted in a serious injury or fatality?

YES [ ] NO [ ]

If yes, attach supporting documentation:

Have you been convicted of more than two (2) moving traffic violations within the past five (5) years?

YES [ ] NO [ ]

If yes, attach supporting documentation:

Have you been convicted of more than one (1) moving traffic violation within the past two (2) years?

YES [ ] NO [ ]

If yes, attach supporting documentation:

Have you had more than two (2) sustained municipal code violations, relative to the operation of a taxicab and for hire vehicle, within the past five (5) years?

YES [ ] NO [ ]

If yes, attach supporting documentation:

Have you had more than one (1) sustained municipal code violations, relative to the operation of a taxicab and for hire vehicle, within the past two (2) years?

YES [ ] NO [ ]

If yes, attach supporting documentation:

Have you had more than two (2) sustained passenger complaints within the past five (5) years?

YES [ ] NO [ ]

If yes, attach supporting documentation:

Have you had more than one (1) sustained passenger complaints within the past two (2) years?

YES [ ] NO [ ]

If yes, attach supporting documentation:

Please select from the following time frames for AT CPNC operation.

6:00am - 2:00pm	**2:00pm - 10:00pm**	**10:00pm - 6:00am**
YES [ ]	YES [ ]	YES [ ]
NO [ ]	NO [ ]	NO [ ]

3. LICENSE HOLDER CERTIFICATION (Individual)

BEFORE ME, THE UNDERSIGNED AUTHORITY, THIS DAY PERSONALLY APPEARED_____, who, being by me first duly sworn, deposes and says that he/she is an applicant for a Certificate of Public Necessity and Convenience (CPNC), and in accordance with New Orleans City Code Chapter 162, does request the Taxicab and For Hire Vehicle Bureau issue a new CPNC(s), and that all statements in this application are true.

_____

Signature of Applicant

SWORN TO AND SUBSCRIBED BEFORE ME THIS____DAY OF_____, 20___

_____ _____

Print, or Type, and Stamp Commissioned Name of Notary Public

Signature of Notary Public

Personally Known_____ Or Produced Identification_____ My Commission Expires:

Type of Identification Produced_____

CITY OF NEW ORLEANS

Taxicab and For Hire Vehicle Bureau

Consent Form

I hereby authorize the City of New Orleans, Taxicab and For Hire Vehicle Bureau to receive any criminal history, record, or information pertaining to me, which may be in any national, state, or local criminal justice agency(ies) in the United States of America.

_____
Full Name (Please Print Only)

_____
Address

_____	_____	_____
City	State	Zip Code
_____	_____	_____
Race	Sex	DOB

I further state that I have/ have not been arrested, convicted, paroled or placed on probation.

The following Yes/No answers are correct concerning my criminal history.

Have you been arrested, charged or convicted of the following offenses:

	Yes	No
Criminal Homicide	☐	☐
Robbery	☐	☐
Aggravated Assault	☐	☐
Burglary	☐	☐
Rape	☐	☐
Child Molestation	☐	☐
Aggravated Battery	☐	☐
Suspended License	☐	☐
Disorderly Conduct	☐	☐
Driving Under the Influence (DUI)	☐	☐
Kidnapping	☐	☐
Leaving the scene of an accident	☐	☐
Felony involving motor vehicle	☐	☐
Any law involving theft/violence	☐	☐
Any sale, possession, or distribution of any controlled dangerous substance	☐	☐
Pandering, prostitution, solicitation for prostitution	☐	☐

_____
Social Security Number

_____	_____
Signature	Date

This authorization is valid for 365 days from the date of signature.