



Date _____
Tracking Number _____

## DRIVER / OPERATOR / TOUR GUIDE PERMIT REQUIREMENTS

### ITEMS REQUIRED TO BE SUBMITTED AT THE TIME OF APPLICATION

- 1. Completed Application** (Do not leave blanks: note N/A if not applicable. Please note that an incomplete application will not be accepted.)
- 2. Permit Specific Documents:**
  - a. Driver/Operator and Carriage**
    - **Identification**
      - Driver/Operator: Valid Louisiana Chauffeur's (Class D) or Commercial (CDL) License.
      - Carriage: Valid Louisiana Driver's License.
    - **Certified Motor Vehicle Record (MVR)**
      - MVR can be obtained from the Department of Motor Vehicles or online from [expresslane.org](http://expresslane.org)
        - Select "Driver Services", then select "Official Drivers Records"
        - MVRs are considered valid for 30 days from the date the report is conducted.
    - **Employment/Company Affiliation Line Letter**
      - Form letter or statement from company/line that you will be employed or affiliated with upon permit issuance.
      - Line letters are considered valid for 30 days from the date signed.
    - **Additional Requirements for Non-Emergency Medical Transportation (NEMT) Operators ONLY**
      - Certificate from or documentation of completing a certified training program for the needs of passengers in wheelchairs and other persons with disabilities. Such training shall include, but not be limited to, loading and tie-down procedures and door-to-door services.
      - Current and valid first aid certification.
      - Current and valid CPR certification.
    - **Additional Requirements for School Bus Drivers and Aides**
      - Drivers must have a commercial driver's license (CDL) issued by the state of Louisiana, which includes a Passenger (P) and School Bus (S) endorsement.
      - Drivers must have GTB Medical Form completed by a physician - valid for 30 days after physician signature.
      - Drivers AND Aides must have documentation of completed training as required by the State of Louisiana Department of Education.

### ITEMS REQUIRED TO BE SUBMITTED AT THE TIME OF APPLICATION (Cont.)

- b. Pedicab**
  - **Identification:** Valid State Issued Driver's License or Identification Card.
  - **Employment/Company Affiliation Line Letter**
    - Form letter or statement from company/line that you will be employed or affiliated with upon permit issuance.
    - Line letters are considered valid for 30 days from the date signed.
  - **Medical Form**
    - GTB Medical Form completed by a physician - valid for 30 days after physician signature.
- c. Tour Guide**
  - **Identification:** Valid State Issued Driver's License, Identification Card, or US Passport.

### 3. Pay Application Fee (All fees are non-refundable)

- Driver / Carriage / NEMT / Pedicab / Bus Driver / Bus Aide \$40 (New and Renewal)
- Tour Guide \$50 (New) / \$20 (Renewal)

Forms of payments accepted: Money order or cashier's check payable to The City of New Orleans, Mastercard/Visa/Discover credit card.

UPON SUBMISSION OF THE APPLICATION, THE APPLICANT MUST COMPLETE THE FOLLOWING:

- 4. Federal Background Check/Criminal History Report** performed by the an FBI-Approved Channeler. Results must be returned directly to from the Channeler to the Bureau located at the addresses below and are considered valid for a period of 90 days.  
 Ground Transportation Bureau  
 1300 Perdido St. Room 7W03  
 New Orleans, LA 70112 or  
[TaxiTests@nola.gov](mailto:TaxiTests@nola.gov)
- 5. Drug Test** (Driver Permit Types ONLY) results from a CLIA certified laboratory of a Standard 5 Panel Urine Drug Test for Cocaine, Marijuana (THC, cannabinoids), Phencyclidine (PCP), Amphetamines (including methamphetamines), and Opiates (including heroin, codeine and morphine) submitted directly via email to [TaxiTests@nola.gov](mailto:TaxiTests@nola.gov) Resulted are considered valid for 30 days.
- 6. Passing Score on Tour Guide Examination** (New Tour Guide Applicants ONLY) The minimum passing score is 70%.

*Please familiarize yourself with New Orleans Code Chapter 162 (drivers) and Chapter 30 (tour guides).*



Ground Transportation  
Bureau License



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# FOR HIRE OPERATOR PERMIT (DRIVER) & TOUR GUIDE APPLICATION

Type of Application      New      Renewal

Type of Permit      Driver      Pedicab      Tour Guide      Carriage      NEMT      School Bus Driver      School Bus Aide

## APPLICANT INFORMATION

Full Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Email Address \_\_\_\_\_

List all previous addresses within the past ten (10) years:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## IDENTIFICATION INFORMATION (FILL OUT THE APPLICABLE SECTION)

<b>Driver</b> Valid Louisiana Chauffeur's or CDL License Number:	<b>STATE: LOUISIANA</b>	<b>EXPIRATION DATE:</b>
<b>Pedicab</b> Valid Driver's License Number:	<b>STATE:</b>	<b>EXPIRATION DATE:</b>
<b>Tour Guide</b> Valid Driver's License / ID Card / Passport Number:	<b>STATE:</b>	<b>EXPIRATION DATE:</b>
<b>Carriage</b> Valid Louisiana Driver's License Number:	<b>STATE: LOUISIANA</b>	<b>EXPIRATION DATE:</b>

Yes      No      Are you authorized to work in the United States by the immigration laws or the Attorney General of the United States?

Yes      No      Do you have lapses of consciousness or other mental or physical disabilities, which may affect your ability to drive safely? If yes, please explain.

\_\_\_\_\_

\_\_\_\_\_



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# FOR HIRE OPERATOR PERMIT (DRIVER) & TOUR GUIDE APPLICATION

## CRIMINAL HISTORY

- Yes No Have you ever been 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, attempted aggravated battery, attempted aggravated rape, attempted aggravated robbery, aggravated assault, sale of narcotics, regardless of whether adjudication has been withheld?
- Yes No Have you ever been 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 three years preceding this application?
- Yes No Have you ever been charged, pled nolo contendere, pled guilty, been found guilty, or been convicted of any crime wherein a for-vehicle was employed, regardless of whether adjudication has been withheld?
- Yes No Have you ever been 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 you an habitual violent offender under Louisiana Statutes?
- Yes No Have you ever been 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 Have you ever been convicted of two (2) or more felonies from separate offenses.

If yes for any of the above, complete the following for each conviction or pending charge:

NAME (if different)	CHARGE	DATE	COURT & LOCATION

## TRANSPORTATION EXPERIENCE (APPLICABLE TO DRIVERS ONLY)

- Yes No Do you hold any interest (legal, equitable, or beneficial, financial, shareholder, or otherwise) in any City of New Orleans CPNC(s)?
- Yes No Have you ever had a City of New Orleans vehicle for hire operator's permit suspended or revoked?
- Yes No Has your authority for vehicle for hire services ever been revoked or suspended by any state, parish, or municipality?
- Yes No Do you have any unsatisfied civil penalty or civil judgment pertaining to for-hire vehicle operations?
- Yes No 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 22, 30, and 162?

If yes for any of the above, please provide a written explanation and attach supporting documentation.

\_\_\_\_\_

\_\_\_\_\_

Initial \_\_\_\_\_ My initials at the left indicate that I understand I must submit to a drug test and notify the Ground Transportation Bureau within 24 hours of an accident in a for-hire vehicle. (Not required for Tour Guides)

## APPLICATION CERTIFICATION/ACKNOWLEDGEMENTS

I certify that the above information is true and correct to the best of my knowledge. I understand that the City of New Orleans is authorized to suspend or revoke a permit or license issued under the provisions of its Municipal Code wherever a permit or license is issued in error or on the basis of incorrect, inaccurate or any false statement or misrepresentation, or in violation of any ordinance or regulation or any of the provisions of the City of New Orleans Municipal Code. Fines and penalties for misrepresentation of material facts will be assessed in accordance with City of New Orleans ordinances and State of Louisiana Revised Statutes.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## TOUR GUIDES ONLY

I hereby acknowledge and agree to adhere to "Standards of Conduct and Ethics for Licensed Tour Guides". Further, I understand the failure to conduct my tours accordingly may be grounds for penalty, suspension, and/or revocation of my permit.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_