

SANTA CRUZ POLICE DEPARTMENT
155 Center Street
Santa Cruz, CA 95060
(831) 420-5850

TAXI DRIVER PERMIT APPLICATION PROCESS

1. Applications for a Taxi Driver permit can be obtained from the taxi company you intend to drive for or from the Santa Cruz Police Department.
2. The application must be filled out **COMPLETELY** (no blanks) and you must **include 2 passport size photographs** and a **current DMV printout**. You will be required to present your valid driver's license and a \$102.00 fee for new drivers or \$76.00 for renewals, payable by cash or California check, for the processing of your application.
3. You may submit your completed application to the Santa Cruz Police Department, 155 Center Street, during normal business hours, Tuesdays and Thursdays between 9:00 A.M. and 4:00 P.M., **EXCEPT ON HOLIDAYS**.
4. The Police employee will review your application for completion; take possession of your photograph and DMV printout, copy your driver's license (which will be retained for identification purposes, and provide you with a receipt for your fee (non-refundable in the event the application is turned down).
5. A preliminary background check will be performed with the information you have provided on the application. Please understand this process can take more or less time depending upon circumstances at the Police Department. Please be assured we will do our best to get you driving as soon as possible! **FOLLOWING ALL OF THESE INSTRUCTIONS WILL DEFINITELY EXPEDITE THIS PROCESS!**
6. Once you have been notified, please come to the Police Department between 9:00 A.M. and 4:00 P.M., Tuesday-Thursday to obtain the necessary paperwork for your live scan fingerprinting. Please fill in the highlighted areas. The fee for live scan fingerprinting is paid directly to the live scan agency. (Santa Cruz Live Scan: 877 Cedar St #150, Santa Cruz, CA 95060) The live scan form is a triplicate form meaning it has 3 carbon copies. The first page of the completed live scan form will go to Santa Cruz Live Scan when you get finger printed. The second copy of your live scan form is to be returned to the Santa Cruz Police Department immediately upon completion of your finger printing. Please keep the third copy for your records.
7. Upon completion of your background you will be contacted to pick up your permanent permit. The permit may be picked up at the Police Department during normal business hours as described above. The normal turnaround time for this process is four to six weeks.