

OCTAP

Taxicab Company Permit Annual Renewal / Review 2011



OCTAP Address:

11903 Woodbury Road, Garden Grove, CA 92843-4020

Permitting Hours:

Driver Permits:

Monday through Thursday 9:00 am – 2:00 pm (Walk-In)

Company Permits:

Monday through Thursday 9:00 am – 2:00 pm (Walk-In)

By mail: P.O. Box 14184, Orange CA 92863

By electronic mail: octaxi@octa.net

Vehicle Inspections:

Monday through Thursday 9:00 am – 2:00 pm (by appointment only)

Phone: (949) 654-8294

Fax: (714) 636-8504

Website: www.octap.net

Summary of Fees

Application Fee – One Year Renewal \$1,425.00

Application Fee – Three Year Renewal \$4,448.00 (Three times the annual renewal fee. Note: the three year renewal fee shown here includes projected annual fee increases into the total amount).

The following approximate costs are associated with obtaining an OCTAP Taxicab Company Permit for new owners, principals, or corporate officers listed in the application.

Livescan Fingerprinting Fee	\$11.00 – \$20.00 each applicant (one-time fee)
Background Fee	\$32.00 each applicant (one-time fee)

Steps to Renewing an OCTAP Taxicab Company Permit

Step #1 ~ Complete an OCTAP Company Permit Annual Renewal /Review Form (Declaration Page)

OCTAP will provide the Declaration Page. Applicant may obtain the form by accessing the OCTAP website.

Step #2 ~ Obtain Money Orders, Cashier's Checks, or Company Checks

All fees must be payable to OCTAP by money order, cashier's check, or company check. Fees may be submitted by mail or in person.

Application Fee – One Year Renewal \$1,425.00

Application Fee – Three Year Renewal \$4,448.00 (Three times the annual renewal fee. Note: the three year renewal fee shown here includes projected annual fee increases into the total amount).

Step #3 ~ Fingerprinting

Any new owners, principals, or corporate officers listed in the application must submit "Live Scan" fingerprint receipts. Be sure to use the OCTAP Live Scan forms, available upon request.

Step #4 ~ Submit Taxicab Company Permit Renewal Form in person, by mail or electronic mail

Applicants are required to provide the following information.

- Completed OCTAP Taxicab Company Permit Annual Renewal Form (Declaration Page)
- Money order, cashier's check, or company check payable to "OCTAP"
- Live Scan Fingerprint Receipt (see Step #3)



Company Name: _____

Date: _____

OCTAP Company Permit #: _____

Company Permit Annual Renewal / Review Declaration Page

► Please CHECK the appropriate box for each section.

► If there are any changes, please attach the updated application form or applicable policy statement to this form.

No Changes	Changes (attachment)	OCTAP Use Only
<input type="checkbox"/>	<input type="checkbox"/> Company Permit Application	<input type="checkbox"/> Reviewed
<input type="checkbox"/>	<input type="checkbox"/> List of Company Management Personnel	<input type="checkbox"/> Reviewed
<input type="checkbox"/>	<input type="checkbox"/> Company Check Acceptance Agreement	<input type="checkbox"/> Reviewed
<input type="checkbox"/>	<input type="checkbox"/> Taxicab Company Drug Testing Program Information	<input type="checkbox"/> Reviewed
<input type="checkbox"/>	<input type="checkbox"/> Company Anti-Drug and Alcohol Policy	<input type="checkbox"/> Reviewed
<input type="checkbox"/>	<input type="checkbox"/> 24-Hour Live Human Response Dispatch System	<input type="checkbox"/> Reviewed
<input type="checkbox"/>	<input type="checkbox"/> Dispatch Record Policy	<input type="checkbox"/> Reviewed
<input type="checkbox"/>	<input type="checkbox"/> Principle Place of Company Information	<input type="checkbox"/> Reviewed
<input type="checkbox"/>	<input type="checkbox"/> Electronic Processing of Credit Card Policy or Providers	<input type="checkbox"/> Reviewed
<input type="checkbox"/>	<input type="checkbox"/> Company Lost and Found Policy	<input type="checkbox"/> Reviewed
<input type="checkbox"/>	<input type="checkbox"/> Complaint Policy	<input type="checkbox"/> Reviewed
<input type="checkbox"/>	<input type="checkbox"/> Tow Service Contract / Spare & Tool Policy	<input type="checkbox"/> Reviewed
<input type="checkbox"/>	<input type="checkbox"/> Stranded Passenger Policy	<input type="checkbox"/> Reviewed



Company Name: _____

Date: _____

OCTAP Company Permit #: _____

No Changes	Changes (attachment)	OCTAP Use Only
<input type="checkbox"/>	<input type="checkbox"/> Fictitious Company Name Statement	<input type="checkbox"/> Reviewed
<input type="checkbox"/>	<input type="checkbox"/> DMV Pull Notice Contract	<input type="checkbox"/> Reviewed
<input type="checkbox"/>	<input type="checkbox"/> If a Partnership: <ul style="list-style-type: none"> • Partnership agreement • List of additional partners not listed on the application 	<input type="checkbox"/> Reviewed
<input type="checkbox"/>	<input type="checkbox"/> If a Corporation: <ul style="list-style-type: none"> • Articles of Incorporation • Stock register showing distribution of corporate stocks • List of additional corporate officers not listed on the application • Copy of the minutes from the most recent Board of Directors meeting 	<input type="checkbox"/> Reviewed

1. I hereby acknowledge that I have read and understand the OCTAP Regulations.
2. I hereby declare that the information given is true and correct and that any false information or withholding of information may be grounds to deny or revoke the OCTAP Taxicab Company Permit.

Applicant signature: _____ Date: _____

► Please state the name and contact number of the person who can confirm the information provided here.

Name: _____

Phone Number: _____

OCTAP USE ONLY

Date: _____ Document Reviewed
Date: _____ Unsatisfied Judgment Investigation
Date: _____ Local Background check request sent to OCSD for each applicant listed
Date: _____ Local Background clearance received on each applicant
Date: _____ DOJ Background (if applicable)