

OCTAP Taxicab Driver Permit 2010

Rev: 04/15/10



How to:

- Apply for a First-Time Driver Permit
- Renew a Driver Permit
- Transfer a Driver Permit to Another Company
- Re-instate a Driver Permit
- Replace a Driver Permit

Introduction

California law requires cities to regulate taxicab services, which includes issuing Taxicab Driver Permits to qualified individuals. In Orange County, applications for Driver Permits are made to the Orange County Taxi Administration Program (OCTAP). OCTAP provides centralized taxicab regulatory services for 34 cities and the County of Orange.

Basic Eligibility Requirements

To be eligible for an OCTAP Taxicab Driver Permit, an applicant must:

1. Be at least 18 years of age at the time of application.
2. Be affiliated with an OCTAP permitted Taxicab Company.
3. Successfully pass a drug and alcohol screen within a thirty (30) day period prior to filing application.
4. Possess a valid California Driver's License (Class C).
5. Not be a registered sex offender pursuant to California Penal Code Section 290.
6. Not be on formal probation/parole or have received any conviction (or plea of guilty or nolo contendere) in any state of any of the following or their equivalent: murder; a violation of California Vehicle Code Section 2800.2 (pertaining to disregard for safety of persons or property), Section 2800.3 (pertaining to flight from peace officer causing death or bodily injury) or Section 20001 (pertaining to duty to stop at scene of accident); robbery; pandering; pimping; crimes related to the use, sale, possession, or transportation of controlled substances and or marijuana; crimes involving weapons; any crime for which registration would be required under California Penal Code Section 290; or any other offense involving moral turpitude or any crime that is substantially related to the qualifications, functions or responsibilities of a Taxicab Driver.
7. Not be convicted of a felony other than those listed in the previous section within eight (8) years of application.
8. Not be convicted (or pleads guilty or nolo contendere) of any of the following within five (5) years of application: reckless driving; driving under the influence of intoxicating liquors or drugs (DUI); a violation of California Vehicle Code Section 2800.1 (pertaining to flight from peace officer); Section 20002 (pertaining to duty where property is damaged), Section 20003 (pertaining to duty upon injury or death) or any corresponding substitute sections; vehicular manslaughter; and Penal Code Sections 240, 241, 242, and 243 or any corresponding substitute sections pertaining to assault and battery.
9. Not have falsified material information on any application for a Driver's Permit within the past one (1) year.

Please Note – This is guidance information. For additional information, refer to the OCTAP Regulations, or contact OCTAP.

Fees

The following approximate costs are associated with applying for an OCTAP Taxicab Driver Permit.

- | | |
|---------------------------------|-------------------------------------------------------------------------|
| 1. Application/Renewal Fee* | \$99.00 Paid to OCTAP (Money Orders or Cashier's Checks ONLY) |
| 2. Live Scan Fingerprinting Fee | \$10.00-\$20.00 depending on agency. (See Attachment A) |
| 3. State Background Fee | \$32.00 Paid to agency performing Live Scan. (See Attachment A) |
| 4. Drug / Alcohol Program | \$90.00 First Year; call Norton Medical for renewal fee thereafter. |
| 5. Photographs | \$7.00 - \$15.00 Varies by location. |

*Late fees may apply if renewed late. See page 5 under "Driver Permit Renewal". Also, all fees paid to OCTAP are non-refundable, even if a driver's OCTAP Driver Permit is denied or revoked.

Steps to Obtaining an OCTAP Taxicab Driver Permit

Step #1 ~ Obtain and Complete a Driver Permit Application and \$99.00 Permit Fee.

Each OCTAP permitted taxicab company maintains a supply of OCTAP Driver Permit applications. An authorized representative from the taxicab company will sign and date the top section of the application. The driver then completes the remainder of the application. **Obtain a money order or cashiers' check (no cash) for \$99.00 payable to OCTAP for the taxicab driver permit.**

Drivers must be affiliated with an OCTAP permitted Taxicab Company. Driver Permits are not issued to independent drivers.

Step #2 ~ Fingerprinting (all first-time applicants and renewal applicants with expired permits).

****MAKE AN APPOINTMENT FOR FINGERPRINTING**** (See Live Scan Information sheet - **Attachment A**)

Obtain and complete a request for Live Scan fingerprinting form. The request for Live Scan fingerprinting form must be obtained from the OCTAP office or from a permitted taxicab company. **It is important for you or the taxicab company to make an appointment at one of the Live Scan locations.** The wait time may be up to one week. When you arrive for your Live Scan appointment, submit the completed form along with your drivers license and the appropriate fees. The fees collected will be the Live Scan fingerprinting fee plus the \$32.00 Department of Justice fee. These fees are usually paid in one lump sum. Check with the agency conducting the Live Scan for payment details.

Important ~ See Live Scan Information Sheet (Attachment A) for fees, hours, locations, and method of payments. Most locations accept cash, checks, money orders and cashier's checks. When you make your appointment verify the required method of payment.

After you complete the Live Scan fingerprinting process the agency conducting the Live Scan will submit the original form. **The "Requesting Agency" copy must be submitted to OCTAP and the "Applicant" copy is for your records.**

Applicants must submit to livescan fingerprinting no earlier than 60 days prior to submitting an application to OCTAP.

Step #3 ~ Drug (NIDA) & Alcohol Screening (breathalyzer)

Pursuant to California Law and OCTAP Regulations, all applicants for OCTAP Driver Permits, new and renewals, must take and pass a test for controlled substances and alcohol misuse at a federally approved facility. Applicants must take and pass both tests within 30 days prior to applying for an OCTAP Driver's Permit. All drivers are subject to random drug and alcohol testing. Your company has chosen a Medical Program Administrator to conduct all the necessary drug and alcohol tests. **You must enroll into your companies drug and alcohol program in order to meet the OCTAP drug and alcohol testing requirements found in Section 6.2.4 of the OCTAP Regulations.** Contact your company representative for an application to enroll. When the drug and alcohol test is performed the collection site will issue chain of custody receipts. **Applicants must present these chain of custody receipts to OCTAP at the time of application.**

OCTAP will not issue an OCTAP Driver's Permit until verification is received from a federally certified medical laboratory that the applicant's drug and alcohol test has produced negative results. A Medical Review Officer affiliated with the certified lab must sign all results.

IMPORTANT: Norton Medical must send the results directly to OCTAP in a prior approved format, and OCTAP must receive the test results before issuing any permit. Any test taken more than 30 days before the permit application date, will not be accepted and the applicant will have to retest.

(Drug testing continued on next page)

How to Take Your Drug and Alcohol Tests

- Enroll in your company's random drug and alcohol testing program. Cost: \$90 first year and \$85 thereafter (please verify amounts with your company).
- Obtain the Chain of Custody forms needed for your drug and alcohol tests from your company representative.
Do not go to the clinic without these forms!
- Go to one of the Department of Transportation (DOT) certified medical collection sites. (See list below)
- Applicant must bring a valid California Driver License to testing facility.
- Ask for a NIDA (National Institute on Drug Abuse) drug screen and Breathalyzer alcohol screen.
- Obtain a chain of custody receipt for both tests to bring to OCTAP.

Approved Drug and Alcohol Testing Sites in Orange County (information subject to change)

Drug Test must be "NIDA." Alcohol Test must be "BREATHALYZER".

COMP Central Occupational Medicine Providers

947 South Anaheim Blvd, Ste. 120, Anaheim, CA 92805 (714) 399-1577
Open 24 hours 7 days a week for drug and alcohol testing. Parking around the back.

MD Medical Clinic

1300 N. Kraemer Boulevard, Anaheim, CA 92806 714) 630-6363
Hours: Mon - Fri, 7am to 7pm. Saturday, 8am to 12pm. Sunday CLOSED.

Goldenwest Medical Clinic

915 East Katella Ave. #100, Anaheim, CA 92805 (714) 634-4884
Hours: Mon - Fri, 8am to 6pm. Random Testing 24 Hours 7 days a week

Sunrise Healthcare Center

5475 E. La Palma, Ste. 100, Anaheim, CA 92807 (714) 970-0911
Open 24 hours 7 days a week for drug and alcohol testing

Sunrise Medical

2492 Walnut Ave. Suite # 110, Tustin, CA 92780 (714) 669-1997
Open 24 hours 7 days a week for drug and alcohol testing

Step #4 ~ Photographs

Applicants must obtain two current (within 30 days) "passport" type color photographs. The size of the photographs must be two-inches by two-inches (square), and the applicant must be facing directly forward. OCTAP will not accept old, black and white, or other size photographs.

Step #5 ~ Turn in Driver Permit Application package to the OCTAP Office

Review **Attachment B** for OCTAP office location and hours.

The following are required at the time of application:

- Completed OCTAP Taxicab Driver Permit Application (signed by an authorized taxicab company representative).
- Valid California Driver's License (if a Temporary or Interim CDL is provided, another picture ID will be required).
- Two current (within 30 days) "passport" type color photographs, two-inches by two-inches in size.
- Money order/cashier's check for \$99.00, payable to "OCTAP." No cash, credit cards, or personal checks.
- Request for Live Scan form – "Requesting Agency" copy.
- Drug & alcohol screen chain of custody receipts from the testing facility dated within the last thirty days.

Important Note: OCTAP will not accept incomplete application packages.

When an applicant arrives at the OCTAP office, an OCTAP representative will verify their identity and intake the application package. A receipt for fees paid will be issued. This receipt is NOT A DRIVER PERMIT. The law requires OCTAP to **complete** a local and state background investigation before issuing a permit. **This may take up to ninety (90) days; though the typical turnaround time is ten (10) business days.**

Upon clearing the local and state background investigation, the applicant's approved OCTAP Driver Permit is sent directly to the taxicab company via regular mail. Per the OCTAP Regulations Section 6.8, the driver is required to display the permit in the cab at all times. Drivers must present the permit to any police officer, code enforcement officer, or OCTAP representative upon request. Drivers must notify OCTAP immediately if their permit is lost or stolen and acquire a replacement before operating a taxicab (see below).

Driver Permit Renewal

The steps for renewing an OCTAP Driver Permit are the same as obtaining the first permit except that if an applicant's Driver Permit has not expired and/or the applicant is on the Department of Justice Subsequent Arrest Notification Program (SAP), fingerprinting is not required. Drivers must bring their current Driver Permit with them when renewing. Renewal packages must be received at the OCTAP Office before or on the expiration date of the Driver Permit. Late renewals will subject the applicant to late fees (OCTAP Regulations, Attachment 1). Late fees (\$27.00 per OCTAP business day (4 days maximum), including the day of renewal) MUST be paid with a separate money order or cashier's check.

Note: As a result of new Department of Justice (DOJ) Policies, drivers should submit their renewal application for sixty (60) days prior to the expiration of their current permit.

If a driver who is renewing needs new livescan fingerprints (determined through inquiry or at the time they renew their Driver Permit), a livescan form will be given to them by OCTAP or by the taxicab company. The cost of new livescan fingerprints is the responsibility of the driver. A driver may call before their renewal to determine if livescan fingerprints are needed. If a new livescan is required, OCTAP must wait for the results from the DOJ before issuing the renewal permit. Again, **DRIVER'S SHOULD RENEW SIXTY (60) DAYS PRIOR TO THE EXPIRATION OF THEIR CURRENT PERMIT TO ALLOW SUFFICIENT TIME FOR PROCESSING.**

***Transferring an OCTAP Driver Permit**

By law, an OCTAP Taxicab Driver Permit only allows a driver to operate a taxi for the company printed on the permit. If a driver is within their current permit period, a driver may transfer their OCTAP Driver Permit to any OCTAP permitted taxicab company.

To transfer a Driver Permit, the driver must submit to OCTAP in person:

1. A new and complete OCTAP Driver Permit Application signed by an authorized representative from the driver's new company.
2. Two current (within 30 days) two-inch by two-inch passport type color photographs.
3. Original Driver Permit and a valid California Driver's License.
4. A cashier's check or money order for \$18.00 made payable to OCTAP (transfer fee).
5. A current and active random drug and alcohol program account.

Upon accepting the above items, OCTAP will issue a transferred Driver Permit. The transferred Driver Permit will expire on the same date as the original permit.

***Reinstating an OCTAP Driver Permit**

If a driver is within their current permit period, a company may re-instate a "dropped" driver by having the driver follow the "Transferring an OCTAP Driver Permit" procedure above. There is an \$18.00 fee for this service (cashier's check or money order).

***Replacing an OCTAP Driver Permit**

If a driver's permit has been lost or stolen, a replacement permit must be obtained before operating a taxicab. A replacement Driver Permit can be obtained by having the driver follow the "Transferring an OCTAP Driver Permit" procedure above. There is a \$13.00 fee for this service (cashier's check or money order).

Permits are issued only to drivers with an active Random Drug and Alcohol Program. **Note: If a driver has been inactive under the Random Drug and Alcohol Program for over 90 days; new drug and alcohol tests may have to be taken (with results received) before a reinstated, replacement, or transfer permit can be issued by OCTAP.*

Surrendering an OCTAP Driver Permit

Per the OCTAP Regulations Section 6.17.1, a Driver Permit holder shall cease to work immediately and shall surrender, within 2 business days, his/her Driver Permit to OCTAP upon its expiration, suspension, revocation, or upon termination of his/her employment or association with a Permittee.

If a driver is within his permit period and no longer desires to drive a taxi cab, they may surrender their OCTAP Driver Permit to their company representative or surrender it directly to the OCTAP Office. Also, please ask your company representative to send OCTAP a "Drop" notice indicating that you are no longer authorized to operate for the taxi cab company. This "drop" notice will help you avoid late fees if you decide to renew at a later time.

Attachment A

Live Scan Information

All information provided below is subject to change. Please call agency to verify.

Locations	Phone #	Hours	Fees
Orange Co. Sheriff's Department 320 N. Flower Street Santa Ana, CA 92703	(714) 834-6460	Mon – Fri 8:45 am – 4:15 pm Appointment Only	Cash & Checks Accepted \$ 12.00 + <u>\$ 32.00</u> DOJ Fee \$44.00 Total payable to: OC Sheriff's Dept.
Orange Co. Sheriff's Department So. Operations 11 Journey Aliso Viejo, CA 92656	(949) 425-1801	Mon – Fri 8:00 am- 5:00 pm Appointment Only	Cash & Checks Accepted \$ 12.00 + <u>\$ 32.00</u> DOJ Fee \$ 44.00 Total, payable to: OC Sheriff's Dept.
California Live Scan Fingerprinting 18090 Beach Blvd. #10 Huntington Beach, CA 92648	(714) 787-8765	Mon – Fri 9:00 am – 6:00 pm <u>Walk-Ins Available</u>	All Forms Of Payment Are Accepted \$ 16.00 + <u>\$ 32.00</u> DOJ Fee \$ 48.00 Total
Cerritos College Police Dept. 11110 Alondra Blvd. Cerritos, Ca. 90650	(562) 924-3618	Mon – Thu 9:00 am – 8:30 pm Fri – Sat 9:00 am – 5:00 pm <u>Walk-In Only</u> <u>No Appointment</u> <u>Needed</u>	Cash, Money Orders & Credit Cards Accepted \$ 20.00 fee payable to: Cerritos College + <u>\$ 32.00</u> DOJ fee payable to: \$ 52.00 Department of Justice (Separate Payments Required)
Costa Mesa Police Department 99 Fair Drive Costa Mesa, CA 92626	(714) 754-5281	Mon – Thurs 8:00 am - 3:00 pm Appointment Only	Cash & Checks Accepted \$ 10.00 + <u>\$ 32.00</u> DOJ Fee \$ 42.00 Total, payable to: City of Costa Mesa
Fullerton Police Department 237 W. Commonwealth Ave. Fullerton, CA 92832	(714) 738-6791	Mon – Fri 7:00 am – 7:00 pm Closed 1:00 – 2:00 pm for lunch Appointment Only	Cash, Checks & Credit Cards Accepted \$ 20.00 + <u>\$ 32.00</u> DOJ Fee \$ 52.00 Total, payable to: City of Fullerton
Garden Grove Police Department 11301 Acacia Parkway Garden Grove, CA 92842	(714) 741-5953	Mon – Fri 8:00 am – 6:00 pm Appointment Only	Cash & Checks Accepted \$ 25.00 + <u>\$ 32.00</u> DOJ Fee \$ 57.00 Total, payable to: City of Garden Grove
Certifix LiveScan 9252 Garden Grove Blvd. Suite # 21 Garden Grove, CA 92844	(714) 530-5900	Mon – Fri 10:00 am – 4:30 pm Lunch (12 Noon – 1pm) Saturday Appointment Only	Cash, Checks, Cashier's Checks, Credit Cards (\$3 fee), Money Orders \$ 25.00 + <u>\$ 32.00</u> DOJ Fee \$ 57.00 Total

Continued on next page

Live Scan Information – Continued

<p>Huntington Beach Police Dept. 2000 Main Street Huntington Beach, CA 92648</p>	<p>(714) 536-5641</p>	<p>Mon – Sat 8:00 am – 12:20 pm Appointment Only</p>	<p>Cash, Checks & Credit Cards Accepted (No American Express) \$15.00 +\$ 32.00 DOJ Fee \$47.00 Total, payable to: City of Huntington Beach</p>
<p>Irvine Police Department 1 Civic Center Plaza Irvine, CA 92606</p>	<p>(949) 724-7000</p>	<p>Tues – Sat Call for Hours Appointment Only</p>	<p>Cash & Checks Accepted. No Credit Cards Accepted. \$ 10.00 +\$ 32.00 DOJ Fee \$ 42.00 Total, payable to: City of Irvine</p>
<p>* Secure Live Scan 23832 Rockfield Blvd. Suite #145 Lake Forest, CA 92630</p>	<p>(949) 633-0948</p>	<p>Mon-Fri 10:00 am – 5:30 pm <u>Walk-Ins Only</u> <u>No Appointment</u> <u>Needed</u></p>	<p>Cash (exact change only please) Credit Cards, ATM & Debit Cards Money Orders \$ 20.00 +\$ 32.00 DOJ Fee \$ 52.00 Total</p>
<p>OC Pack & Mail Plus 171 N. Tustin Avenue Tustin, CA 92780</p>	<p>714-285-0588</p>	<p>Mon-Fri 8:30 – 6:30 p.m. Saturday 9:30 – 3:30 p.m. <u>Walk-Ins Available</u></p>	<p>Cash, AMEX, Visa, MC, Discover, or Check \$ 16.00 +\$ 32.00 DOJ Fee \$ 48.00 Total</p>

- ▶ The hours and fees listed above are subject to change. Please call agency to verify.
- ▶ Live Scan locations may be closed on holidays. Please call agency to verify.
- ▶ Be sure to use a pre-printed OCTA Livescan Form, obtained from your company or from the OCTAP office.
- ▶ A valid driver's license will be required at the time of fingerprinting for identification purposes.
- ▶ **Make sure you retain the "Requesting Agency" copy to present to OCTAP.**

Attachment B

OCTAP Garden Grove Office Location and Hours

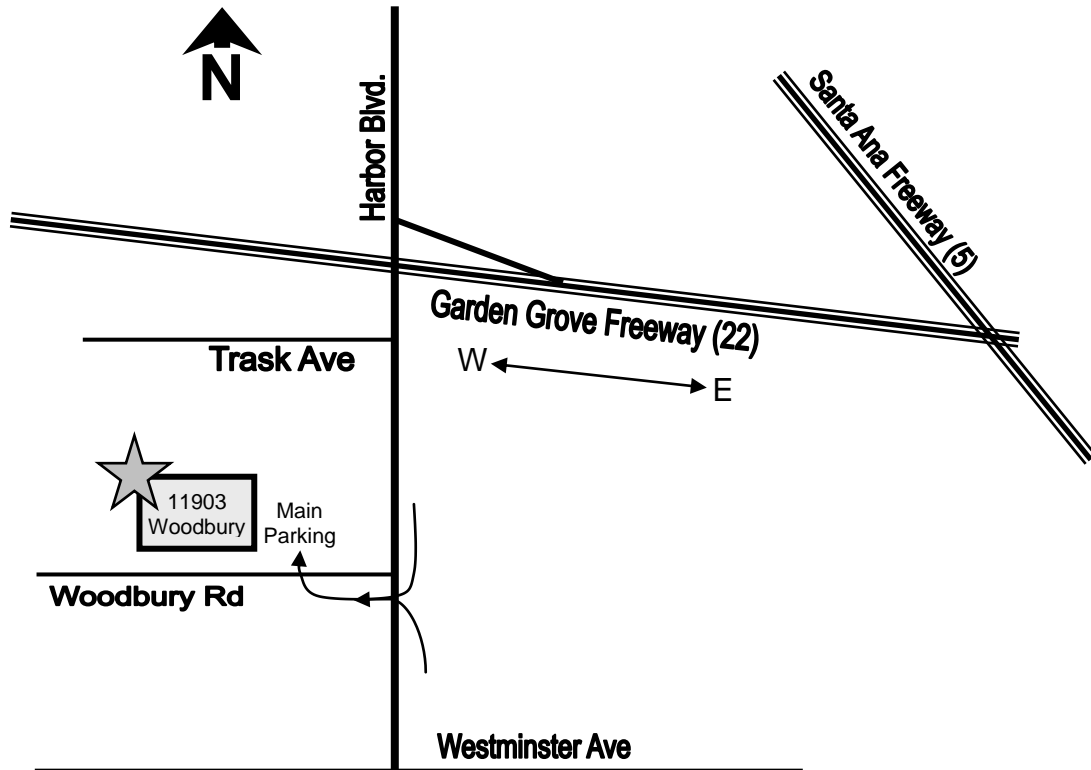
11903 Woodbury Rd, Garden Grove, CA 92843-4020

Walk-in Hours to Submit Driver Permit Applications:

9:00 am to 2:00 pm on Monday through Thursday Only

Vehicle Inspections Monday – Thursday 9:00am to 2:00pm by Appointment Only

Phone: 949-654-8294 Fax: 714-636-8504



Effective August 5, 2009

To New Applicants:

Due to a recent change in Department of Justice (DOJ) Policies, it may take up to ninety (90) days to receive your OCTAP Driver Permit. However, the routine turn-around time to receive your Driver Permit is ten (10) business days.

To Renewal Applicants:

Due to a recent change in the State of California Department of Justice (DOJ) Policies, you are hereby informed that you must renew your OCTAP Driver Permit sixty (60) days prior to its expiration to allow sufficient processing time.

Thank you for your cooperation.



Taxicab Driver Permit Application

STOP! IMPORTANT - Your Company Representative MUST complete this section.

Taxicab Company:

Print Rep Name:

Authorized Representative's Signature:

Date Signed:

Do not write or mark in shaded areas. Please write neatly and Legibly. Also, it is the applicant's responsibility to read the OCTAP Regulations to determine eligibility prior to applying. Regulations can be obtained at www.octap.net or at the OCTAP Office.

FIRST TIME APPLICANT RENEWING TRANSFER or RE-INSTATE OTHER

Date:

Previously Issued OCTAP Driver Permit #:

First Name:

Full Middle Name:

Last Name:

Other Name(s) You Have Used:

I have NOT used other name(s)

Place of Birth ~ City, State & Country:

Sex:

Male

Female

Date of Birth:

I am at least 18 years old

Height:

Weight:

Eye Color:

Hair Color:

Soc. Sec. # :

CA Driver Lic. # :

Driver Lic. Expires: / /

Current Residence (where you live)

Residence Address:

City:

State:

Zip:

Email:

Home Phone # : ()

Cellular Phone #: ()

Current Mailing Address (if different from residence address)

Mailing Address:

City:

State:

Zip:

Previous Residence - Past 6 years

Address:

Address:

Address:

END OF PAGE ONE - Driver Permit Application continued on back →

Do not write below this line. OCTAP use only.

- Application complete (2 pages), accepted, date stamped.
- Valid CA Driver License presented & photocopied. Compare to application.
- Two current 2x2 professional quality passport type photos.
- Live Scan Form - OCTAP Copy SAP (notice in file)
- Drug** screen receipt dated within 30 days: / / Make copy & return.
- Alcohol** screen receipt dated within 30 days: / / Make copy & return.
- Permit app fee - paid by Money Order/Cashier Check to "OCTAP."
- Receipt for fees paid issued. "Receipt, Non-Refundable & Regulations" Form.
- Verified all listed convictions and traffic violations**

with the OCTAP Regulations.

Received By (initial):

Employee #:

Received Date Stamp

OCTAP Driver Permit Application - Side 2

Last Name:	SSN:	Date:
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**Failure to list all information will result in permit denial or revocation.
 All information requested below MUST be complete, true, and accurate and will be verified with the Department of Justice (Attach additional sheets if necessary).**

Have you <u>ever</u> been convicted of a crime?▶ YES <input type="checkbox"/> NO <input type="checkbox"/>				OCTAP USE ONLY INITIAL VERIFIED
List <u>all</u> misdemeanor and felony convictions you have <u>ever</u> received <u>including</u> those dismissed/expunged.				
Check Conviction Type	Date of Conviction	Description of Crime	City / County / State	
<input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony	Dismissed/Expunged: Yes No	Code(s):		
<input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony	Dismissed/Expunged: Yes No	Code(s):		
<input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony	Dismissed/Expunged: Yes No	Code(s):		
<input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony	Dismissed/Expunged: Yes No	Code(s):		

Have you <u>ever</u> been required to register as a sex offender?▶ YES <input type="checkbox"/> NO <input type="checkbox"/>	
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Have you been convicted of traffic infractions (tickets) within five (5) years?▶ YES <input type="checkbox"/> NO <input type="checkbox"/>			OCTAP USE ONLY INITIAL VERIFIED
List all traffic infraction (tickets) convictions within the last five (5) years. MUST be complete, true, and accurate.			
Date	Violation	Location / Details	

I hereby declare under penalty of perjury that the information given is true and correct and that any false, or withholding of information is grounds to deny or revoke my permit. I also understand that any fees paid will not be refunded in the event my permit is denied or revoked.

I further understand that I cannot operate a taxicab until I have been issued an OCTAP Driver Permit.

APPLICANT SIGNATURE:	DATE:
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