

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 a **current DMV printout**. You will be required to present your valid driver's license and a \$40.00 fee, 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, Monday through Thursday 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 \$40.00 (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. With the exception of any complications with the aforementioned information, you may expect a call to pick up your temporary driver's permit within a 72 hour period. 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. to obtain the necessary paperwork for your live scan fingerprinting. The fee for live scan fingerprinting is \$15.00, which you must pay directly to the live scan agency. (We will provide a list of locations for Live Scan to you.) A photo will be taken for your permit.
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.