



BALTIMORE COUNTY GOVERNMENT
DEPARTMENT OF PERMITS, APPROVALS AND INSPECTIONS
COUNTY OFFICE BUILDING
MISCELLANEOUS PERMITS & LICENSES
111 W. CHESAPEAKE AVENUE ROOM 114
TOWSON, MD 21204
410-887-3616

January 5, 2021

Dear Taxicab Driver:

Due to COVID-19, our office has been closed to the public and same-day processing is suspended at this time. County Executive Olszewski issued an executive order providing an **extension of all County licenses, permits, registrations and other authorizations until 30 days following the end of the local state of emergency.**

At this time, we will begin implementing an alternative method that allows taxicab applicants to apply or renew a Baltimore County taxicab license.

NO WALK-IN SERVICES AVAILABLE

Starting Monday, January 11, 2021, *New/Renewal* taxicab driver applicants can mail-in or drop-off completed application and required documents. After we receive and review your completed application and required documents, if you are eligible, we will call for pick-up of your new license, badge and a copy of the taxicab regulations brochure along with a copy of the signed Noncriminal Justice Applicant's Privacy Act.

Complete and submit the following:

1. **Taxicab Driver's License Application** – Complete the application form by answering all questions **except Character References and Physical Condition.** *Age and residency.* The applicant shall be at least 21 years old and a legal resident of the United States for at least 2 years.
2. **Character References** – Provide two character references located on page 2 of application. **Must be completed by reference and NOT applicant.** Character references are **NOT** to be a member of your immediate family or permit holders of a taxicab company. References **MUST** be a Maryland citizen and have known the applicant for at least 1 year before the applicant filed the application.
3. **Physical Condition** – Submit a physician's certification located on page 2 of application. **Physician's certification must be completed by physician with original signature and stamped.** *Physical condition.* The applicant shall submit a physician's certification regarding the applicant's physical condition to operate a taxicab, the cost of which is to be paid by the applicant. *Health.* The applicant shall be of sound general health, with good eyesight and hearing, and not be subject to any physical or mental disability that might render the applicant unfit for the safe operation of a taxicab. *No addictions.* The applicant may not be addicted to the use of drugs, controlled dangerous substances, or intoxicating liquors. **DOT Medical Cards will not be accepted.**

4. **State Issued Driver's License and MVA Driving Record** – Provide a copy of your current valid State issued Driver's License (Front and Back). Attach a current, certified, complete driving record for all **new applicants**, or if it has been three years since last renewal. 36-month certified driving records are acceptable for recent renewals. Driving records are valid for 30 days from issuance date from the Department of Motor Vehicles. If your address on your State issued driving record is different from your current address, provide a change of address card from the Department of Motor Vehicle, issued on or after the date of your driving record.
5. **Photographs** – Two recent passport color photographs, 2" X 2" with 1" head. No head coverings. Except as required by constitutional protections, the photographs may not include head covering.
6. **Criminal Justice Information Services (CJIS) – Criminal Background Check** – Take the enclosed Livescan Fingerprint Form to CJIS located at: 6776 Reisterstown Road Suite 102, Baltimore, MD 21215 – Phone 410-764-4501 or one of the authorized Government Operated Services or approved Private Providers listed on CJIS' website to be fingerprinted. Fees may vary at service locations. Attach the receipt from fingerprinting to the completed application.
7. **Application Fee** – License Application Fee is \$34.00 (**Check or Money Order ONLY made payable to "BALTIMORE COUNTY, MARYLAND"**).
8. **Noncriminal Justice Applicant's Privacy Rights** – Applicant's applying for a taxi license must receive, review and sign the Noncriminal Justice Privacy Rights Form. Attach a signed Noncriminal Justice Applicant's Privacy Rights Form with completed application.

Incomplete applications will be returned without being processed. Drop-off or mail your original completed application, original driving record, receipt from criminal background check, copy of driver's license (front and back), photos, and check or money order with proper fee to the address below. If you have any questions regarding the application process, please call 410-887-3616. ***TEMPORARY LICENSES WILL NOT BE ISSUED DURING THIS TIME DUE TO COVID-19.**

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**LOBBY AREA – SECURED AND LOCKED DROP-BOX
LABELED – TAXICAB DRIVER'S ONLY**

Sincerely,

Traci Davis, Processing Supervisor
Miscellaneous Permits and Licenses Division