



"Expect Excellence"

CITY OF AUBURN

Department of Police

Shawn I. Butler

Chief of Police

Roger J. Anthony

Deputy Chief of Police

NEW TAXICAB APPLICATION PROCESS (effective 8/01/2017)

*Please refer to Chapter 268 of the City of Auburn local law for complete Taxicab code.

A) New applicant will first obtain class "E" Chauffeur's license at the New York State Department of Motor Vehicle Department (class A,B or C are also acceptable).

B) Applicant will complete and submit an Auburn Police Department taxi application and submit an application fee of \$45. Applicant will be reminded when they apply that all fees are non-refundable, and they will be given a copy of the City ordinance upon request. City ordinance will include rules and regulations, as well as instances when an applicant may be denied a City taxicab license. **As no refunds will be made if your application is disapproved, please ensure all qualifications and requirements are met.**

C) APD personnel will register applicant through fingerprinting service, Identogo, at date and time appointed by applicant. Applicant will be advised this will require a separate fee payable to Identogo/DCJS at the time of fingerprinting. A fee schedule may be obtained by calling the Auburn Police Department at (315) 255-4701. Applicant will furnish necessary items at registration appointment (i.e. driver's license in most instances). Fingerprinting services are provided at New Beginnings Home Care, 12-14 E. Garden St., Auburn, NY.

D) Upon completion of fingerprinting, DCJS will send applicant's background check results via eJusticeNY (Law Enforcement web portal) to APD personnel who will print off fingerprint response from eJusticeNY and the Chief of Police (or his designee) will review.

E) Chief (or his designee) will approve or disapprove applicant's application, taking into consideration the applicant's criminal history, driving record, and anything else deemed relevant from their application or background check.

F) After background check has been received from DCJS and approved, typical processing time is 3-5 business days.



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RENEW TAXICAB APPLICATION PROCESS **(effective 8/01/2017)**

- A) Renewing applicant will submit application for renewal BEFORE expiration date on their City of Auburn Taxi License.
- B) Any applicant who submits their application for renewal after the expiration date on their City of Auburn Taxi License will be denied a renewal license and will be required to follow the process for application and issuance of a new original license.
- C) Drivers must surrender their previous City taxi license in exchange for their new one. Failure to surrender previous license will incur an additional fee of \$15.00
- D) Typical processing time is 3-5 business days
- E) Renewing drivers must be fingerprinted every three years through DCJS.