



Petaluma Police Department INSTRUCTIONS FOR TAXI DRIVER PERMIT APPLICANTS NEW APPLICANTS

Please review this notice and follow the instructions in order for your application to be processed. Failure to follow the instructions will delay your request for a permit. Taxi driver permits are valid for one year.

Applications will be accepted at the Petaluma Police Department during regular business hours:

**Monday - Thursday
8:30 am - 5:00 pm**

What you need to do:

1. Pay the \$32 fingerprint fee at the Petaluma Police Department
2. Bring the Request for LiveScan Service form to a LiveScan location, pay their service fee, and be fingerprinted
3. Go to ADTS, pay their service fee, and be drug tested
4. Within 30 days of your fingerprinting and drug screening, bring the following to the Petaluma Police Department
 - The completed Petaluma Police Department Taxi Driver Permit Application
 - Two passport photos
 - Your driver license
 - Your resident alien card, if you're not a U.S. citizen
 - The pink copy of the completed Request for LiveScan Service form
 - The results of your drug screening
5. Pay the \$92 application processing fee at the Petaluma Police Department

Please note:

- The Petaluma Police Department shall not issue a taxi driver permit to anyone under the age of twenty-one years.
- Completed applications must be returned to the Petaluma Police Department within 30 days of being fingerprinted and drug tested. If more than 30 days has passed, the applicant will have to pay the fees again and repeat the tests.

The Petaluma Police Department will contact you at the number you provide when your application has been processed.