

Taxi Application

For Office Use Only:

PRAL: _____ ID CARD # _____ CUST ID: _____ Total Fees Due: _____

Application Type (Check and complete all that apply)

- | | | | | |
|--|---|------------------------------|----------------------------------|--------------------------------------|
| <input type="checkbox"/> Taxi Driver ID Card | \$ 50 | <input type="checkbox"/> New | <input type="checkbox"/> Renewal | <input type="checkbox"/> Replacement |
| <input type="checkbox"/> Taxi Licence | \$400 | <input type="checkbox"/> New | <input type="checkbox"/> Renewal | |
| <input type="checkbox"/> Taxi Licence Transfer | No Fee Change of Location must be provided within 7 days | | | |
| <input type="checkbox"/> Plate Transfer | \$ 50 | Previous Plate: _____ | | |
| <input type="checkbox"/> Vehicle Transfer | \$ 50 | Previous Vehicle: _____ | | |
| <input type="checkbox"/> Ownership Transfer | \$400 | Previous Owner: _____ | | |

Applicant Information (Please print clearly)

Name: _____

Address: _____

Unit/Building #

Street Name

City: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

Mailing Address (if different than above): _____

Unit/Building #

Street Name

City: _____ Province: _____ Postal Code: _____

Taxi Licence Section Only complete this section if applying for a Taxi Licence)

Broker Trade Name: _____ Broker Business Licence Number: BL _____

Vehicle Year: _____ Vehicle Make: _____ Vehicle Model: _____

VIN: _____ Plate Number: _____ Unit #: _____

Taxi Licence applications must include the following documentation:

- Copy of your existing City of Prince Albert Taxi Driver ID Card **or** the documents required to obtain an ID Card;
- Proof of residency for New, Renewal, or Transfer of Ownership Applications (ie: a copy of a utility or tax bill with current address)
- Bill of Sale for an Ownership Transfer Application
- SGI Safety Inspection Certificate issued within the last 90 days for New or Vehicle Transfer Applications, or Taxi Licence Ownership Transfer Applications

Verified by Administration (Initial): _____ Date: _____

The completed Taxi Licence application, with all required documents, is to be provided to Community Development. Please email taxi@citypa.com to coordinate a time for your application to be reviewed.

If your application is approved, the next steps will be as follows:

- Applicant will pay the appropriate fee. Payment can be made by cash, cheque or debit.
- Bylaw Enforcement will contact the applicant to book a vehicle inspection to obtain a SGI Certificate of Approval for New and Transfer Applications. The vehicle must be set up to fully function as a taxi in accordance with the *Taxi Bylaw* for the inspection.
- Applicant will take the SGI Certificate of Approval to an SGI office to register the vehicle as a Taxi.
- Once Community Development receives verification from SGI, the Taxi Licence will be issued.

Taxi Licences are valid from January 1 to December 31 and must be renewed annually before expiry.

Taxi Driver ID Cards Section (Only complete this section if applying for a Taxi Driver ID Card)

An unexpired and valid Class 4, 5, or 1A Saskatchewan Driver's Licence must be provided for verification.

Provincial Driver's Licence Number: _____ Class of Driver Licence: _____

Licence Expiry Date: _____ Verified by Administration (Initial): _____

New ID Card applications must include the following documentation:

- Copy of Criminal Record **and** Vulnerable Sector Check from the Police or RCMP obtained within the previous 60 days;
- Signed letter from a taxicab owner or taxicab company confirming your employment; and
- Three (3) letters of character reference. Two (2) must be on a company letterhead.

Renewal ID Card applications must be submitted prior to the previous expiry date and include the following documentation:

- Copy of your recent Criminal Record and Vulnerable Sector Check from the Police or RCMP; and
- Signed letter from a taxicab owner or taxicab company confirming your employment.

The completed ID Card application, with all required documents, is to be provided to Community Development. Please email taxi@citypa.com to coordinate a time for your application to be reviewed.

If your application is approved you will:

- Have your picture taken for your ID card; and
- Pay the appropriate fee. Payment can be made by cash, cheque or debit.

You will be contacted once your ID card is ready for pick up. The taxi driver identification card is valid for 3 years.

Acknowledgement of Responsibility:

- Taxi driver identification cards and licences will be issued in accordance with the *Taxi Bylaw*.
- Every taxi driver must display the photo identification card in the taxi.
- The PRAL Number for the taxi licence must be displayed on the associated vehicle.

I agree to comply with the requirements in the *Taxi Bylaw* and all other applicable City bylaws and Provincial legislation.

Applicant Signature: _____ Date: _____

For Community Development Only:

Last Update: April 09, 2025

ID Card # _____ PRAL _____ \$ _____ (10-25-110-000-00000-5210)

Issued Date _____

Checked By (Print Name): _____ Signature: _____

Approved By (Print Name): _____ Signature: _____

For Financial Services Only:

Invoice #: _____ Date: _____

Initials: _____ Approval: _____