

Taxi Application

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

Application Type (Check and complete all that apply)

- | | | | | |
|--|-------|---|----------------|--------------------|
| <input type="checkbox"/> Taxi Driver ID Card | \$ 50 | Circle one: New | Renewal | Replacement |
| <input type="checkbox"/> Taxi Licence | \$400 | Circle one: New | 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
 - i.e. copy of a utility bill or tax bill with the current address.
- Bill of Sale for an Ownership Transfer Application
- SGI Safety Inspection Certificate that was issued within the last 12 months for New or Vehicle Transfer Applications

Verified by Administration (Initial): _____ Date: _____

**Once a complete taxi licence application, with all required documents, can be provided,
call 306-953-4370 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.
 - 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 Planning & Development Services 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 within 5 business days of 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 your recent Criminal Record and Vulnerable Sector Check from the Police or RCMP;
- 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.

Replacement of a Taxi Driver ID will be provided if the previous ID Card was issued after December 1, 2020.

Replacement of a Taxi Driver ID for an ID Card issued prior to December 1, 2020 will be processed as a new application.

Once a complete ID Card application, with all required documents, can be provided, please call 306-953-4370 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.

For Office Use Only:

Checked by: _____ Issued Date: _____ ID Card #: _____

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.

- **As the applicant, I agree to conduct myself in accordance with the *Taxi Bylaw*.**

Applicant Signature: _____ Date: _____

Application last updated: March 1, 2022