Obtaining Your For Hire Permit and Vehicle Certificates

WE ARE PLEASED to enclose the application forms required to obtain your *For Hire Permit and Vehicle Certificates*. Our goal is to help you successfully establish and operate a business in Washington.

How much will it cost to license my business?

There are several fees you must pay if you are starting a new For Hire business:

For Hire permit								
For Hire certificate <i>each</i> vehicle\$55								
State tax registrationno fee								
Trade name registration\$5								
Taxi Meter <i>each</i> meter\$25								
Business License Application fee\$19								

How do I renew my vehicle certificates?

You must renew your For Hire Vehicle Certificates each year. A renewal notice will be sent about one month before your certificate expires, however *it is still your responsibility to renew if you do not receive the notice.*

To renew:

- 1. We must have valid insurance on file, which lists all vehicles being renewed.
- 2. You must pay \$55 per vehicle
- 3. You must pay \$25 per taxi meter
- 4. You must include a \$11 renewal process fee

How do I add/change a vehicle?

If, at any time during the year, you wish to add or change a vehicle, please provide the following:

- Proof of insurance for the additional vehicles.
- A photocopy of the vehicle registration for each vehicle added. Each vehicle registration must show "CAB" or "F/H" in the use class.
- The For Hire certificate fee of \$55 for each vehicle.

Replacement or Duplicate Vehicle Certificates

Replacement fee......\$55 per vehicle If you need a duplicate or replacement vehicle certicate, please make your request in writing to Business Licensing Service and include the \$55 fee.

Your For Hire Permit is valid as long as you remain in business, but your Vehicle Certificates must be renewed each year.

A for hire license is required for any business that provides transportation for compensation and is not required to be registered through Utilities and Transportation Commission, or is not a limousine company.

What to send or bring:

- □ Completed Business License Application form.
- □ Certificate of Insurance. See reverse for sample.
- □ Current copy of Washington State Vehicle Registration for each vehicle. See reverse for sample.
- □ For Hire Addendum form, already signed by the local approving authority. Form available from the Business Licensing Service 360-705-6741, Fax: 360-705-6699.

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Sample Requirements

- 1. Owner name & firm/trade name must be the same on insurance, business application & vehicle registration certificate.
- 2. Include policy number.
- 3. Policy effective & expiration dates must show current coverage.
- 4. Display name of insurance company.
- 5. Minimum combined single limit coverage of \$325,000

OR

split limit coverage of \$100,000/\$300,000/\$25,000.

- 6. Insurance certificate must show year, make and complete VIN # of each car, which must match vehicle registration certificate.
- Certificate holder must be State of Washington, Department of Licensing, PO Box 9039 Olympia, WA 98507-9039.
- 8. Use class must be "F/H" or "CAB".

If you have questions or need further information, please call Business Licensing Service at 360-705-6741.