

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	\$110
(Required if your city or county does not license taxi businesses)	
For Hire certificate each vehicle	\$55
State tax registration	no fee
Trade name registration	\$5
Taxi Meter each 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 certificate, 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.

Sample Requirements

CERTIFICATE OF INSURANCE				DATE (MM/DD/YY) 05/12/11	
PRODUCER GENERIC INSURANCE ABC LANE ANYWHERE WA 98111-1111		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGES AFFORDED BY THE POLICIES BELOW.			
INSURED 1 JOHN DOE DBA: JOHN'S TAXI 122 CENTRAL AVE ANYWHERE WA 98111		COMPANIES AFFORDING COVERAGE			
		COMPANY A TAXI INSURANCE COMPANY 4			
		COMPANY B			
COVERAGES					
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENTS, TERMS OR CONDITIONS OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS AND CONDITIONS OF EACH POLICY. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PREVIOUS CLAIMS.					
CO. LN	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EFFECTIVE DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY				EACH OCCURRENCE \$
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire) \$
	<input type="checkbox"/> CLAIMS <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$
					PERSONAL & ADV INJURY \$
					GENERAL AGGREGATE \$
					PRODUCTS-COMP/OP AGG \$
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT
	<input type="checkbox"/> ANY AUTO	R4603348A 2	12/01/09 3	12/01/10 3	BODILY INJURY (Per person) \$ 100,000 5
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$ 300,000 5
	<input type="checkbox"/> HIRED AUTOS				PROPERTY DAMAGE \$ 25,000 5
	<input type="checkbox"/> NON-OWNED AUTOS				
	GARAGE LIABILITY				AUTO ONLY - EACH ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY \$
					EACH ACCIDENT \$
					AGGREGATE \$
	EXCESS LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> UMBRELLA				AGGREGATE \$
	<input type="checkbox"/> OTHER THAN UMBRELLA				\$
	OTHER				
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS					
1993 CHEVROLET 1G1W52D8W1930006 6					
CERTIFICATE HOLDER			CANCELLATION		
STATE OF WASHINGTON DEPARTMENT OF LICENSING PO BOX 9039 OLYMPIA WA 98507-9309 7			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS, OR REPRESENTATIVES.		
			AUTHORIZED REPRESENTATIVE		

STATE OF WASHINGTON										12345B
DEPARTMENT OF LICENSING										
VEHICLE TITLE APPLICATION/REGISTRATION CERTIFICATE										
05/12/11										
LIC/PLT 12345B	ISSUE-DATE 10/2011	TAB-NO S223344	REG-EXP 10/20/2012	VALUE-CODE 24689/1993	DEPRE 1	MO-REG 12	MO-GWT			
POWER G	USE F/H	MODYR 1993	MAKE LINC	SERIES/BODY CAP4D	VIN OR SERIAL-NO 1G1W52D8W193006	RES-CO 17	INC/UNINC I			
		8	6	6	6					
SCLWT 00	SEAT	GWT	GWT-STRT / /	GWT-EXP / /	FLEET	PREVPL 26549C	PREV-TITLE-NO 94228622322	ST WA		
COMMENT: 7 - 18 - USE TAX WAIVED (A) -COLOR -WHITE										
BRANDS-WA/FORMER EXEMPT MILEAGE 16579 A										
REGISTERED OWNER					LEGAL OWNER					
JOHN DOE DBA 1 JOHN'S TAXI 122 CENTRAL AVE ANYWHERE WA 98111										

- Owner name & firm/trade name must be the same on insurance, business application & vehicle registration certificate.
- Include policy number.
- Policy effective & expiration dates must show current coverage.
- Display name of insurance company.
- Minimum combined single limit coverage of \$325,000
OR
split limit coverage of \$100,000/\$300,000/\$25,000.
- 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.
- 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.



**State of Washington
Business Licensing Service**
PO Box 9034
Olympia, WA 98507-9034
360-705-6741

UBI #

For Hire Addendum

For faster service – Apply online

For Hire Operator: This form indicates if your For Hire business will be locally regulated.

1. Complete Section A and read Section B.
2. Take this form to your local jurisdiction official and have them complete and sign Section C. Your local jurisdiction is the city or county (if outside city limits) in which your business is physically located. You can find contact information for your local jurisdiction at mrsc.org/Home/Research-Tools/Washington-City-and-Town-Profiles.aspx (cities) or mrsc.org/Home/Research-Tools/Washington-County-Profiles.aspx (counties).
3. Submit this signed and completed form with your business license application at <http://bls.dor.wa.gov/file.aspx> or a For Hire change of location form at <http://www.dol.wa.gov/forms/750206.pdf>.

A Applicant Information		
<i>Business owner name</i>		
<i>Firm/trade name</i>		
<i>Type of For Hire business (check one)</i>		
<input type="checkbox"/> Taxi <input type="checkbox"/> Cabulance <input type="checkbox"/> Other (For Hire)		
B For Hire Operator Permit Fee		
If the local jurisdiction official answers “No” to the first question in Section C, you must submit a For Hire Permit fee (\$110), along with other required fees, with your business license application or your For Hire address change form.		
C Local Jurisdiction Authority		
Local Jurisdiction Official:		
Does your jurisdiction, either alone or by agreement with another jurisdiction (e.g., King County), license or regulate the For Hire business type checked in Section A in accordance with RCW 81.72? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes , is this applicant authorized to operate in your jurisdiction? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Local Jurisdiction Official comments (optional):</i>		
<i>Signature of local jurisdiction official</i> X	<i>Print name</i>	<i>Date</i>
<i>Title of local jurisdiction official</i>	<i>Jurisdiction name (city or county)</i>	<i>Phone</i>

Questions? Call 360-664-6466 or email: forhire@dol.wa.gov

For assistance or to request this document in an alternate format, please call 360-705-6705. Teletype (TTY) users may use the Washington Relay Service by calling 711.