PUBLIC SERVICE COMMISSION FOR-HIRE DRIVER’S LICENSE APPLICATION CHECKLIST

Please use this checklist as a guide when you prepare your application for submission to the Transportation Division.

____  I have completely answered all questions on the application paying special attention to the criminal conviction section and making sure to note all criminal convictions in any State during my lifetime.

____  I have signed the application (an original signature is required).

____  My application is signed (an original signature, not copied or rubber stamped, is required) by a representative of the Taxicab Association or the authorized For-Hire transportation company for which I will drive and includes the name of the Taxicab Association or the authorized For-Hire transportation company and their PSC Carrier Number.

____  I have at least six months consecutive driving experience in Maryland or at least one year consecutive driving experience in any State and have attached a current (issued within the last 30 days by the State MVA in which I am licensed) complete (full history), certified driving record. A 36-month record is NOT acceptable.

____  My address on the application matches the address on the driving record, or I have attached a current MVA address correction card issued on or after the date of my MVA driving record.

____  I have attached a current (issued by MVA within the last 30 days) complete (full history; Virginia is a personal record), certified driving record from each State that I have held a driver’s license in during the past 10 years.

____  I have attached a copy of my current MVA driver’s license and a copy of my Social Security Card. I will bring my original driver’s license and Social Security Card to the Transportation Division office when requested.

____  If I am not a U.S. citizen, I will bring my original employment authorization from INS to the Transportation Division office when requested and am attaching a copy to the application.

____  If I am a naturalized U.S. citizen (born outside the U.S.), I will bring my original Certificate of Naturalization or my U.S. passport to the Transportation Division office when requested and am attaching a copy to the application.

____  I have attached the receipt from fingerprinting. (Note: fingerprinting is to be completed (using the Livescan Fingerprint Form provided by the Transportation Division) at the Criminal Justice Information System (CJIS) located at 6776 Reisterstown Road in Baltimore. The cost for the FBI and State background check is $52.75, cash is not accepted). **NOTE: If you believe information contained on your FBI criminal background report is incorrect and you wish to correct the record as it appears in the FBI’s CJIS Division Record System, you must follow procedures set forth in Title 28, CFR, Section 16.34.**

____  I have signed and attached the PSC FILE COPY of the NonCriminal Justice Applicant’s Privacy Rights document and have retained the APPLICANT’S COPY for my files.

____  I understand that I should retain a copy of all documents submitted to the Transportation Division for my records.

**NO COPIES WILL BE MADE AT THE PSC TRANSPORTATION DIVISION OFFICE. INCOMPLETE APPLICATIONS (WHICH INCLUDES THE ITEMS LISTED ABOVE) WILL BE RETURNED WITHOUT BEING REVIEWED OR PROCESSED.**
# MARYLAND PUBLIC SERVICE COMMISSION APPLICATION FOR A FOR-HIRE DRIVER’S LICENSE

[Click for readable text]

## Name:
(Last)    (First)    (Middle)           (Maiden)

Reason for name change:

## Current Address:
City: ________________________ State: _______ Zip Code: _____________ Telephone No.: ______________

Date of Birth: _______________ Country of Birth: _______________________ City of Birth: ____________

Hair Color: _______________ Eye Color: ____________ Email Address: ________________________________

U.S. Citizen?  Yes ___ No ___ If not, Alien # issued by U.S. Immigration & Naturalization Service: A-

Current Driver's License: State: _____ Class: ____ No.: __________________________ Expiration Date: 

Have you ever held a driver’s license in another state? Yes___  No___ If yes, when and where? ______________

Has your State issued MVA Driver’s License ever been suspended or revoked?  Yes____  No__

Have you ever held a Taxicab or Passenger For-Hire Driver’s License?  Yes__ No__  If yes, when and where? ______________

Have you ever held a driver’s license in another state? Yes___  No___ If yes, when and where? ______________

Has your State issued MVA Driver’s License ever been suspended or revoked?  Yes____  No____

Have you ever held a Taxicab or Passenger-For-Hire Driver’s License ever been suspended or revoked?  Yes____  No____

Are you a taxi permit holder?  Yes___  No___  Are you a PSC-authorized passenger carrier?  Yes____  No____

**Have you ever been convicted of ANY criminal violations of law, in any state, including felonies or misdemeanors?**

Yes __ No __.   If yes, list the dates, places, charges, and sentence/penalty (use back if needed): ______________

**Have you ever been convicted of ANY traffic violations of law, in any state, including alcohol related suspensions, driving under the influence of alcohol or driving while impaired by alcohol, drugs, or controlled dangerous substances?**

Yes __ No __.   If yes, list the date, place, charge and sentence/penalty (use back if needed):

**Note:** For purposes of the above questions, “convicted” means that you were charged with an offense and as a result a civil or criminal penalty was imposed, including (but not limited to): jail sentence (even if suspended), time served, house arrest, probation, fine, restitution, community service, mandated substance abuse treatment program, etc.

The Maryland Public Service Commission requires for-hire drivers under its authority to adhere to the Commission’s statute and regulations. (See Title 10 of the Public Utilities Article, Annotated Code of Maryland, and, for taxicab drivers, Title 20, Subtitle 90.01 of the Code of Maryland Regulations.)   The statute and regulations are available on the Commission’s website at http://www.psc.state.md.us.

I hereby authorize the Public Service Commission to investigate, at any time, my driving record, criminal and medical background and immigration status. This investigation may involve any appropriate government agency or private institution.

I understand that I may be required to appear for a personal interview at the time of application or at any time during the licensing period.

I understand that suspension or revocation of my driver’s license, subsequent criminal convictions, or expiration of employment authorization from the Immigration and Naturalization Service may result in immediate suspension or revocation of my For-Hire Driver’s License.

I hereby agree to notify the Public Service Commission of any change in information contained in this application within 72 hours.

I hereby agree to comply with all city, state and federal ordinances and statutes and the regulations of the Public Service Commission.

I hereby certify that the statements made in this application are true, correct, and complete.

I hereby certify that, if I am applying for a Baltimore City taxicab driver’s license, I have successfully completed or intend to successfully complete a course in courtesy, geography, map reading and tourist information, as required by PUA 10-104(d) of the Maryland Annotated Code. I understand that my failure to complete this course will result in denial of a Baltimore City taxicab driver’s license.

I, the undersigned, hereby certify, under penalty of perjury, that I have read and fully comprehend this form in its entirety and that the information provided is true and complete to the best of my knowledge and belief.

APPLICANT’S SIGNATURE: ___________________________ _________________________ Date: _______________

Taxicab Association: ___________________________ Signature of Association Official: ___________________________

For-Hire Carrier & PSC No.: ___________________________ Signature of Company Official: ___________________________

**NOTE:** FALSIFICATION OF THIS APPLICATION MAY RESULT IN DENIAL, SUSPENSION OR REVOCATION OF LICENSE
FINGERPRINTING SERVICES
CRIMINAL JUSTICE INFORMATION SYSTEM (CJIS)

Location: 6776 Reisterstown Road (West side of Reisterstown Road Plaza Mall)
          Suite 102 (first floor), Baltimore, MD 21215
          For directions, go to http://www.mapquest.com
Phone: 410-764-4501 OR 1-888-795-0011 (toll free)
Hours of Operation: Monday-Friday 8:30am-5:00pm (Please check website or call to verify current times)
                    Closed on designated State holidays.

The following locations are available by appointment only:
Call for an appointment: 410-764-4501 or 1-888-795-0011 (toll free)

<table>
<thead>
<tr>
<th>Agency</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor Vehicle Administration – Bel Air</td>
<td>501 West MacPhail Road, Bel Air, MD 21014</td>
<td></td>
</tr>
<tr>
<td>Motor Vehicle Administration - Frederick</td>
<td>1601 Bowman's Farm Road, Frederick, MD 21701</td>
<td></td>
</tr>
<tr>
<td>Motor Vehicle Administration - Salisbury</td>
<td>251 Tilghman Road, Salisbury, MD 21801</td>
<td></td>
</tr>
<tr>
<td>Motor Vehicle Administration - Glen Burnie</td>
<td>6601 Ritchie Hwy, N.E., Glen Burnie, MD 21062</td>
<td></td>
</tr>
<tr>
<td>Motor Vehicle Administration – Waldorf</td>
<td>St. Charles Business Park, 11 Industrial Park Drive, Waldorf, MD 20602</td>
<td></td>
</tr>
</tbody>
</table>

Government Operated Services: Contact Agencies Listed Below Directly for Fingerprinting Hours and Fees

For additional information on fingerprint services available from Private Providers and a list of currently authorized Private Providers, go to: http://www.dpscs.state.md.us/publicservs/fingerprint.shtml.
The Livescan Pre-registration Form is now used to obtain the required State and FBI criminal history record checks. NEXT PAGE IS USED AS THE ‘FINGERPRINT CARD’ – no other card(s) will be given to you. Please follow these instructions:

1. Complete only the Applicant Information section of the form. All information in that section must be provided.

- **Name** – type or print the applicant’s name.
- **Date of Birth** - Enter the applicant’s date of birth. Example: Enter May 27, 1969 as 05/27/1969.
- **Social Security Number** - Enter the applicant’s Social Security Number.
- **Gender** – Check Male or Female.
- **Height** - Enter applicant’s height in feet and inches. Do not use fractions of an inch.
- **Weight** - Enter applicant’s weight in pounds. Do not use fractions of a pound.
- **Eye Color** - Enter the color of the applicant’s eyes.
- **Hair Color** - Enter the color of the applicant’s hair.
- **Race** - Indicate race by checking one of the boxes on the form.
- **Place of Birth** - Enter the state in which the applicant was born. If not born in the United States, enter the name of the country in which the applicant was born.
- **Citizenship** - Enter the applicant’s country of citizenship.
- **Current address** – Enter complete current street address.
  - **City**: Enter city in which you reside.
  - **State**: Enter state in which you reside.
  - **Zip Code**: Enter zip code in which you reside.
- **Daytime Phone**: Enter daytime phone number.
- **Evening phone** – Enter evening phone number.
- **Driver’s License #** - Enter driver’s license number from your State driver’s license.

**DO NOT ENTER ANY INFORMATION BEYOND THE APPLICANT INFORMATION SECTION.**

2. Double-check the livescan form to make sure you have completed the Applicant Information section only.

3. Take the attached livescan form to the Criminal Justice Information System (CJIS) at the Reisterstown Road Plaza Office Complex, 6776 Reisterstown Road, Suite 102, Baltimore, MD 21215 OR to one of the authorized fingerprinting services listed on the previous page entitled “Fingerprinting Services” OR to one of the authorized Private Providers listed on the Department of Public Safety & Correctional Services’ website at [http://www.dpscs.state.md.us/publicservs/fingerprint.shtml](http://www.dpscs.state.md.us/publicservs/fingerprint.shtml). For help, call CJIS at 410-764-4501.

4. **Government Issued Photo Identification must be presented** at the time of fingerprinting. (Examples: driver’s license, Certificate of Naturalization, passport, Alien Registration Card, or Military Identification)

5. **Payment** –
   - **CJIS** - Credit card, check or money order made payable to CJIS - Central Repository. **Cost**: $52.75 ($32.75 for FBI & State background check plus $20 for fingerprinting fee).
   - **Government Operated Services and Private Providers** – **Cost**: $32.75 for FBI & State background check plus the fingerprinting fee charged by the Government Operated Service or Private Provider. Contact the Government Operated Service or Private Provider directly regarding fees charged for fingerprinting, accepted forms of payment and hours of operation.

6. **You must receive a receipt** from CJIS, the MVA locations or Government Operated Services listed on the previous page, or the authorized Private Provider listed on the website above, when you are fingerprinted. Submit this receipt to the Transportation Division with your application packet and make a copy for your records.
# LIVESCAN PRE-REGISTRATION APPLICATION

## Applicant Information (Please TYPE OR PRINT CLEARLY)

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth:</td>
</tr>
<tr>
<td>Height: ft. inches</td>
</tr>
<tr>
<td>Race:</td>
</tr>
<tr>
<td>Place of Birth:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
</tr>
<tr>
<td>Daytime Phone:</td>
</tr>
</tbody>
</table>

## AGENCY INFORMATION

<table>
<thead>
<tr>
<th>Agency Authorization #:</th>
<th>(State &amp; FBI Background Check)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORI # (if required):</td>
<td>Reason fingerprinted? Taxicab/PFH Driver’s Licensure</td>
</tr>
<tr>
<td>Position Applied for:</td>
<td>MD Public Service Commission Taxicab / For-Hire Driver’s License</td>
</tr>
</tbody>
</table>

### Request Type: (Choose one ONLY)

- Adult Dependent Care
- Attorney/Client
- Child Care
- Criminal Justice
- Gold Seal / Adoption
- Gold Seal/Letter/VISA
- Government Employment
- Government Licensing or Certification
- Immigration/VISA
- Individual Challenge
- Individual Review
- MSP Licensing
- Private Party Petition
- Public Housing

## Mail Response to:
(Mailing option only available for Visa Gold Seal and/or Individual Review)

<table>
<thead>
<tr>
<th>Name:</th>
<th>MARYLAND PUBLIC SERVICE COMMISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>6 ST. PAUL STREET, 18TH FLOOR</td>
</tr>
<tr>
<td>City, State, Zip Code:</td>
<td>BALTIMORE, MD 21202</td>
</tr>
</tbody>
</table>
NONCRIMINAL JUSTICE APPLICANT’S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification\(^1\) that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.\(^2\)

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.\(^3\)

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at http://www.fbi.gov/about-us/cjis/background-checks.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

I hereby verify, by my signature below, I have been given a copy of the Applicant's Privacy Rights.

\(^1\) Written notification includes electronic notification, but excludes oral notification.
\(^2\) See 28 CFR 50.12(b).
\(^3\) See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).
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