Information Sheet

Sale of a Taxicab Certificate

**Important Facts**

1. A certificate holder can only sell the authority for vehicles that are currently registered and have been registered, insured and in service for the six months immediately preceding the sale.
2. A buyer must demonstrate its suitability to transport passengers in taxicab service in accordance with Section 13b-96(2) of the Connecticut General Statutes.
3. A buyer must demonstrate its financial suitability to transport passengers in taxicab service in accordance with Section 13b-96-10(3) of the Regulations of Connecticut State Agencies.
4. Any prior determination of suitability of the buyer made by the commissioner shall be taken into consideration when the application for sale is filed.
5. A buyer may buy all, a portion of or none of the seller’s vehicles.
6. If the buyer is not purchasing any of the seller’s vehicles, it must register with the Department of Motor Vehicles (DMV) the same number of vehicles that were authorized under the certificate that the buyer is purchasing. This must be done within 30 days of the date of the Final Decision by DOT authorizing the sale of the certificate.
7. All restrictions to the seller’s certificate are carried forward to the buyer’s certificate.

**Steps to Selling a Taxicab Certificate**

1. All owners, partners, officers or members of a company applying to purchase a taxicab certificate must have a current Criminal History Record Report on file at the Regulatory and Compliance Unit of the DOT.
2. Obtain a Criminal History Record Request Form and an Application for the Sale of a Taxicab Certificate from the
3. Department’s (DOT) website: CT.gov 🡪 Executive 🡪 Transportation 🡪 Doing Business with CT 🡪 Permits & Licenses 🡪Public Transportation 🡪Regulatory & Compliance Unit
4. Submit the Criminal History Record Request Form to the State Police.
	1. State Police will send the Criminal History Report directly to DOT.
5. Complete the DOT application form, including the Tariff Sheet, Balance Sheet and Notarized Signatures.
6. If you need to apply to the State Police for a new or updated Criminal History Report, DOT Regulatory and Compliance Unit staff will contact you after they receive the Criminal History Report.
7. If all Criminal History Reports are current, you may apply to the Regulatory and Compliance Unit when your application is complete.
8. Bring your application to the Regulatory and Compliance Unit.
9. Regulatory and Compliance Unit staff will review the application and attachments for completeness.
10. If additional information is needed, you will be contacted by Regulatory and Compliance Unit staff. Applicants are required to file documents requested by the DOT within ten (10) business days from the date of the request. Failure to comply with the filing deadline may result in your application being administratively withdrawn by the DOT. When an application is administratively withdrawn, your fee cannot be refunded or used for any subsequent application.
11. You will be sent a Final Decision advising you of the DOT’s decision approving or denying the application.
12. If the Final Decision denies your application, you can appeal the Final Decision to Superior Court within 45 days after the date of the mailing or personal delivery of the Final Decision.
13. If the Final Decision approves your application, the applicant should follow the directions enclosed with the decision concerning applying to ConnDOT for approval to register your vehicles with the Department of Motor Vehicles (DMV). This information is also on the reverse side of this information sheet.
14. Return to the Regulatory and Compliance Unit to begin the process to receive approval to register your vehicle(s) with DMV.
15. If everything is in order, your documents will be processed and you will be able to proceed to DMV to have your vehicles inspected, registered and to pay for and receive your “T” plates.
16. You must contact DMV for information on vehicle inspection.

**Department of Transportation, Regulatory and Compliance Unit, Public Hours**

**Tuesdays and Thursdays**

**9:00 am to 11:15 am**

**1:00 pm to 3:15 pm**

For more than 4 transactions, please call 860-594-2865 for an appointment

**Things to bring with when applying to DOT for a Sale of a Taxicab Certificate**

1. a completed application
2. $1000.00 fee
3. a copy of your insurance policy listing coverage, effective dates of that coverage and cost or, if you do not yet own the vehicle, a letter on the insurance company’s letterhead detailing the proposed limits of coverage and proposed cost of insurance
4. a photo ID
5. if you are not an owner, partner or officer, bring a Limited Power of Attorney giving you authorization to complete transactions in the name of the company
6. a copy of your organizational documents and, if using a d/b/a, a copy of your trade name registration

**When is an Inspection Required?**

1. All vehicles are inspected by DMV prior to registration.
2. Please contact DMV with any questions on inspection.

**Things to bring with you to DOT when applying for approval to register your vehicle with DMV**

1. a copy of the Final Decision with your Certificate Number issued by the DOT
2. completed DMV Registration Applications, Form H-13, (on the DMV website)
3. the Title to your vehicles or the Bill of Sale (for each vehicle)
4. insurance card (for each vehicle)
5. if you are not an owner, partner or officer, a Limited Power of Attorney giving you authorization to complete transactions in the name of the company.

**For questions about:**

Vehicle Inspections, contact: Mr. Richard Majka at 860-594-2898

Financial and Tariff Forms, contact: Mr. Sheldon Lubin at 860-594-2870

Hearings, contact: Ms. Linda Dillon at 594-2875

Application Process please call 860-594-2865