**Information Sheet**

 **Application for One Additional Taxicab, Expedited**

**Important Facts**

1. A Certificate of Public Convenience and Necessity authorizes a company to operate a motor vehicle on call or demand for the transportation of passengers, the acceptance or solicitation of which originates within the territory specified in the certificate.
2. In order to successfully apply to add a vehicle to your taxicab fleet, via the Expedited process, an applicant must demonstrate, among other things, that public convenience and necessity require the authority requested.
3. All individuals (owners, partners, officers or members) listed in the application must have a Criminal Conviction History Report on file with the Regulatory and Compliance Unit that was issued no more than two years previous to the application.
4. The department will send out legal notice of the pendency of your application to operators in the territory in which you are applying for an expedited taxicab. If no objection is filed with the department within 30 days of the notice, the application will be processed accordingly. If an objection is filed, the application is scheduled for a hearing.
5. As part of the application review, an Inspector from the Regulatory and Compliance Unit will perform an on-site inspection of at least four (4) months of trip records showing fleet utilization.

**Limitations to the Expedited Application Process**

1. An Expedited Application for an additional taxicab can only be applied for after one (1) calendar year from the date of the initial licensing of a certificate holder. Regs of CT state agencies 13b-96-8(a)
2. Authority for an additional taxicab provided through the Expedited Application process cannot be granted more than once every two (2) calendar years from the date of the last written final decision or order. Regs of CT state agencies 13b-96-8(d)
3. The Expedited Application process cannot be utilized by any certificate holder who has a current contract with Bradley International Airport to provide taxicab service in the queue line. Regs of CT state agencies 13b-96-8(e)

**Steps to obtaining a New Taxicab Certificate**

1. Obtain a Criminal History Record Request Form and an Application for One Additional Taxicab Expedited from the Department’s website: CT.gov 🡪 Executive 🡪 Transportation 🡪 Doing Business with CT 🡪 Permits & Licenses 🡪Public Transportation 🡪 Regulatory & Compliance Unit
2. Submit the Criminal History Record Request Form to the State Police who will send the report directly to ConnDOT.
3. Complete the ConnDOT application in its entirety, including the Tariff Sheet, Balance Sheet & Notarized Signatures.
4. ConnDOT Regulatory and Compliance staff will contact you after they receive the Criminal History Report.
5. After ConnDOT staff contacts you, bring your application to the Regulatory & Compliance Unit.
	1. **See next page for** what to bring when applying to add one additional Taxicab, Expedited
	2. **See next page** for Public hours
6. Please advise the Regulatory and Compliance staff if you are an owner, partner, officer or member of **other entities licensed by the unit** so a copy of your Criminal History Report can also be added to those files.
7. Regulatory and Compliance staff will review the application and attachments for completeness.
8. The Regulatory and Compliance Unit will publish a legal notice of the pendency of the application and will also notify any common carrier operating within the territory specified.
9. If an objection to the application is received, a hearing will be scheduled. You will have an opportunity at the hearing to explain how public convenience and necessity requires the authority requested and to address any objections given to the application.
10. An Inspector from the Regulatory and Compliance Unit will perform an on-site inspection of at least four (4) months of trip records showing fleet utilization.
11. A Final Decision will be issued advising you of the Department’s decision approving or denying the application.
12. If the Final Decision approves your application, the applicant should refer to the “Next Steps” sheet enclosed with the decision for information on applying to DOT for approval to register your vehicle with DMV. That information is also on the reverse side of this information sheet.
13. If everything is in order, your documents will be processed and you will be able to proceed to DMV to have your vehicle inspected and registered and to pay for and receive your “T” plates.
14. You must contact DMV for information on vehicle inspection.

**Things to bring with you when applying to DOT to add one additional taxicab, Expedited:**

1. a completed application
2. a copy of your business plan
3. the $2000.00 fee
4. 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
5. a photo ID
6. if you are not an owner, partner, officer or member, bring a Limited Power of Attorney giving you authorization to complete transactions in the name of the company
7. a copy of your organizational documents and, if using a d/b/a, a copy of your trade name registration

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

**Tuesdays Wednesdays and Thursdays**

**9:00 am to 11:30 am**

**1:00 pm to 3:30 pm**

For more than 4 transactions, please email a staff member on the Units webpage

**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 Administrative Law Unit
2. a completed Department of Motor Vehicles (DMV) Registration Application, Form H-13, (on the DMV website)
3. the Title to your vehicle or the Bill of Sale
4. insurance card
5. if you are not an owner, partner, officer or member, a Limited Power of Attorney giving you authorization to complete transactions in the name of the company.

**For questions about:**

Vehicle Inspections, contact: 860-594-2871

Financial and Tariff Forms, contact: 860-594-2870

Hearings, contact: 860-594-2875

Application Process please see staff info on the webpage