

**MARYLAND PUBLIC SERVICE COMMISSION**  
**Transportation Division**  
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Procedures for Requesting a Transfer of a Taxicab Permit

**NOTE:** A taxicab permit is obtained by requesting a transfer of a permit from an existing permit holder. If you are interested in obtaining a taxicab permit, you must check with your taxicab association to inquire if a permit holder has indicated a desire to transfer a permit.

**To schedule a transfer appointment:**

The taxicab association will send an E-mail to the Transportation Division requesting a transfer appointment. Association representatives will send requests for permit holders whose last names or corporate names begin with A to J to Joan Clinton ([joan.clinton@maryland.gov](mailto:joan.clinton@maryland.gov)) and requests for permit holders whose last names or corporate names begin with K to Z to Karen Stone ([karen.stone@maryland.gov](mailto:karen.stone@maryland.gov)). On all E-mails, the representative should copy Chris Koermer ([christophert.koermer@maryland.gov](mailto:christophert.koermer@maryland.gov)) and Regina Gee ([regina.gee@maryland.gov](mailto:regina.gee@maryland.gov)). The E-mail request must include the permit number, correct name of the permit holder (transferor) and his/her date of birth, the full name of the transferee and telephone numbers for both. The representative will receive an E-mail confirming receipt of your request within two business days. If there are no outstanding citations, complaints, assessments or other issues pending for the transferor and transferee, Ms. Clinton or Ms. Stone will notify the representative by email of the first available date for the transfer appointment.

If there are outstanding citations, complaints, assessments or other issues involving either the transferor or transferee, an appointment will not be scheduled until all issues have been resolved.

The association representative is responsible for contacting the transferor and transferee to advise them of the scheduled appointment and provide a copy of the guidelines and items that will be required of the transferor and transferee at the time of the transfer appointment.

**To cancel a transfer appointment:**

If the transferor or transferee wishes to cancel a scheduled appointment for a transfer, the taxicab association will send an E-mail to the Transportation Division representative. The E-mail must include the permit number and name of the current permit holder. The Transportation Division should be notified by the association representative of the cancellation at least three business days prior to the scheduled appointment date.

If unresolved violations, complaints, or assessments have occurred since the appointment was scheduled, the appointment may be canceled by the Transportation Division.

### **At the appointment:**

An association representative may accompany the transferor and transferee at the request of the applicants or at the request of the Transportation Division.

The transferee must appear at the interview. The transferor must appear or be represented by an individual with a current notarized Power of Attorney authorizing that individual to transfer the taxicab permit

The transferor and transferee will complete and sign the application for transfer of the permit.

The transferor and transferee will submit the items listed on the attached document "Items Required for a Taxicab Permit Transfer".

The Transportation Division will review the items and provide a list of any items that still need to be submitted to the transferor and transferee, allowing 15 days for submission of remaining items. If the items are not received within 15 days, the Transportation Division will withdraw the application and the transfer will not be processed. The applicants will then need to request a new appointment for the transfer through their association representative.

The Transportation Division will provide the transferee with a copy of regulations governing the operation of taxicabs (COMAR 20.90.02) and taxicab drivers under the jurisdiction of the Commission (COMAR 20.90.01). The transferee will also be provided with information regarding ADA (Americans with Disabilities Act) and Maryland Law regarding transportation of individuals with disabilities.

### **After the transfer appointment:**

After all required information is received, the Transportation Division will complete its investigation and recommend to the Commission that the transfer be approved or denied. Our goal is to submit a recommendation within two weeks after the transfer application is completed. If the Commission grants approval, the Transportation Division will send a copy of the Commission Order and a letter of approval to the transferee, with a copy to the transferor. The letter will instruct the transferee to complete the final requirements for placing a vehicle in service within ten days. If the transferee fails to obtain the required Commission inspection within ten days, the Transportation Division may recommend that the Commission rescind the transfer.

If the application is denied, the transferor and transferee will be notified in writing.

## **Items Required for a Taxicab Permit Transfer**

The list below includes items that are routinely required as part of an application to transfer a taxicab permit. If additional items are required, the applicants will be notified at the transfer appointment.

1. Identification of transferor and transferee, including MVA driver's license and Social Security card.
2. For transferees who are not U.S. citizens, current employment authorization from INS.
3. For transferees who are naturalized citizens (born outside the U.S.), a Certificate of Naturalization or U.S. Passport.
4. Verification that annual assessments and For-Hire Driving Services Enforcement Fund assessments are paid.
5. Letter from the association confirming that the transferee will be accepted into the association and has completed the association's safety training class.
6. If the transferee is a new corporation, a completed joint petition to the Commission (sample available from the Transportation Division).
7. Brand names and serial numbers of radio and meter to be used.
8. If the former vehicle will not be used after the transfer, the transferor must submit: PSC medallions from the vehicle going out of service; a receipt from MVA verifying that the Class B tags have been returned; and a letter signed by the association representative and the permit holder verifying that all taxicab markings and equipment have been removed.\* These three items may be submitted at the time of the appointment or the transferor may request to submit the items after the investigation has been completed and before the transfer application is presented to the Commission.
9. Manifest certification from the association verifying that two weeks of correctly completed manifests have been reviewed.\*
10. If the transferee is a corporation, a Certificate of Good Standing issued by the Maryland Department of Assessments and Taxation within the past six months.
11. If the transferor is a corporation that still holds other permits, a Certificate of Good Standing issued by the Maryland Department of Assessments and Taxation within the past six months.
12. If the transferee is not a taxicab driver licensed by the Commission, a receipt from the Criminal Justice Information System (CJIS) verifying that fingerprints have been submitted and a State and FBI criminal background record check requested.

\* Sample attached.

(Print on association letterhead)

DATE: \_\_\_\_\_

**TO:           Transportation Division  
              Public Service Commission**

**SUBJECT:   Certification of Manifest Review**

Permit Number: \_\_\_\_\_

Transferee: \_\_\_\_\_

I hereby certify that I have reviewed two weeks of daily manifests submitted by the transferee for the weeks of \_\_\_\_\_ through \_\_\_\_\_ and found the manifests completed correctly.

### AFFIDAVIT

I do hereby solemnly declare and affirm, under penalties of perjury, that the foregoing is true and correct to the best of my information, knowledge and belief.

\_\_\_\_\_  
Signature of Association Official

\_\_\_\_\_  
Title

(Print on association letterhead)

DATE: \_\_\_\_\_

**TO:           Transportation Division  
              Public Service Commission**

**SUBJECT:   Verification of Removal of Taxicab Markings and Equipment**

Permit Holder Name: \_\_\_\_\_

Permit Number: \_\_\_\_\_

VIN: \_\_\_\_\_

Make & model year: \_\_\_\_\_

We, the undersigned, verify that the **vehicle identified above** has been removed from service as a taxicab and the following actions completed:

\_\_\_\_\_ The taximeter, radio, dome light, safety partition and computerized dispatch system have been removed and all interior and exterior taxicab markings, including association and permit holder name, permit number, association color scheme, and decals have been removed or permanently obliterated.

\_\_\_\_\_ PSC medallions, Nos. \_\_\_\_\_ and \_\_\_\_\_ are attached.

\_\_\_\_\_ Class B registration tags have been returned to MVA and a tag return receipt is attached  
OR

\_\_\_\_\_ Class B registration tags will be transferred to \_\_\_\_\_.

\_\_\_\_\_ Additional information or comments \_\_\_\_\_

\_\_\_\_\_

## AFFIDAVIT

I do hereby solemnly declare and affirm, under penalties of perjury, that the foregoing is true and correct to the best of my information, knowledge and belief.

\_\_\_\_\_  
Signature of Permit Holder

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Association Official

\_\_\_\_\_  
Title