

**MARYLAND PUBLIC SERVICE COMMISSION**  
**Transportation Division**  
**WILLIAM DONALD SCHAEFER TOWER**  
**6 ST. PAUL STREET, 18<sup>th</sup> Floor**  
**BALTIMORE, MD 21202-6806**  
**TELEPHONE: 410-767-8128 OR 1-800-492-0474**  
**FAX: 410-333-6088**  
**Website: www.psc.state.md.us**

Dear Taxicab Driver:

The taxicab driver's license issued to you by the Maryland Public Service Commission will expire on the date shown on your license. After that date, you may not drive a taxicab in Maryland until you have received a new license from the Commission. Driving a for-hire vehicle without a passenger-for-hire driver's license is a violation of Maryland law that is subject to a fine of up to \$500.

If you wish to renew your license, and you are within one month of your license expiration and less than three months since it expired, you may renew your license by doing the following:

1. **Complete the renewal application form** by answering all questions on the form and signing the form.
2. **Have an official of the taxicab association**, for which you drive, **sign the application** (an **original signature**, not copied or rubber stamped, is required).
3. **Take the enclosed Livescan Fingerprint Form** to the Criminal Justice Information System Central Repository (CJIS) at the Reisterstown Road Office Complex, 6776 Reisterstown Road, Suite 102, Baltimore, Maryland 21215, or one of the authorized Government Operated Services or approved Private Providers listed on CJIS' website, to be fingerprinted. **The cost for fingerprinting and the FBI only background check will be \$32.00 (\$12.00 for FBI background check and \$20 for fingerprinting fee) if fingerprinted at CJIS** (fingerprinting fees may vary at other fingerprinting service locations). **Attach the receipt from fingerprinting to the completed renewal application. Also attach the PSC FILE COPY of the NonCriminal Justice Applicant's Privacy Rights document** and retain the APPLICANT's COPY for your file.  
*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 the procedures set forth in Title 28, CFR, Section 16.34.*
4. **Attach a 3-year, non-certified driving record** issued by the MVA within the past 30 days and a copy of your current MVA driver's license.
5. If you have received **updated Immigration and Naturalization Service "INS" work authorization** since your last application or you are now a naturalized United States citizen, attach a copy of the front and back of the work authorization document or Naturalization Certificate / U.S. Passport.
6. If your address on your MVA record is different from your current address, provide an address correction card from MVA.
7. **Retain a copy** of the application and requested documents for your records.
8. **Give the completed, signed application** (with original signatures, not copied or rubber stamped signatures) and required documents **to your taxicab association** representative for courier delivery **or mail the completed application packet** to the Transportation Division. **The Transportation Division walk-in office hours are Monday through Thursday from 9AM to 12Noon and 1PM to 4PM.**

After we have received your completed renewal application and required documents, if you are eligible, we will mail your new license **within ten days of our receipt of all required information.**

Sincerely,

*Christopher T. Koermer*

Director of Transportation

**RENEWAL**

**MARYLAND PUBLIC SERVICE COMMISSION APPLICATION FOR A FOR-HIRE DRIVER'S LICENSE**

PASSENGER-FOR-HIRE     BALTIMORE CITY TAXICAB     HAGERSTOWN TAXICAB     CUMBERLAND TAXICAB

Do Not Write In This Block			
Approved ___ Denied ___	By _____	Date _____	Sup. Review _____ Date _____
Temporary License No. _____	Date Issued _____	By _____	
Three-year License No. _____	Date Issued _____	By _____	

NOTE: INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT BEING REVIEWED OR PROCESSED.

Name: \_\_\_\_\_  
(Last) (First) (Middle) (Maiden)

Prior Name (if applicable): \_\_\_\_\_ Reason for name change: \_\_\_\_\_

Current Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Social Security No. (Required under Family Law Article §10-119.3 of MD Annotated Code): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

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

If not U.S. citizen, check current status:  Permanent Resident  Employment Authorized Expiration Date: \_\_\_\_\_

Current Driver's License: State: \_\_\_\_\_ Class: \_\_\_\_\_ No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Has your Taxicab or Passenger-For-Hire Driver's License ever been suspended or revoked? 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 dates, places, charges, and sentence/penalty (use back if needed). \_\_\_\_\_

(\*Include all convictions, in any State, even if you already listed them on prior applications submitted to the Public Service Commission. Failure to do so may be considered falsification of this application.)

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 [www.psc.state.md.us](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 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 have successfully completed this course will result in denial of a Baltimore City taxicab driver's license.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

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

**Instructions For Completing LiveScan Pre-Registration Application for  
FBI Criminal History Record Check**

(Type or Print in Black Ink)

The enclosed Livescan Pre-registration Form is now used to obtain the required FBI criminal history record check for renewal applicants. 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 form** to make sure that 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 attached 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>. 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 or check made payable to CJIS-Central Repository. Cost: **\$32.00** (\$12.00 for FBI background check (Renewal Applicants) and \$20 for fingerprinting fee)
  - o **Government Operated Services and Private Providers – Cost: \$12.00** for FBI 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 or the authorized fingerprinting agency **when you are fingerprinted. Submit this receipt to the Transportation Division along with your renewal application packet and make a copy for your records.**

**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)

Motor Vehicle Administration – Bel Air  
501 West MacPhail Road  
Bel Air, MD 21014

Motor Vehicle Administration - Frederick  
1601 Bowman's Farm Road  
Frederick, MD 21701

Motor Vehicle Administration - Salisbury  
251 Tilghman Road  
Salisbury, MD 21801

Motor Vehicle Administration - Glen Burnie  
6601 Ritchie Hwy, N.E.  
Glen Burnie, MD 21062

Motor Vehicle Administration – Waldorf  
St. Charles Business Park  
11 Industrial Park Drive  
Waldorf, MD 20602

**For additional information on fingerprint services available from Government Operated Services and Private Providers and a list of currently authorized Private Providers, go to:**  
**<http://www.dpsecs.state.md.us/publicservs/fingerprint.shtml>.**

Livescan Fingerprint Form  
for background check



Livescan Fingerprint Form  
for background check

**STATE OF MARYLAND**  
**DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES**  
**CRIMINAL JUSTICE INFORMATION SYSTEMS – CENTRAL REPOSITORY**

**LIVESCAN PRE-REGISTRATION APPLICATION**

**Applicant Information** (Please TYPE OR PRINT CLEARLY)

Name:

Date of Birth:

SSN:

Gender:  Male  Female (Please check)

Height: ft. inches

Weight: lbs.

Eye Color:

Hair Color:

Race:  Black  White  Asian/Pacific Islander  Native American  Other (Please check)

Place of Birth:

Citizenship:

Current address:

City:

State:

ZIP Code: -

Daytime Phone:

Evening Phone:

Driver's License #:

**AGENCY INFORMATION**

Agency Authorization #: **9000037631**

**(FBI BACKGROUND CHECK ONLY)**

ORI # (if required): **MD920470Z (FBI ONLY)**

Reason fingerprinted? **Taxicab/PFH Driver's Licensure**

Position Applied for: **MD Public Service Commission Taxicab / For-Hire Driver's License**

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)

Name: **PUBLIC SERVICE COMMISSION**

Address: **6 SAINT PAUL STREET, 18<sup>TH</sup> FLOOR**

City, State, Zip Code: **BALTIMORE, MD 21202**

## 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<sup>1</sup> 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.<sup>2</sup>

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.<sup>3</sup>

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.

Print Name

Signature

Date

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> See 28 CFR 50.12(b).

<sup>3</sup> 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).



# APPLICANT'S COPY

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