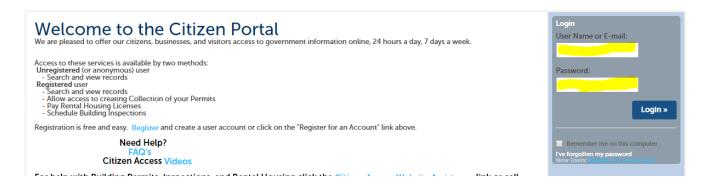


Applying for Your Bus Vehicle License

- Once you have a Citizen Access Account [<u>Instructions for Creating a New Account</u>], navigate to https://aca.rochestermn.gov/citizenaccess/ to open the Citizen Access Log-in Page.
- 2. Enter your username and password and click Login:



3. Click City Licensing:





Hello, Travis Amundson

4. Check the box if you accept the terms:

Online License Application

Using this system you can submit information, pay fees, track the status of your applicati

Please "Allow Pop-ups from This Site" before proceeding. You must accept the Ger

For a walkthrough of applying for a license online: Applying for a City License Walkthrough

Notice of Ability to Sign up for Electronic Notifications of Proposed City Ordinances

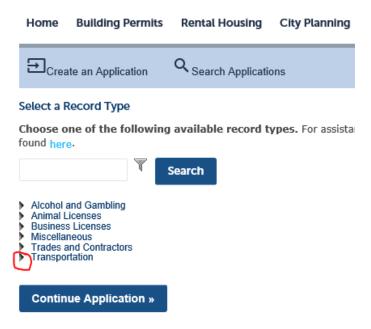
As an applicant for a business license, you are also hereby notified that the City of Rochester distributes general city information and notices through an electronic notification system, and you may sign up to receive notices through this electronic notification system on the City's website at http://www.rochestermn.gov/i-want-to/sign-up-for/email-updates This includes notice of proposed ordinances at least 10 days prior to final adoption by the City Council in accordance with Minn. Stat. 415.19.

✓ I have read and accepted the above terms.

5. Click "Continue Application":

Continue Application »

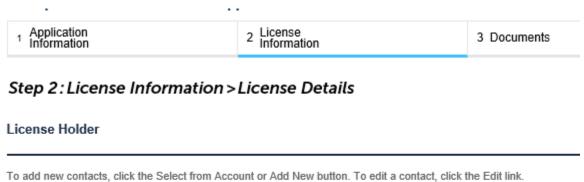
6. Select the dropdown next to Transportation:



7.	Select your license type from the dropdown:
	 Alcohol and Gambling Animal Licenses Business Licenses Miscellaneous Trades and Contractors ▼ Transportation ○ Transportation - Bus Application ○ Transportation - Taxicab Annual Vehicle Application ○ Transportation - Taxicab Driver Application ○ Transportation - Taxicab Franchise Application
	Continue Application »
8.	Click either "Select from Account" or "Add" to enter information about the person completing the application:
	Transportation - Taxicab Driver Application
	1 Application 2 License 3 Documents
	Step 1: Application Information > Applicant Information Applicant
	To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link. Select from Account Add
9.	Click either "Select from Account" or "Add" to enter information about the licensee's mailing address:
	Mailing Address
	To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.
	Select from Account Add
	Continue Application »

Continue Application »

- 10. Click Continue Application:
- 11. Click either "Select from Account" or "Add" to enter information the person responsible for the license:





Custom Fields

12. Enter the Legal Business Name and Business Address:

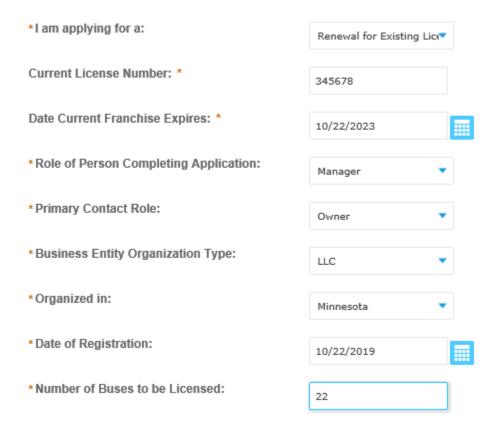
Detail Information *Legal Business Name: DBA: Address Here are some search Examples and an FAQ to help if you are havir Street No.: Street Name: Street Type: Direction: Unit No.: --Select-- 🔻 --Select-- > City: State: Zip: --Select-- 🔻

Continue Application »

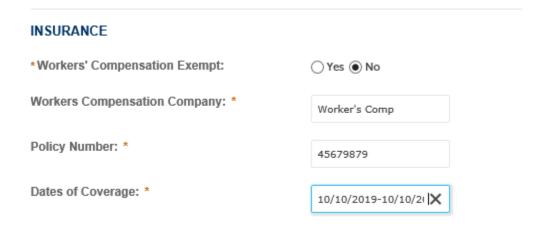
13. Click Continue Application:

14. Enter all information under the License Information Section:

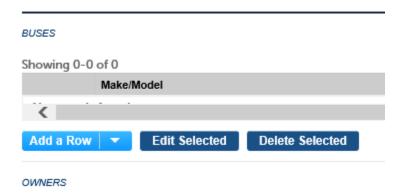
LICENSE INFORMATION



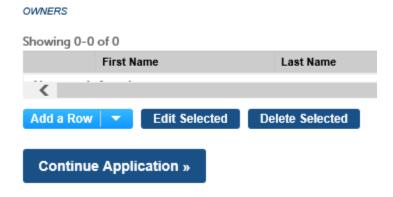
15. Enter all information under Insurance:



16. Click "Add a Row" under "Buses" to enter information about each vehicle to be licensed:



17. Click "Add a Row" under "Owners" to enter information about each business owner:



18. Click Continue Application:

Continue Application »

19. On Step 3, click "Add" to upload copies of your Certificate of Insurance and a Signed Notification form:

Transportation - Bus Application



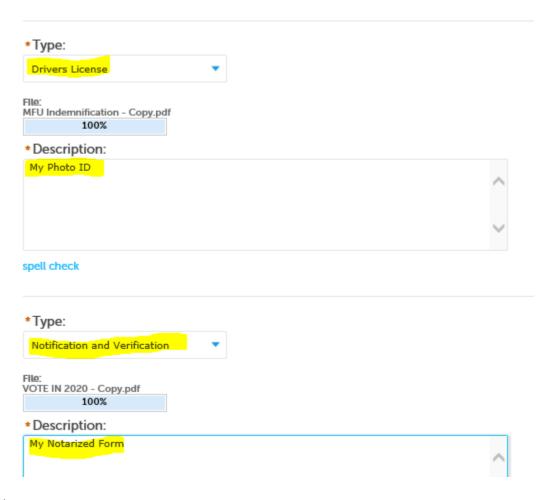
Step 3: Documents > Documents

Please attach the following required documents:

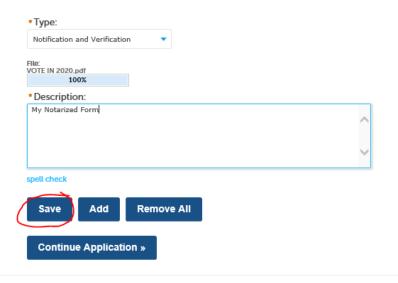
- . Notification and Verification for All Owners/Officers/Partners
- · Certificate of Insurance

Attachment

20. Select the document type and enter a description of each uploaded document:



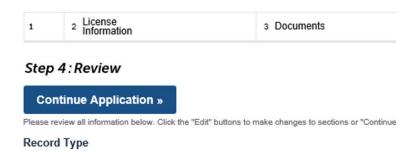
21. Click Save:



22. Click "Continue Application":



23. Complete a final review of the application in Step 4: Review:



24. Read the Notification and check the box if you agree:

The information collected and required as part of a license application voluntary. It is not legally required to provide requested data, hower Social Security Numbers and Birth Dates are classified as private data license eligibility, and to administer and manage the licensing program Disclosure of Social Security Number (or individual Tax ID Number of 270C.72, and may be requested by and released to the Minnesota Copursuant to the Government Data Practices Act, Minnesota Statutes and also have the right to be told the contents and meaning of the design of the Asian applicant for a business license or renewal of an existing busing

By checking this box, I agree to the above certification.

25. Click "Continue Application":



26. Click Checkout to pay all associated fees with a credit card (Note: if you do not wish to pay with a credit card, then you are not able to use the online portal for your renewal). Fees vary by license:



27. Check your email for submission confirmation. If you have any trouble, please contact the City Clerk's Office:

licenses@rochestermn.gov or 507-328-2900.