ROCHESTER
Minnesota
Office of the City Clerk

Applying for Your Bus Vehicle License

1. Once you have a Citizen Access Account [Instructions for Creating a New Account], 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 Walkthrou

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:

Home   Building Permits   Rental Housing   City Planning

⤓ Create an Application   🔍 Search Applications

Select a Record Type

Choose one of the following available record types. For assistar found here.

[   ] ▽ **Search**

▸ Alcohol and Gambling
▸ Animal Licenses
▸ Business Licenses
▸ Miscellaneous
▸ Trades and Contractors
▸ Transportation

Continue Application »

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 Information	2 License Information	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 »

10. Click Continue Application:

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

1 Application Information	2 License Information	3 Documents

Step 2: License Information > License Details

License Holder

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**

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

*I am applying for a:	Renewal for Existing Lice ▼
Current License Number: *	345678
Date Current Franchise Expires: *	10/22/2023 🖩
*Role of Person Completing Application:	Manager ▼
*Primary Contact Role:	Owner ▼
*Business Entity Organization Type:	LLC ▼
*Organized in:	Minnesota ▼
*Date of Registration:	10/22/2019 🖩
*Number of Buses to be Licensed:	22

15. Enter all information under Insurance:

INSURANCE

*Workers' Compensation Exempt:	○ Yes ◉ No
Workers Compensation Company: *	Worker's Comp
Policy Number: *	45679879
Dates of Coverage: *	10/10/2019-10/10/2(✕

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

BUSES

Showing 0-0 of 0

Make/Model

<

Add a Row ▼ | **Edit Selected** | **Delete Selected**

OWNERS

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

OWNERS

Showing 0-0 of 0

First Name	Last Name

<

Add a Row ▼ | **Edit Selected** | **Delete Selected**

Continue Application »

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

1 Applicant Information	2 License Information

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:

* Type:

Drivers License ▼

File:
MFU Indemnification – Copy.pdf

100%

* Description:

My Photo ID

spell check

* Type:

Notification and Verification ▼

File:
VOTE IN 2020 – Copy.pdf

100%

* Description:

My Notarized Form

21. Click Save:

* Type:

Notification and Verification ▼

File:
VOTE IN 2020.pdf

100%

* Description:

My Notarized Form

spell check

Save   Add   Remove All

Continue Application »

22. Click "Continue Application":

Continue Application »

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

1	2 License Information	3 Documents

Step 4: Review

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue

Record Type

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

The information collected and required as part of a license applicatic
voluntary. It is not legally required to provide requested data, howev
Social Security Numbers and Birth Dates are classified as private data
license eligibility, and to administer and manage the licensing progra

Disclosure of Social Security Number (or individual Tax ID Number o
270C.72, and may be requested by and released to the Minnesota Cc
pursuant to the Government Data Practices Act, Minnesota Statutes
and also have the right to be told the contents and meaning of the d

Notice of Ability to Sign up for Electronic Notifications of Proposed
As an applicant for a business license or renewal of an existing busin

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

25. Click "Continue Application":

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:

Total amount to
Note: This does not inc

Checkout »

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.