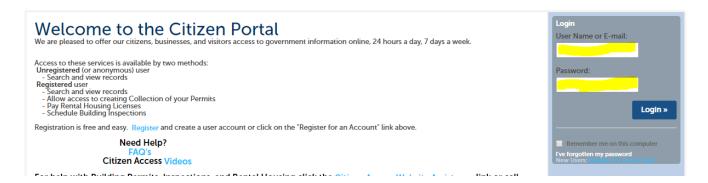


# **Applying for Your Taxi Vehicle License**

- 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

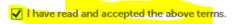
Please "Allow Pop-ups from This Site" before proceeding. You must accept the Ger

For a walkthrough of applying for a license online: Applying for a City License 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 <a href="http://www.rochestermn.gov/i-want-notification">http://www.rochestermn.gov/i-want-notification</a> system of the city's syst

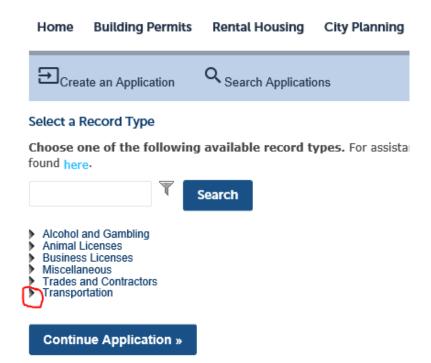
to/sign-up-for/email-updates This includes notice of proposed ordinances at least 10 days prior to final adoption by the City Council in accordance with Minn. Stat. 415.19.



5. Click "Continue Application":

### Continue Application »

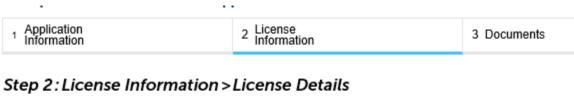
6. Select the dropdown next to Transportation:



7.	Select your license type from the dropdown:
	<ul> <li>Alcohol and Gambling</li> <li>Animal Licenses</li> <li>Business Licenses</li> <li>Miscellaneous</li> <li>Trades and Contractors</li> <li>▼ Transportation</li> <li>○ Transportation - Bus Application</li> <li>○ Transportation - Taxicab Annual Vehicle Application</li> <li>○ Transportation - Taxicab Driver Application</li> <li>○ Transportation - Taxicab Franchise Application</li> </ul> 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 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.
9.	Click either "Select from Account" or "Add" to enter information about the licensee's mailing address:
	M <mark>ailing Address</mark>
	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:



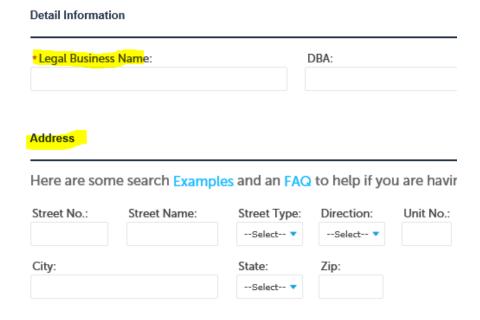
### License Holder

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.



### **Custom Fields**

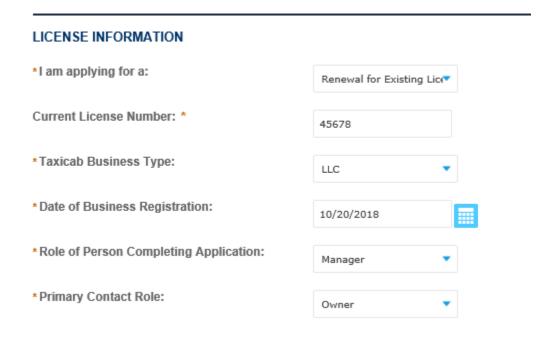
12. Enter the Legal Business Name and Business Address:



Continue Application »

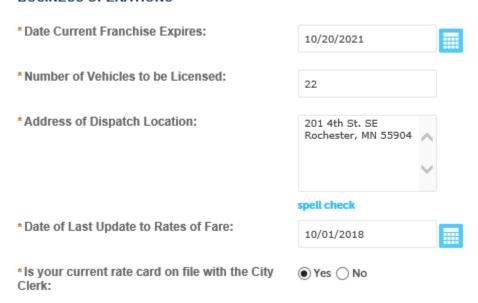
13. Click Continue Application:

### 14. Enter all information under the License Information Section:

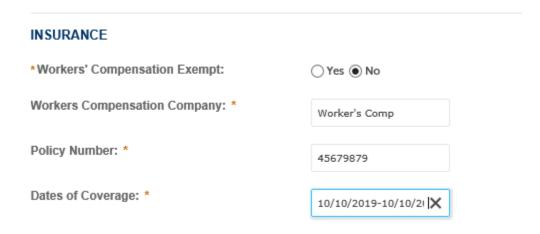


### 15. Enter all information under Business Operations:

### **BUSINESS OPERATIONS**



16. Enter all information under Insurance:



17. Click "Add a Row" under Vehicles to be Licensed to enter information each vehicle to be licensed:

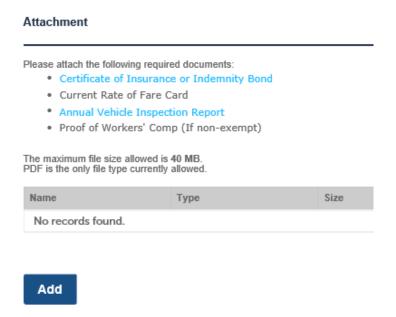
# Custom Lists VEHICLES TO BE LICENSED Showing 0-0 of 0 Make Model Year License Plate/Reg Add a Row Edit Selected Delete Selected Continue Application »

18. Click Continue Application:

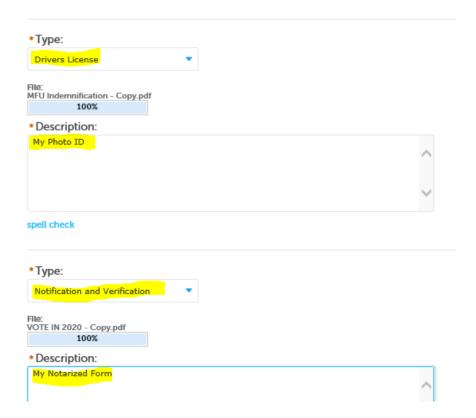
Continue Application »

19. On Step 3, click "Add" to upload copies of your Certificate of Insurance, each Vehicle Inspection Report, Current Rate of Fare Card, and your Proof of Worker's comp:

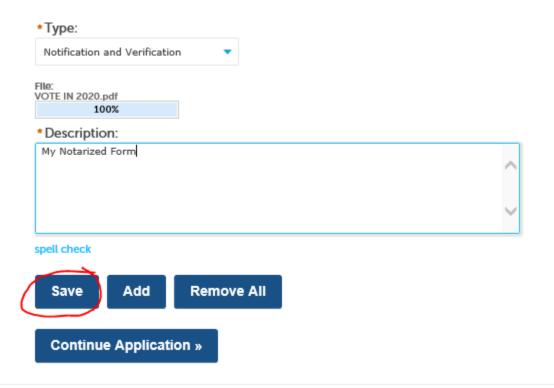
Step 3: Documents > Required Documents



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



### 21. Click Save:



22. Click "Continue Application":

Continue Application »

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

### **Transportation - Taxicab Driver Application**



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 application voluntary. It is not legally required to provide requested data, however Social Security Numbers and Birth Dates are classified as private data license eligibility, and to administer and manage the licensing programmer.

Disclosure of Social Security Number (or individual Tax ID Number o 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 d

Notice of Ability to Sign up for Electronic Notifications of Proposed

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:



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.