

ROCHESTER

Minnesota

Office of the City Clerk

Applying for Your Taxi 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:

Welcome to the Citizen Portal
We are pleased to offer our citizens, businesses, and visitors access to government information online, 24 hours a day, 7 days a week.

Access to these services is available by two methods:
Unregistered (or anonymous) user
- Search and view records
Registered user
- Search and view records
- Allow access to creating Collection of your Permits
- Pay Rental Housing Licenses
- Schedule Building Inspections

Registration is free and easy. [Register](#) and create a user account or click on the "Register for an Account" link above.

[Need Help?](#)
[FAQ's](#)
[Citizen Access Videos](#)

Login
User Name or E-mail:
Password:
 Remember me on this computer
[I've forgotten my password](#)
[New Users? Register for an Account](#)

[Login >](#)

3. Click City Licensing:

City of Rochester

[Home](#) [Building Permits](#) [Rental Housing](#) [City Planning](#) [City Licensing](#)

[Dashboard](#) [My Records](#) [My Account](#) [Advanced Search](#) ▼

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 assista 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
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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:

1 Application Information	2 License Information	3 Documents
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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.:

City:

State:

Zip:

Continue Application »

13. Click Continue Application:


14. Enter all information under the License Information Section:

LICENSE INFORMATION

* I am applying for a:

Current License Number: *

* Taxicab Business Type:


* Date of Business Registration: 

* Role of Person Completing Application:



* Primary Contact Role:

15. Enter all information under Business Operations:


BUSINESS OPERATIONS

* Date Current Franchise Expires: 

* Number of Vehicles to be Licensed:

* Address of Dispatch Location:  

[spell check](#)

* Date of Last Update to Rates of Fare: 

* Is your current rate card on file with the City Clerk: Yes No

16. Enter all information under Insurance:

INSURANCE

*Workers' Compensation Exempt: Yes No

Workers Compensation Company: *

Policy Number: *

Dates of Coverage: * X

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

Attachment

Please attach the following required documents:

- [Certificate of Insurance or Indemnity Bond](#)
- Current Rate of Fare Card
- [Annual Vehicle Inspection Report](#)
- Proof of Workers' Comp (If non-exempt)

The maximum file size allowed is 40 MB.
PDF is the only file type currently allowed.

Name	Type	Size
No records found.		

Add

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:

Transportation - Taxicab Driver Application

1	2 License Information	3 Documents
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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:

Notice of Collection of Private Data
The information collected and required as part of a license application is voluntary. It is not legally required to provide requested data, however Social Security Numbers and Birth Dates are classified as private data for license eligibility, and to administer and manage the licensing program.

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

Notice of Ability to Sign up for Electronic Notifications of Proposed
As an applicant for a business license or renewal of an existing business license, you may elect to receive electronic notifications of proposed actions.

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:

Total amount to pay
Note: This does not include sales tax.

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.