

ROCHESTER

Minnesota

Office of the City Clerk

Applying for Your Taxi Driver 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](#)

Log in

User Name or E-mail: [Redacted]

Password: [Redacted]

[Login >](#)

Remember me on this computer

[I've forgotten my password](#)
[New Users? Register for an Account](#)

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 licensee's SSN in the Federal and State Tax ID's:

Contact Information

* E-mail:

* Primary Phone:

* Alternate Phone:

* Federal Tax ID #

* State ID #

13. Enter all information under the License Information Section:

LICENSE INFORMATION

* I am applying for a:

Current License Number: *

* Known by other name: Yes No

* License Privilege Withdrawn in the last 5 years: Yes No

* Name of Taxicab Business Working For:


* Place of Birth (City, State, or City, County if outside U.S.):

* Height and Weight:

* Eye Color:

* Are you a U.S. Citizen: Yes No

* Drivers License Number:

 * Drivers License State:

14. Click "Add a Row" under Addresses Last 5 Years to enter information about your address for the past 5 years:

Custom Lists

ADDRESSES LAST 5 YEARS

Showing 0-0 of 0

Dates	Address
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<

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

15. Click "Add a Row" under Employment History to enter information about your employment for the past 5 years:

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

EMPLOYMENT HISTORY

Showing 0-0 of 0

Name of Employer	Dates of Employment
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Add a Row ▼ **Edit Selected** **Delete Selected**

CHARGES OR CONVICTIONS

16. Click "Add a Row" under Charges or Convictions to enter information about any criminal charges:

CHARGES OR CONVICTIONS

Showing 0-0 of 0

Date	Offense
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<

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

17. Click Continue Application:

Continue Application »

18. On Step 3, click “Add” to upload a color copy of your Photo ID and your signed and notarized

Notification/Verification Form:

Step 3: Documents > Documents

Attachment

Please attach the following required documents:

- Notification and Verification
- Color Copy of Photo ID

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

Name	Type	Size	Lates
No records found.			



19. 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

20. Click Save:

*Type:
Notification and Verification

File:
VOTE IN 2020.pdf
100%

*Description:
My Notarized Form

[spell check](#)

Save **Add** **Remove All**

Continue Application »

21. Click "Continue Application":

Continue Application »

22. 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

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

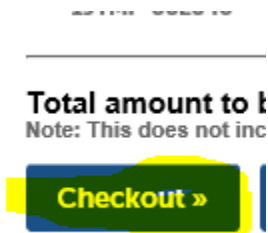
I certify that I have read and understand the instructions that accompany this application and information has been omitted. By checking the box below, I understand and agree that I am e

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

24. Click "Continue Application":



25. 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:



26. 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.