

First Time and Renewal Taxi Driver Licensing Instructions

Applicant must obtain a green in color Taxicab/Airport Bus Application from Syracuse City Hall Finance which is located within Syracuse City Hall at 233 East Washington Street, Room 122 Syracuse NY. Their telephone number is **(315) 448-8474**.

- **The application must be thoroughly completed.** **All questions MUST be answered and answered truthfully.** Any question left blank may result in the processing of the application to be delayed or disapproved.
- False replies to any of the questions asked within the application may constitute perjury and the detection of such false replies will result in the refusal of such license or, if granted, the revocation of same.
- A legible copy of your current NYS Driver's License (at minimum a CLASS E) must be attached to the application.
- A Notary Public or Commissioner of Deeds **must** witness your signature on the application.
- No application for a driver's license including renewals shall be accepted or approved unless the application is accompanied by a non-refundable fee in the amount of fifty dollars (\$50.00).
- If your application is denied, for any reason, you may submit a new application with the reasons for denial resolved, but you will be required to pay a new application fee in the amount of fifty dollars (\$50.00).

Photographs

- Each applicant/Original or Renewal, must file with his application two (2) un-mounted, un-retouched, color photographs of themselves, approximately two (2) inches by two (2) inches in size, of good quality, taken within one (1) month of the date of the application, which reflects his appearance at the time of application. NO HATS OR SUNGLASSES IN PICTURE.

Medical Report

- Applicant must be of sound physical and mental condition and not suffering from any infirmity of body or mind which might render him unfit for the safe operation of a licensed vehicle. An applicant shall, at his own expense, submit to a physical examination by a duly qualified physician.
- All applicants, both NEW and RENEWAL, must submit a Taxicab Driver's Medical Certification Form with the application. The examination and form must have been completed within three (3) years of the submittal date of the application.

Fingerprints

- All NEW applicants must submit a receipt the application that they have had their fingerprints taken for their NYS Criminal History Report.
- All RENEWAL applicants must submit a receipt with the application showing they have had their fingerprints taken for their NYS Criminal History Report and same must have been conducted within three (3) years of the submittal date of the application.
- Fingerprints are done by appointment only.
- Call **1 (877) 472-6915** or **1 (877) 219-0199** or register online at www.L1enrollment.com (IdentoGo Home).
- You will be required to give the Syracuse Police Department identifying number (ORI) of **NY0330100**.

Special Notes

- All licenses expire one (1) year from the date of issuance. It is the applicant's responsibility to renew their license at least one (1) month before expiration. No renewal letters or phone calls will be made.
- The Syracuse License Commission must be notified of any changes to any information contained on the application.

Additional information can be obtained from Syracuse Police Licensing at (315) 478-0445 or City Hall Licensing (315) 448-8474.