**Information Sheet -- New Taxicab Authority**

**Important Facts**

* A Certificate of Public Convenience and Necessity authorizes a company to operate a motor vehicle on call or demand for the transportation of passengers, the acceptance or solicitation of which originates within the territory specified in the certificate
* In order to obtain a certificate from the Connecticut Department of Transportation (ConnDOT), the applicant must demonstrate, among other things, that public convenience and necessity require the authority requested.

**Steps to obtaining a New Taxicab Certificate**

1. Obtain a Criminal History Record Request Form and an Application for New Taxicab Authority from the Department’s website: CT.gov 🡪 Executive 🡪 Transportation 🡪 Doing Business with CT 🡪 Permits & Licenses 🡪Public Transportation 🡪 Regulatory & Compliance Unit
2. Complete the ConnDOT application in its entirety, including the Tariff Sheet, Balance Sheet & Notarized Signatures.
3. Bring your application to the Regulatory & Compliance Unit. DO NOT submit the Criminal History Record Request at this time.
   1. **See below** for Public hours
   2. **See below for** what to bring when applying for a Certificate.
4. Regulatory and Compliance staff will review the application and attachments for completeness.
5. If all is in order, the application will be accepted, and then sent to the Administrative Law Unit to schedule a hearing.
6. **AFTER** **your application is accepted**, submit the Criminal History Record Request Form to the State Police in Middletown who will send the report directly to ConnDOT. Note that each owner, partner, officer or member of the business must submit a Criminal History Record Request Form to the State Police.
7. A notice of the application will be sent to interested parties, including local governmental officials and other taxicab service providers in the area of the proposed new service.
8. At the hearing, you will have an opportunity to document the need for new taxicab service in the affected area and to counter any opposition raised to the application.
9. After the hearing, the Administrative Law Unit will send you a Final Decision within ninety (90) days advising you of the Department’s decision approving or denying the application.
10. If the Final Decision approves your application, the applicant should follow the directions enclosed with the decision concerning registration of your vehicles.
    1. **See reverse side** on what to bring when applying for approval to register your vehicle(s).
11. If everything is in order, your documents will be processed and you will be able to proceed to the Department of motor vehicles (DMV) to have your vehicles inspected and registered.
12. If the Final Decision denies your application, you can appeal the Final Decision to Superior Court within 45 days after the date of the mailing or personal delivery of the Final Decision.
13. You must contact DMV for information on vehicle inspection.

**Department of Transportation, Regulatory and Compliance Unit, Public Hours**

**Tuesdays Wednesdays and Thursdays**

**9:00 am to 11:30 am**

**1:00 pm to 3:30 pm**

For more than 4 transactions, please call 860-594-2865 for an appointment

**Things to bring with you when applying to DOT for a Taxicab Certificate/hearing:**

* a completed application including a copy of your business plan and the $2000.00 fee. Cash is **NOT** accepted.
* a copy of your insurance policy listing coverage, effective dates of that coverage and cost or, if you do not yet own the vehicle, a letter on the insurance company’s letterhead detailing the proposed limits of coverage and proposed cost of insurance
* a photo ID
* if you are not an owner, partner, officer or member, bring a Limited Power of Attorney giving you authorization to complete transactions in the name of the company
* a copy of your organizational documents and, if using a d/b/a, a copy of your trade name registration

**Things to bring with you to DOT when applying for approval to register your vehicle with DMV**

* a copy of the Final Decision with your Certificate Number issued by the Administrative Law Unit
* a completed Department of Motor Vehicles (DMV) Registration Application, Form H-13, (on the DMV website)
* the Title to your vehicle or the Bill of Sale
* insurance card
* if you are not an owner, partner, officer or member, a Limited Power of Attorney giving you authorization to complete transactions in the name of the company, and

**For questions about:**

Vehicle Inspections, contact: Mr. Richard Majka at 860-594-2898

Financial and Tariff Forms, contact Mr. Sheldon Lubin at 860-594-2870

Hearings, contact: 860-594-2875

Application Process please call 860-594-2865