



Gerald D. Jennings
Mayor

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John C. Marsolais
City Clerk

TAXI LICENSE APPLICATION INSTRUCTIONS

You must submit the following items:

- Completed Taxi License Application.
- Completed Taxi Driver's fingerprinting form (obtained in the City Clerk's Office).
- Three passport size photos of yourself (not more than 30 days old).
- Your NYS Motor Vehicle driving abstract (not more than 30 days old) must have DMV seal.
- Class "E" NYS-DMV Driver's License or Chauffeur's License.
- New Taxi License fee: non-refundable \$75.00 (cash or money order) payable at time of application.
- Renewal Taxi License fee: non-refundable \$100.00 (cash or money order) payable at time of application to the Police Dept.

All new applicants must be fingerprinted. There is an additional fee of \$75.00. It must be in the form of a **postal money order made out to the Division of Criminal Justice Services**. Fingerprinting is done at the Albany Police Dept. (Morton & Broad) on Thursdays only from 1pm to 5pm. Applicant shall pay the City Clerk the required Taxi License fee before fingerprinting. You will be submitting your paperwork at this time.

Your license can be picked up at the City Clerk's Office. Most applications will be processed in approximately 15 business days. Please call in advance to ensure your license has been processed and approved.

Other important information:

- All Taxi Licenses issued will expire on March 1st of the following year.
- Under no circumstances will an extension or temporary license be granted
- If your taxi license is lost or stolen, you must contact Officer Ricci at Traffic Safety (526 Central Avenue). Pending his approval, you will be issued a duplicate license from the City Clerk for a fee of \$25.00.
- Taxi Medallion Applications can be obtained at Traffic Safety (526 Central Avenue).
- Please consult §353 (Article I) entitled "Cabs and Omnibuses" of the Code of the City of Albany to obtain official rules and regulations.