

City of East Lansing One Pager Plus Taxicab Driver FAQs

Overview

Do I need to complete a Taxicab Driver Application?

Yes, an application must be completed by every new taxicab driver. Every taxicab driver must be licensed in the City of East Lansing. You will need to go to the City Clerk's office to apply for the license. Upon approval, a license will be issued to each driver.

Application Process (takes approximately three weeks)

What type of documentation will I need to apply for a Taxicab Driver License?

To start the application process, you **must have**:

- a completed application
- a copy (front and back) of a valid Chauffeur's License (MUST be 18 years of age)
- two (2) passport-sized photos (2" x 2")
- a copy of your Immigration Green Card if you are not a U.S. citizen

You **must** also submit to the following:

- background check (*completed by the City Clerk's office*)
- fingerprinting (*requirement waived if prints are already on file with the City Clerk's office*)
- criminal history/drug use affidavit (*form is on the back of the Taxicab Driver License application*)
- drug testing at a licensed screening agency (*must complete within 24 hours of the date of submission*)

Fees

What are the fees required to obtain a Taxicab Driver License?

- \$80 non-refundable application fee (*effective July 1, 2011*)
- \$6 fingerprinting fee (*paid directly to the East Lansing Police Department; **fee subject to change***)
- \$5 notary fee
- drug testing fee (*varies; see "Local Area Drug Testing Agencies" list*)

continued on reverse



Taxicab Driver FAQs (Continued)

Drug Testing

Are there any special rules I must follow when getting a drug test?

To get a drug test, you **must**:

- get tested at a licensed screening agency
- complete a drug test within 24 hours of submitting your application
- submit to a minimum five-panel drug test

Please sign a release form and have the agency fax or mail the results **directly** to:

East Lansing City Clerk
410 Abbot Road
East Lansing, MI 48823
Fax: (517) 337-1607

Drug test results submitted in person to the City Clerk's office **will not** be accepted unless results are **sealed** in an envelope bearing the screening agency's name.

