

LICENSE RENEWAL CHECKLIST Taxicab Vehicles

A complete license renewal application packet must include the following:

- 1. **License Renewal Application** (Form on Reverse Side). This must be completed.
- 2. **\$495 check** made payable to the Minneapolis Finance Department.
- 3. **License Annual Billing Statement**. Your signature confirms that there are no changes.
- 4. **Certificate of Insurance** completed by your insurance agent
A faxed certificate to this office will not be accepted. Enclose this with your renewal forms.
 - The insured name and DBA must match the licensee **exactly** as it is stated on the License Renewal Notice.
 - The certificate must be signed and dated by the agent.
 - The certificate must indicate that the certificate holder shall receive a minimum 10 day notice of cancellation.
 - No binder, temporary policy number or “TBD” listed for policy number will be accepted.
- 5. **Taxi Vehicle Inspection Report** - A vehicle inspection is required for license renewal. The inspection must occur after December 1, 2015. A list of authorized garages is on our website.

Your Minneapolis license(s) will expire **February 1, 2016**. Completed renewal application materials must be postmarked or received in our office by, **February 1, 2016**. **A 20% late penalty will be assessed to applications that are not postmarked or received by February 1, 2016**. A complete renewal application requires all five items listed above. An incomplete application will not be processed and will be returned to you by mail. The late penalty will apply to applications deemed incomplete and not resubmitted to our office by the **February 1, 2016** due date.

You are required to report all changes to your business. If you have changed vehicles, owners or Service Company you must complete a [Vehicle Transfer Application](#) which is separate from this License Renewal Packet. Applications are available at your service company or on our website. If you have other changes (address, phone #, email), you may report these changes on the renewal application. Failure to report changes may result in penalties. If you have questions, call your License Inspector.

Do you need translation services?

Yog xav paub tshaj nos ntxiv, hu 612-673-2800 - Macluumaad dheeri ah, kala soo xiriir 612-673-3500 - Para mas informacion llame al 612-673-2700-For more information in other languages please call 612-673-3737.

Samples of all required documents are available on our website:
www.minneapolismn.gov/licensing/taxi/index.htm