

OFFICE OF THE TOWN CLERK
200 Howell Avenue
Riverhead, New York 11901
(631) 727 – 3200
Diane M. Wilhelm, Town Clerk
Taxicab Operator’s Permit Application

CHECK ONE

<input type="checkbox"/> Initial Application	<input type="checkbox"/> Renewal Application
--	--

The following must be submitted with the application:

- _____ Application Fee **\$100.00** per year Cash/Certified/Business Check/Money Order
Mastercard/Visa/Discover
- _____ Fingerprinting Fee –See fingerprinting instructions
- _____ Two chauffer size photographs taken within 30 days of application filing
- _____ New York State Driver’s License
- _____ New York State Driver History Abstract obtained within 10 days of application filing
- _____ Physician Statement – Stating applicant is physically and mentally fit to safely operate a
vehicle
- _____ Drug Test Certification from employer indicating applicant has passed a pre-
employment drug test.
- _____ Official letter from Town of Riverhead Justice Court stating applicant has no open
parking tickets, open judgments or pending dockets

Please Print All Information

Date of Application _____

Applicant’s Legal Name:

(Last) (First) (Middle)

Permanent Address:

(Street) (Hamlet) (State) (Zip Code)

Phone: _____

Previous Addresses (if at above address less than five years)

Alias Names _____

Age: _____ Date of Birth: _____ Skin Color: _____

Eye Color: _____ Height: _____ Weight: _____ Hair: _____

Social Security Number: _____

Place of Birth: _____

U.S. Citizen: (circle one) YES NO

If no, state legal status

EMPLOYMENT INFORMATION

Business Name _____

Address: _____

Phone: _____ Supervisor: _____

Present Operator's Permit Number (if applicable): _____

Has your license to drive a vehicle ever been revoked in any State? YES NO

If yes, indicate reason and location:

Current New York State Chauffeur's License #: _____

Expiration Date: _____ Class #: _____

Date last fingerprinted for taxi driver's license: (if applicable) _____

Have you ever been convicted of a felony, misdemeanor, and/or Town Code violation

YES NO

If yes, state the charge and sentence imposed, the date of conviction and the Court that imposed the sentence including the docket, index, indictment and/or file number:

If yes, have you received a Relief from Civil Disabilities? YES NO

If a Relief from Civil Disabilities has been received, attach a copy to this application.

Instructions for Fingerprinting

The company that you are to be fingerprinted at is called IdentoGO (Morpho Trust USA) they are located at 11 West Main Street, Riverhead. If you would like to go to another location, go to their website at www.IdentoGO.com. click on "New York", scroll down and click on "Locations", scroll down again until you see "Long Island". Locations on Long Island are listed there.

To schedule an appointment to be fingerprinted, YOU MUST CALL FIRST OR GO TO THEIR WEBSITE. DO NOT RESPOND TO ONE OF THEIR LOCATIONS TO SCHEDULE AN APPOINTMENT. Schedule an appointment by going to the www.IdentoGO.com website or by calling the toll free call center at (877) 472-6915. Appointment scheduling via the website is available 24 hours a day, 7 days a week. Appointment scheduling via the call center is available 9:00 a.m. to 9:00 p.m. Monday through Saturday. If you schedule an appointment via the website, print your confirmation page and bring it with you to your appointment.

Payment options include: personal or business check, certified check, bank check, money order or credit card. WE RECOMMEND YOU PAY WITH A MONEY ORDER. Payment is made to Morpho Trust USA.

Two forms of identification will be required at the time of fingerprinting; one of which must have a photo. Your name must match exactly to each piece of identification you are providing. When you schedule your appointment, you will be given the options of what forms of identification are considered acceptable. IF YOU DID NOT ALREADY PAY ON-LINE WHEN YOU SCHEDULED YOUR APPOINTMENT, YOU WILL ALSO NEED TO BRING YOUR PAYMENT TO THE FINGERPRINTING APPOINTMENT. You will be given two receipts please keep one receipt for your records and return the other to the Riverhead Town Clerk's office.

Ø DOS fingerprint search fee - \$75.00

Ø vendor fee-\$12.25

TOTAL FEE -\$85.75 * *Be advised that the fee imposed by Morpho Trust USA can change.

Information you will need when scheduling your appointment:

Name of Agency - Riverhead Police Department

ORI# - NY0515500

Reason for fingerprints - Taxi Cab Driver/Permit