

**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
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Applicant must submit with the application

- \_\_\_\_\_ Application Fee **\$100.00** per vehicle Cash/Certified/Business Check/Money Order  
Mastercard/Visa/Discover
- \_\_\_\_\_ Fingerprinting Fee –See fingerprinting instructions
- \_\_\_\_\_ Certified check/money order made payable to N Y State Department of Criminal Justice
- \_\_\_\_\_ Two unmounted chauffeur size photographs take within 30 days of application filing
- \_\_\_\_\_ Legible copy of the current New York State Driver's License
- \_\_\_\_\_ New York State Driver History Abstract obtained within 10 days of application filing
- \_\_\_\_\_ Physician Statement - 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.

***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)

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Alias Names \_\_\_\_\_  
\_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Skin Color: \_\_\_\_\_

Eye Color: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

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

If no, state legal status

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**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Has your license to drive a vehicle ever been revoked in any State?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:

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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:

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-----X  
In Matter of the Taxicab Operator's Permit of

**AFFIDAVIT**

\_\_\_\_\_  
(Print Legal Name as indicated above)

-----X  
State of New York)

: ss:  
County of Suffolk)

\_\_\_\_\_, being duly sworn deposes and says:  
(Print Legal Name as Indicated above)

1. Your deponent is an applicant for a taxicab operator's permit from the Town of Riverhead;
2. I affirm under the penalties of perjury that the information contained herein is true and accurate.
3. Your deponent makes this affidavit before an officer empowered to administer an oath; such as a notary public;
4. Your deponent states that your deponent has not been charged with, nor convicted of, any crime at any time prior to the making of this affidavit, except for the charges and convictions specified above.
5. Your deponent is aware that your deponent has a duty to notify the Town Clerk within twenty-four (24) hours of your deponent being charged with, or convicted of any crime.
6. Your deponent agrees to allow the Town of Riverhead to conduct a review of all of the necessary records to verify the information provided including Department of Motor Vehicle records.
7. Your deponent agrees to submit a certification from your deponent's employer that your deponent has passed a pre-employment drug test and additionally a certification from a New York State licensed medical doctor that your deponent is physically and mentally fit to safely operate a motor vehicle.
8. Your deponent agrees to submit to fingerprinting by the Riverhead Town Police Department which shall be forwarded to the New York State Department of Criminal Justice Services for a search of all recorded activity. Your deponent understands that this search may cause your application to be denied.
9. Your deponent agrees that all fingerprinting and license fees are **non-refundable**.
10. Your deponent agrees that the taxicab operator's permit shall be conspicuously posted and securely fastened to the visor on the driver's side of the taxicab.
11. Your deponent understands that the taxicab operator's license expires one year from the date of issuance.
12. I agree that a copy of this document in part and/or in whole shall be considered effective and valid as the original.
13. I hold harmless the Town of Riverhead, its officers and/or employees from any and all liability regarding from any investigation, inquiry and/or use of the information within this application.

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Applicant legal signature

\_\_\_\_\_  
Clearly printed applicant's name

\_\_\_\_\_  
Notary Public

Receipt Number \_\_\_\_\_

## **Instructions for Fingerprinting**

The company that you are to be fingerprinted at is called L-1 Enrollment Services. They are located at 298 Middle Road, Riverhead. If you would like to go to another location, go to their website, [www.L1enrollment.com](http://www.L1enrollment.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.L1enrollment.com](http://www.L1enrollment.com) website or by calling the L-1 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 L-1 Enrollment Services.

Two forms of identification will be required at the time of fingerprinting; one of which must have a photo. 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 by L-1. Keep one receipt for your records and return the other to the Riverhead Town Clerk's office.

### **Fees**

- DCJS fingerprint search fee - \$75.00
- L-1 vendor fee - \$10.75\*

**TOTAL FEE - \$85.75**

\*Be advised that the fee imposed by L-1 can change.

### **Information you will need when scheduling your appointment:**

Name of Agency - Riverhead Police Department

ORI # - NY0515500

Reason for fingerprinting - Taxi Cab Driver/Permit

## Instructions for Fingerprinting at a MorphoTrust(L-1) Enrollment Services Live Scan Location

- 1) Provide the applicant with the ORI number assigned to your agency. The appointment scheduling process requires the applicant to provide the correct ORI number. If you do not know your ORI number, it can be found by logging into eJustice, clicking on 'Message Services', and then clicking on 'Civil In Box'. The ORI number will be displayed at the top of the screen (3<sup>rd</sup> line down).
- 2) Provide the applicant with the correct 'Fingerprint Reason' that they should select when they make their appointment. If you do not know your current authorized job/license types for which your agency can submit a fingerprint for processing, please contact DCJS so that you can instruct your applicants appropriately.
- 3) If your agency assigns a unique identifying number to the individual (license number, case number, id number, etc...) that you previously noted in the Agency ID field of the hard copy DCJS-4 card, provide the applicant with the appropriate "Agency ID number" that you want them to enter/provide when they schedule their fingerprinting appointment. *If your agency does not need a unique Agency ID number, you may disregard this step.*
- 4) Direct the applicant to schedule an appointment for fingerprinting by going to the [www.L1enrollment.com](http://www.L1enrollment.com) website or calling their L-1 toll free call center at (877)-472-6915. Appointment scheduling via the website is available 24/7/365. Appointment scheduling via the call center is available 9am-9pm Monday through Saturday.

If the applicant schedules their appointment through the L-1 website, recommend that they print out the confirmation page and bring it with them to their appointment.

- 5) The applicant will select the most convenient location to get fingerprinted as part of making their appointment. A list of available locations can be found at [www.L1enrollment.com](http://www.L1enrollment.com). Select "NY" and then click on "Locations" to view the listing.
- 6) Payment options include: personal or business check, government check, certified check, bank check, money order, credit card or L-1 escrow account. Payment is made to "L-1 Enrollment Services". Should your office desire to enter into an account arrangement with L-1, information regarding escrow account arrangements may be found at [www.L1enrollment.com](http://www.L1enrollment.com). Select "NY" and then click on "Forms and Links".

The fingerprinting fee will be comprised of the total fingerprint search fee(s) plus the L-1 vendor fee. The total fee is made to L-1 Enrollment Services.

The DCJS fingerprint search fee remains at \$75.00

The FBI fingerprint search fee is \$16.50 if your agency is authorized to submit an FBI card for a particular job/license type and an FBI fee is required.

The FBI fingerprint search fee continues to be waived for criminal justice employment.

The L-1 vendor fee is \$10.75 as of June 1, 2012.

*The L-1 vendor fee relates to the software, equipment and staffing costs in connection with the services they are providing to capture and transmit the electronic fingerprint submission. The fee is assessed twice per year and can change on Jan 1<sup>st</sup> and July 1<sup>st</sup>. The highest level it can be set is \$11.75 – as more input comes through the L1 network, the fee may decrease.*

*Note that if your agency has not previously been authorized to send an FBI card for a specific job/license type, sending your civil prints electronically does not provide that additional authorization. The types of searches authorized do not change with electronic submission.*

- 7) The applicant will go to the fingerprinting location and bring 2 forms of identification, at least one of which must have a photo. When they schedule their appointment, they will be given the options of what forms of identification are considered acceptable. Such options include driver's license, US Passport, Social Security Card, etc...  
If they did not already pay on-line when they scheduled their appointment, they will also need to bring their payment to the fingerprinting appointment.
- 8) At the fingerprinting location, the identification documents will be reviewed, fingerprints rolled and photo taken. Once the applicant has been fingerprinted, L-1 immediately launches the fingerprint transaction and photo to DCJS for processing.
- 9) The applicant will be provided two receipts indicating the applicant's name, fingerprinting site location, date and time, fee paid and reason for fingerprinting. You may choose to request that the applicant provide one of those receipts to your agency and retain the other copy for their records.
- 10) Upon completion of the DCJS fingerprint search process, the DCJS response will be delivered electronically to your eJustice Civil In Box. The FBI print (if authorized for FBI search) will then be launched from DCJS to the FBI electronically (the FBI will not search their files until the state completes their search process). Upon completion, the FBI response will be delivered electronically to your eJustice Civil In Box. Typically, electronic fingerprint responses are delivered in a 24-72 hour timeframe.
- 11) Should either DCJS or the FBI reject a transaction due to image quality reasons, L-1 will contact the applicant and advise him/her that they must schedule an appointment for reprinting. There is no additional cost that will be charged for reprinting. There will be a small percentage of the population (3-5%) that have difficulties in providing a good set of prints due to the quality of their skin/fingerprint ridges. In the event that you have an applicant who has been rejected multiple times by DCJS, please contact DCJS for assistance at (800)262-3257 and ask to speak to someone in the Civil Identification Bureau. Our staff is willing to review the most recent transmission and determine if we can accept the transaction for processing, taking into consideration any additional information you may be able to provide to indicate that a better set of prints may not be obtainable. In the case of FBI rejections, the FBI will require two fingerprint submissions before they will consider conducting a name search. Should your agency receive two FBI rejections for an applicant, a name search request can be made directly to the FBI through the submission of a CJIS Name Check Request Form. Name search requests to the FBI must be made within 90 days of the last FBI rejection. To obtain a CJIS Name Check Request Form, you can go to [www.fbi.gov](http://www.fbi.gov), click on 'Learn About Us', then click on 'Fingerprints' and finally, click on 'Name Checks for Fingerprint Submissions'.