



Pedicab and Neighborhood Electric Vehicle (NEV) Certificate of Operation Application Guide

INSTRUCTIONS

1. Fill out application completely. Incomplete applications cannot be processed.
2. The application must be **signed** by the Owner, Principal Owner or Authorized Signatory of the Company and **notarized** where indicated.
3. Sign and date the **Texas Department of Public Safety Computerized Criminal History Verification form**. The City will conduct the on-line background check.
4. Attach the following items to the application:
 - A list of the names and addresses of all of the company's officers, directors and persons having an economic interest in the company.**
 - A certified copy of articles of incorporation**, if applicable. Include the place and date of incorporation. A statement of the trade name under which the applicant proposes to operate, if the company name is different from the trade name.
 - A list of address(es) of the place(s) of business from which the applicant proposes to operate.**
 - Letter indicating authorized signatories** for company or corporation, if applicable.
 - Driver's License** - A photocopy of the Driver's License for each Owner or person with economic interest, listed on the application.
 - Federal Employer ID Number** - A copy of letter from the Internal Revenue Service showing the company's Federal Employer ID Number (Tax ID#).
 - Certificate of Insurance (Acord)** – Provide a Certificate of Liability Insurance (Acord) with Endorsements showing required coverage.
 - A list of each vehicle the applicant proposes to use in providing the service**, including the serial number or VIN, make, model, type, and seating/weight capacity.
 - Labeled Photographs of Vehicles** - A separate photograph of each vehicle and clearly labeled in accordance with the vehicle listing. The photos will be of the actual vehicles with the design, color scheme, lettering and marks to be used on the vehicle. Promotional photos will not be accepted.
 - Graphic Design/Advertisements** - Photographs and/or schematic design for vehicles in the applicant's fleet. This should include any plans for advertising and lettering.
 - A full and complete statement of all of the applicant's assets and liabilities**. A recent audit of the company is desirable.
 - A full list of any unpaid judgments of record against the applicant**, to include the name and address of the owner of the judgment and the amount of the judgment; if the applicant is a corporation, a full list of any unpaid judgments against any of the officers or directors, to include the name and address of the owner of the judgment and the amount of the judgment.
 - A full list of any and all liens and other encumbrances on the vehicles and other equipment to be used in providing service**, to include the amount secured by a lien or other encumbrance, the amount then due thereon, the character of such lien or other encumbrance and the name and address of the holder of such lien or other encumbrance.
 - A list of all convictions of the applicant for violations of any and all federal, state or municipal laws**. If the applicant is a corporation or other business entity, a list of all convictions of all officers, members and directors of the corporation or entity and persons with an economic interest in the Operating

Authority for violations of any federal, state or municipal laws, regardless of whether an appeal is pending or the conviction was deferred or probated.

- An **explanation of any instance where the primary applicant, or any person with a direct interest in the applicant business, had an Operating Authority (or franchise, grant of privilege, etc.) in the suspended or revoked by the City of Arlington or any other entity when operating a business or service using a motorized vehicle.**
- A listing of **proposed services and rates.** This should be a factual statement describing the rates to be charged for the services proposed.

SUBMITTAL

Applications must be submitted in hard copy with original signatures and notarizations to:

In Person: Public Works and Transportation
City Hall, 2nd Floor
101 West Abram Street
Arlington, TX 76011

Via Mail: Public Works and Transportation
Mail Stop 01-0220
P. O. Box 90231
Arlington, TX 76004-3231

FEES

Application Review Fee (for Lottery):	\$50.00
Application Fee (for Lottery):	\$100.00
Annual Pedicab/NEV Certificate of Operation:	\$600.00
Vehicle Inspection Fee (Initial):	\$50.00 base plus \$5.00 per vehicle
Vehicle Inspection Fee (Re-inspection):	\$50.00 base plus \$5.00 per vehicle
Vehicle Replacement Inspection Fee:	\$50.00 per vehicle

All fees are non-refundable.

VEHICLE INSPECTIONS

Vehicle inspections shall be held between February 15 and March 14 annually. It shall be grounds for suspension or revocation of a Certificate if the Certificate Holder fails to make a pedicab or NEV available for inspection within the prescribed timeframe.

All applicable fees must be paid before vehicle inspections may be scheduled.

Application for Pedicab/NEV Certificate of Operation

PART I: COMPANY INFORMATION

This is an application for a Certificate Operation to provide Pedicab or Neighborhood Electric Vehicle (NEV) service in the City of Arlington. The application fee of \$100 must accompany the application.

Please indicate below which type of service for which you are seeking approval and the number of vehicle permits requested to perform this service.

Pedicab; Number of Vehicles: _____ (maximum 4)

NEV; Number of Vehicles: _____(maximum 5)

Name of Company: _____

Other Names the Business Is Known As: _____

Business Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Type of Company (check one): __ Corporation __Partnership __Sole Proprietor __ LLC

Provide the names of field supervisors and/or other managers who should receive correspondence or notifications for the above named company.

Full Name	Title	Phone Number	Email

Certificates of Operation are a means of administrating a process and do not constitute property or rights to property for Certificate Holders and as such, no property rights or interests are created by the submittal of an Application for Pedicab/NEV Certificate of Operation. A Certificate of Operation has no value and cannot be transferred, pledged as a security interest, or be subjected to execution by a judgment holder or bankruptcy estate. The City of Arlington reserves the right to stop Pedicab and NEV services at any time without providing compensation or to modify or revoke a Certificate without providing compensation. Whenever use of public right-of-way for public purposes prevents the operation of a Pedicab or NEV, the Certificate Holder is not entitled to compensation for losses resulting from the loss of use of such right-of-way. Nothing contained in this Application shall be construed to create any liability against the City.

- TO BE ATTACHED BY ADMINISTRATOR -

- Proof of Fee Payment
- Proof of Vehicle Inspections
- Texas Criminal Background Check documentation
- Texas DPS Driver License Check documentation
- Proof of payment of ad valorem taxes
- Proof of payment of City utilities
- Citation information related to pedicab or NEV operation

**DPS Computerized Criminal History (CCH) Verification
(City of Arlington Copy)**

I, _____, have been notified that a Computerized Criminal History (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply.

APPLICANT NAME (Please print)

Because the name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization conducting the criminal history check for background screening is not allowed to discuss any criminal history record information obtained using the name and DOB method. Therefore, the City of Arlington may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (Automated Fingerprint Identification System). I have been made aware that in order to complete this process I must make an appointment with L1 Enrollment Services, submit a full and complete set of my fingerprints, request a copy be sent to the City of Arlington, and pay a fee of \$24.95 to the fingerprinting services company, L1 Enrollment Services.

Once this process is completed and the City of Arlington receives data from DPS, the information on my fingerprint criminal history record may be discussed with me.

Signature of Applicant

Date

City of Arlington Representative Name (Please Print)

Signature of City of Arlington Representative

Date

FOR OFFICE USE ONLY:		
Purpose of CCH: <u>Pedicab Operator and Driver Permitting</u>		
CCH Report Printed:		
Yes ___ NO ___		_____ Initial
Date Printed _____		_____ Initial
Permitted ___ Not Permitted ___		_____ Initial
Destroy Date _____		_____ Initial

This copy must remain on file with the City of Arlington and be used for future DPS auditing purposes.