

Dear Taxi Operator-

The permitting process for Taxi Operators will be completed using our digital permit application process which allows you to apply for your Taxi permit on-line using your computer or mobile device.

Taxi Permit Renewals

Taxi Operators will receive an email with a link to the new system and your access code, the subject line will say "SDCRAA Taxi Permit Application for ...". Before you start the application process please have all you **required** documents available in electronic format (i.e. PDF, DOC, Docx format).

If you have not received an email please email gtpermits@san.org.

The following required documents will need to be uploaded into the new system at application:

1. Current Vehicle Registration(s) for all vehicles
2. Current Certificate of Liability and Endorsement Form listing SDCRAA as an "Additional Insured" (see Exhibit B* for insurance requirements)
3. Complete MTS vehicle inspection form for all vehicles seven (7) years of age and older, 2018 or older will require inspection

Note: Ground Transportation staff may ask for additional documents.

Digital permit application steps:

- A. Click on the link in the email and enter the code provided
- B. Complete the on-line application and upload your documents
- C. Click SUBMIT
- D. Your file will be automatically sent to SDCRAA Ground Transportation Specialist for review
- E. If exceptions are found the Specialist will notify you by email to make corrections
- F. If no exceptions are found your approved application will be sent to you via DocuSign email for digital signature, the email will say "SDCRAA Ground Transportation via DocuSign"
- G. Ground Transportation team member will contact you by email and advise when your Taxi decal(s) are ready for pick up at our office.

Regards,

Marc Nichols, Director

Ground Transportation

GTPermits@san.org

Fax: (619) 400-2686