



Dear Taxi Operator-

The Ground Transportation department is glad to announce the 2021 permitting process for Taxi Operators will be completed using our new digital permit application process which allows you to apply for your 2021 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, 2015 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

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