

HOW TO OBTAIN A CHAUFFEUR'S PERMIT:

Nationwide Criminal Record Background Check. Fingerprints are taken by Identigo. To schedule an appointment go to uenroll.identigo.com or call 888-467-2080. **(DO NOT GET FINGERPRINTED AGAIN IF YOU HAVE ALREADY USED THIS SERVICE CODE. CALL OUR OFFICE TO CONFIRM IF WE HAVE YOUR BACKGROUND.)**

- ☐ **IMPORTANT:** In order for us to receive your records, you need to give our **Service Code: 11GYVN** to Identigo. After you get fingerprinted, there is a wait of 48 to 72 hours before we get the results. Please call us to confirm that we have received your fingerprints before visiting our office. Phone numbers are listed at the end of this guideline.
- ☐ **Valid Driver's License**
 - **If not a citizen of the United States**, you will need to also bring your Employment Eligibility Card (Employment Card, Resident Card, I-90, etc.) & Social Security Card.
 - **If citizenship has been granted**, please bring your Naturalization Certificate or USA Passport & Social Security Card.
- ☐ **Chauffeur's Permit Application (attached)** – There is a \$25.00, non-refundable application fee. **Page 3 needs to be notarized in Travis County. Please fill out all pages. However, do not sign your application until you are in front of the notary.** If you would like for our office to notarize your application, there will be a \$6.00 service fee added to the cost of the Chauffeur Permit.
- ☐ **3A Certified Texas Driving Record** can be obtained @ www.dps.texas.gov. Please make sure to select **Type 3A – Certified** when prompted. If your driver's license is less than 3 years old, you will need to also bring a Certified Driving Record from your previous state of residence or proof of at least 3 years Texas residency by bringing a copy of your electric bill, bank statement, income tax return, insurance card, or letter from housing that reflects this. **Driving records cannot be older than 30 days.** If you have any moving violations within the past 3 years, you will need proof of taking a Defensive Driving Class dated after the conviction date of the offense regardless of your driver's license type.
- ☐ **Take a Test in our Location.** The test will consist of questions pertaining to customer service, traffic violations, landmarks, and Ordinance related questions. To familiarize yourself with our Ordinance follow the link to: [Chapter 13-2 Ground Transportation Passenger Services](#). Testing is administered at 1501 Toomey Rd. Austin, TX 78704.

Frequently asked questions:

What if I do not have a Texas Driver's license? You will be issued one of two different types of Conditional Chauffeur Permits:

- ☐ **For college students**, you will be required to show a current year transcript. The permit will need to be renewed annually. You will NOT have to obtain a Texas driver's license if you are enrolled as a student.
- ☐ **For people who relocated to Texas**, you will have a 90-day conditional permit. After 90 days, you must show proof of a Texas Driver's license and a 3A Certified Texas Driving Record for us to issue you a non-conditional permit.

How many times can I take the test? One per day for up to 3 attempts. Should you not pass by the third time, you must wait 30 days and return with all new documents

For questions or for further assistance, please contact a staff member below:

mobilityservices@austintexas.gov | (512) 974-7857 or (512) 974-4097



Transportation and Public Works Department

P.O. Box 1088 Austin, TX 78767
512-974-1150

Chauffeur's Permit Application

New / Renewal / Conditional

(Please Circle)

The undersigned hereby applies to the City of Austin for a Chauffeur's permit and in connection therewith furnishes the following information.

Applicant's Name _____

Social Security No. _____ - _____ - _____ Date of Birth _____

Texas Driver's License # _____ Exp. Date _____

E-mail Address (optional) _____

Telephone No. (_____) _____

Address _____

Street

City

State

Zip code

Number of years of Texas residency _____

List any other states of residence during the 3 years preceding the date of this application:

Are you a citizen of the United States? Yes No (Please Circle)

Have you ever been convicted of a criminal homicide offense; fraud or theft; unauthorized use of a motor vehicle; prostitution or promotion of prostitution; sexual assault; sexual abuse or indecency; state or federal law regulating firearms; violence to a person; use, sale, or possession of drugs; or driving while intoxicated? Yes No (Please provide details below)



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Have you ever been convicted of any other criminal offense? **Yes** **No** (Please provide details below)

You must provide a complete criminal history record issued and certified by the Texas Department of Public Safety. If you have been a resident of Texas for less than three years, you must provide a complete criminal history record from each state of residence for 3 years preceding the date of application. Each criminal history record must be issued and certified by the appropriate governmental entity not earlier than the 30th day before the date the application is submitted to the department.

Are you presently under indictment for any crime? **Yes** **No** (Please provide details below)

Have you ever been convicted of a traffic violation? **Yes** **No** (Please provide details below)

You must provide a complete driving record issued and certified by the Texas Department of Public Safety (Type 3A Certified). If you have been a resident of Texas for less than 3 years, you must provide a complete driving record from each state of residence for 3 years preceding the date of application. Each driving record must be issued and certified by the appropriate governmental entity not earlier than the 30th day before the date the application is submitted to the department.

Has your driver's license ever been suspended or revoked? **Yes** **No** (Please provide details below)



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Describe your experience, in general, as a driver and as a driver of a ground transportation service vehicle.

Under no circumstances may a driver refuse to transport a disabled passenger with or without a seeing eye dog, wheelchair, or any other necessary apparatus.

I, the undersigned applicant, do swear or affirm that all the information included within this application is accurate, and I understand that any omitted information or information found to be inaccurate will result in the denial of this application for a chauffeur's permit or the revocation of authority to operate a ground transportation service vehicle that is granted based on the information provided in this application. I also swear or affirm that I have read and understand sections of Chapter 13-2 of the Austin City Code relating to drivers of ground transportation service vehicles and agree to comply with the terms as written and as may be amended. I hereby agree and authorize all City of Austin employees who have the need to review the information provided on both my criminal history and driving records as a part of their jobs with the City of Austin to review such information. In addition, the holder sponsoring my application may review my criminal history and driving records.

Signature of Applicant

Date

THE STATE OF TEXAS

COUNTY OF TRAVIS

**BEFORE ME, the undersigned authority, on this day appeared _____,
known to me to be the person whose name is signed to the foregoing application and duly sworn by
me states under oath that he has read the said application and that all of the facts therein set forth
are true and correct.**

Sworn to before me, this, the _____ day of _____, 20____

Notary Public in and for Travis County, TX _____