



ADMINISTRATION AND REGULATORY AFFAIRS DEPARTMENT

Vehicle for Hire Permitting & Enforcement Section

Subject: **Temporary Driver's Licenses for Renewal Applicants in Certain Situations**

Policy No. **VFH - 001**

Effective Date:
Date of Signature

1. AUTHORITY

1.1 Chapter 46, Houston Code of Ordinances

2. PURPOSE

2.1 The purpose of the policy is to document the process related the issuance of a temporary driver's license for renewal applicants in certain emergency situations.

3. POLICY STATEMENT

3.1 Under the provisions of Chapter 46 of the City of Houston Code of Ordinances (Chapter 46), applicants for a vehicle-for-hire driver's license must submit themselves to be fingerprinted at the location indicated by the Director for the initial application and at each renewal.

4. PROCEDURES

4.1 Fingerprinting applications may be picked up in person at the Vehicle for Hire Permitting & Enforcement Section offices located 1002 Washington Ave or downloaded from the ARA Vehicle for Hire Permitting & Enforcement Section's website.

4.2 All vehicle-for-hire driver's license applicants must present themselves to MorphoTrust for fingerprinting purposes. Appointments may be scheduled by phone or on MorphoTrust's website (see fingerprint application).

4.3 MorphoTrust will send the scanned fingerprints to the Federal Bureau of Investigation (FBI) and Texas Department of Public Safety (DPS) for processing.

4.4 The FBI and DPS results can take anywhere from 3 days to 2 weeks to be returned. This can depend on any number of items up to and including: number of fingerprinting applicants, computer/software issues and/or upgrades, quality of the applicant's fingerprints, etc.

4.5 From time to time the results from the FBI or DPS may take longer than 2 weeks, due to computer errors or other issues outside the control of the Vehicle for Hire Permitting & Enforcement Section.

4.6 Should results take longer than 2 weeks to be returned from the FBI or DPS, renewal applicants whose current licenses have expired may be issued a 2 week temporary license that will allow them to work in the City in their respective industry for 2 weeks or until the background check results as well as all other application requirements for the renewal of said license are received by the Vehicle for Hire Permitting & Enforcement Section. This section does not apply to those applicants that have been issued a provisional license.

4.7 When their fingerprint results have come back, they must come into the Vehicle for Hire Permitting & Enforcement Section offices and receive their renewal license not more than 3 weeks from the expiration of the temporary license issued according to this policy.

4.8 It is the responsibility of the applicant to contact the Vehicle for Hire Permitting & Enforcement Section to check the status of their fingerprint results.

Approved:

Date Approved:

3/22/2016

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