

Taxi Drivers License Applications

1. **To qualify for a City of Fredericton Taxi License:**
 - Be at least 19 years of age.
 - Possess a valid Class 4 N.B. Drivers License. (Class 1 or 2 licenses also qualify)
2. **If you need to upgrade to a Class 4 N.B. Drivers License:**
 - Go to Service New Brunswick (SNB) and acquire a medical form.
 - Call your doctor and arrange for a medical exam.
 - Return to SNB with signed medical form, arrange for a written license test, eye examination and a driving test using a Taxicab Rental.
3. **Start the “Application for Taxi Drivers License” at SNB Fredericton:**
 - Go in person to SNB Fredericton reception for an “Application for Taxi Drivers License”.
 - Fill out all forms included in the application.
 - Go to SNB’s payment counter and submit your application with two ID’s:
 - i. One valid N.B. Drivers License with photo and signature
 - ii. One other such valid ID such as Passport, Government ID, Birth Certificate, Permanent Resident Card (**Social Insurance Cards are not accepted**)
 - **Do not give your current Taxi License to SNB.**
 - Leave the application at SNB. **Do not take it with you when you leave**
4. **Proceed in person to Harvey Studios:** Present SNB receipts and your current Taxi Drivers License (if applicable). Harvey Studios produces and retains a new driver’s license photo and returns only your receipts and current Taxi Drivers License. Bylaw Enforcement will issue Taxi License later when processing is complete.
5. **Renewing Applicants should apply at least 3 months early:** Apply for an “Application for a Taxi Drivers License” 3 months prior to the expiry date of your current Taxi Drivers License to avoid delays due to Criminal Record Check processing. The new Taxi Drivers License will keep the anniversary date and expire exactly one year later.
6. **New Applicants:** Where the Taxi Drivers License has expired, or a person is a first time applicant, that applicant will be deemed a “New Applicant” and the new license will be dated using the purchase date on the SNB receipt. **New applicants should also allow 3 months for Criminal Record Check processing.**
7. **Criminal Record and Vulnerable Sector Checks:**
 - If residing within Fredericton City limits complete the Criminal Record/Vulnerable Sector Check forms at City Hall or online. (**Sign and witness forms at Fredericton City Hall**).
 - If residing outside Fredericton City limits, report to the RCMP authority in your area for a Criminal Record Check/Vulnerable Sector Check.

Taxi Drivers Licenses will be issued after the Criminal Record and Vulnerable Sector Checks are approved and required courses have been attended.

Bylaw Enforcement	Application des arrêtés
335 Queen Street	335, rue Queen
Fredericton, NB E3B 1B1	Fredericton (N.-B.) E3B 1B1
T 506-460-2020	T 506-460-2020

To be Completed by Applicant:

NEW RENEWAL

Name In Full (Please Print) _____ Birth Name _____

Date Of Birth: _____ Telephone #: (H) _____ (W) _____ (Cell) _____
Year/Month/Day

Present Address _____

_____ Postal Code _____

Number of Years Driving Experience: _____ years

Have you ever been convicted of any criminal offence(s) in the past 5 years? If "YES" explain the nature of
offense(s) in the space provided below. NO YES

For whom do you intend to work: _____

Signature of Applicant

To Be Completed By By-Law Enforcement Officer:

Term of License From: _____ To: _____
Year/Month/Day Year/Month/Day

Last Training Date: _____

Next Training Date: _____

Signature: _____
Bylaw Enforcement Officer

Date of Review: _____
Year/Month/Day

NAME:



Taxi Driver Training Agreement

Taxi Driver Applicant:

In accordance with By-Law No. R-6, *A By-Law to Regulate Taxi Owners and Operators of the City of Fredericton*, Taxicab Operator Licenses are issued subject to the following criteria:

1. That each applicant attends the next scheduled taxi driver training course.
2. Failure to attend the scheduled taxi driver training course will delay the issuance of a Taxicab Operator License until after the applicant has attended the required training course. Courses are offered at the discretion of the By-Law Enforcement Officer.

If you have any questions, please contact a By-Law Enforcement Officer at 506-460-2874.

I understand and concur with the above criteria.

Applicant's Name: _____
(please print)

Applicant's Signature: _____

Date: _____

Form No.:	MOB-FRM-030	Service:	Taxi Industry Regulation
Issue No.:	1.3	Issue Date:	07/07/11
Printed On:	June 25, 2024	©	May 25, 2001



Application For Taxi Drivers License

Side B

To Be Reviewed by Applicant:

It is the responsibility of the Applicant to complete the Form correctly.

CHECKLIST:

Please complete all documents prior to submitting Application Package to *Service New Brunswick*.

Check off boxes to ensure your application can be processed.

- Applicant has attained the full age of 19 years.
- Application Form - completed by Applicant.
- Taxicab Driver Training Agreement (TRA-FRM-030) - completed by applicant
- Taxi License Criminal Record Check Form online or at City Hall - completed by applicant. **(RETURN TO APPLICANT)**
- Consent For a Criminal Record and Vulnerable Sector Check - completed by applicant. **(RETURN TO APPLICANT)**
- Abstract of Driving Record (must be purchased at time of application) – photocopy in package.
- Driver’s License - class 4 - photocopy in package.
- One government I.D. (Birth Certificate, Passport, or Permanent Resident Card) – photocopy in package.
- Review Checklist
- Present completed Application Package in person to *Service New Brunswick*

SNB – Fredericton Location – Service Centre

Telephone:

1-888-762-8600

Hours of Operation:

Monday to Friday:

9:00 a.m. – 5:00 p.m.

Saturday:

9:00 a.m. – 12:00 noon

- Proceed to Harvey Studio, 372 Queen Street for photo I.D. license.
- Proceed City Hall to sign and witness Criminal Record Check. If residing outside Fredericton City limits, report to the RCMP for criminal record and vulnerable sector check.

To be completed by *Service New Brunswick*:

Driver’s License Number: _____

Class of License: _____

***Application available in French**

Form No.:	MOB-FRM-018E	Service:	Taxi Industry Regulation
Issue No.:	1.7	Issue Date:	08/09/05
Printed On:	June 25, 2024	©	May 25, 2001



Fredericton Police Force Police Record Checks

**Please be advised that if you are applying for a VS,
you do not need to apply for the CRC for the same position.
[These checks include the CRC.](#)**

Police Record Checks

Welcome to the Fredericton Police Force's new online process for persons needing a police screening check for volunteer or employment purposes. This system allows you to apply for a police screening check 24 hours a day without having to attend our facility. All aspects of the process - including verification of your identification, and fee payment - are handled electronically. If there are no concerns or follow-up required, an email will be sent informing you that your Criminal Record Check is complete on-line.

You cannot apply on behalf of another person. Authentication questions will be based on the **applicant's** personal credit file, and the questions are timed to ensure a prompt response and to further enhance security and privacy.

Vulnerable Sector queries and Criminal Record Checks are STRICTLY for applicants residing in Fredericton, New Brunswick. If you have any questions or concerns please email fredericton@policesolutions.ca.

This process is intended for persons living and working in Canada. If you are living/working outside Canada, you should obtain a police check from the RCMP through the submission of fingerprints. [Click here for details.](#)

NOTE: We **do not** recommend that you attempt to use this system if you:

- Have lived in Canada for less than one (1) year, and/or;
- Are under the age of eighteen (18) years, and/or;
- Have no established personal credit history - i.e. no credit cards, bank loans, mortgage, etc. - that is required in order to authenticate your ID using Electronic Identity Verification (EIV)

Please be aware of these requirements before creating an account. If you fail to authenticate your ID, you will be required to attend our offices **in person** with two pieces of government issued ID, one of which must have a photo and a signature.

There are two levels of screening checks. The type of position you are applying for will determine which type of check you will require. In all cases you should consult with the agency, organization or employer that requires you to obtain a police check to determine which one is needed. ***(The Vulnerable sector check is strictly for applicants residing in Fredericton, New Brunswick and currently employed. A letter from the organization may be required to verify employment).***

If you do not wish to use the online platform, you may attend City Hall, 397 Queen Street, in person, Monday to Friday from 8:15 to 4:00. The fees and processing time will remain the same.

A police record check is current as of the date it is completed. It is your employer/prospective employer or organization's function to determine if the record check is current enough to be accepted for the position applied for. The Fredericton Police Force shall have no responsibility or obligation to make such a determination.

CRIMINAL RECORD CHECKS

- 1. Once your Criminal Record/Vulnerable sector check has been completed you are required to obtain it in person.**
- 2. Next, proceed to the Fredericton Service Center at the rear of City Hall and deliver it to the employee at the counter.**
- 3. Documents are collected daily and you will be contacted with further instructions by an officer.**
- 4. If you email documentation to bylaw Enforcement and do not receive a reply, call the number listed below as it may have been flagged as spam and not delivered.**

JONAS WATSON

BY-LAW ENFORCEMENT

jonas.watson@fredericton.ca

506-460-2874/506-262-1600