



CPNC TRANSFER APPLICATION REQUIREMENTS

Items to be submitted by all applicants

1. **Completed Application** (Do not leave blanks: note N/A if not applicable. Please note that an incomplete application will not be accepted. Application must be completed, signed and notarized)
2. **Letter from the for hire vehicle company** under which the CPNC will be operating
3. **Proof of Citizenship or permanent residence** Acceptable original documents: Birth certificate, Certificate of Naturalization, Valid U.S. Passport, Permanent Resident Card or Work Authorization Document
4. **Proof of Residency** for a period greater than six (6) months Documents accepted: Utility bill, Water bill, Landline Telephone bill, Mortgage or Notarized Rental Agreement
5. **Certified copy of Articles of Incorporation / Articles of Organization by the Louisiana Secretary of State Office.** All of the partners or the principal officers are required to submit applications individually (if applying as a corporation, partnership, or LLC). All of the provisions applicable to individuals shall apply to and be required of such principal partners or officers, and the failure of any of them to meet such requirements shall be grounds to deny the application of such corporation, association or partnership.
6. **Certified copy of binding agreement to transfer the CPNC and vehicle.** Agreement shall include the price for which the CPNC and the vehicle were transferred.
7. **Proof of required insurance**
Accepted documents: Certificate of Liability Insurance / Declaration Page
8. **CPNC Transfer Special Inspection Form.** Vehicle inspection must be completed within 15 days of application.
9. **City of New Orleans Occupational License**
10. **Current CPNC Renewal Certificate**
11. **Pay \$350 Transfer Fee and \$50 Vehicle Inspection Fee**

Forms of payments accepted: Money order or cashier's check payable to The City of New Orleans or Mastercard / Visa / Discover credit card.

All fees are non-refundable.

You are encouraged to familiarize yourself with New Orleans City Code Chapter 162. A copy may be obtained from the Clerk of Court's Office, or online at www.municode.com. Please govern yourself accordingly.

Disclaimer:

- This Transfer Application will be processed in accordance with the August 20, 2012 ruling in the case entitled Dennis Melancon v. City of New Orleans, United States District Court for the Eastern District of Louisiana, Docket No. 12-1337.
- The City does not concede that a CPNC is a property right rather than a privilege. The City further does not concede that it is a best practice to allow CPNC's to be transferred during a period suspension or revocation.



Date	_____
Tracking Number	_____

CPNC TRANSFER APPLICATION

Type of Application: Sale Gift Other Explain _____
 CPNC Number _____

LICENSE HOLDER INFORMATION

Name of Present License Holder _____
 Address (No P.O. Boxes) _____
 City _____ State _____ Zip _____
 Date of Birth _____ Social Security/EIN Number _____
 Home Phone _____ Work Phone _____ Email Address _____

TRANSFeree INFORMATION

Name of Transferee _____
 Residence Address _____
 City _____ State _____ Zip _____
 Date of Birth _____ Social Security Number _____
 Home Phone _____ Work Phone _____ Email Address _____
 Country of Birth _____ City and State of Birth _____ Country of Citizenship _____

All of the partners or the principal officers of the organization, and the person actually exercising the executive direction of the organization shall be required to submit applications individually. All of the provisions applicable to individuals shall apply to and be required of such principal partners or officers, and the failure of any of them to meet such requirements shall be grounds to deny the application of such corporation, association or partnership.

Yes No Are you authorized to work in the United States by the immigration laws or the Attorney General of the United States?

REQUIRED ATTACHMENTS

Certified copy of binding agreement to transfer the CPNC and vehicle. Agreement shall include the price for which the CPNC and the vehicle were transferred.

Proof of insurance

CPNC Transfer Special Inspection Form. Vehicle inspection must be completed within 15 days of application.

City of New Orleans Occupational License

Current CPNC Renewal Certificate

Vehicle Registration

Line letter from the company where your vehicle will be operating

CPNC # _____



Date	_____
Tracking Number	_____

CPNC TRANSFER APPLICATION

INTEREST DISCLOSURES AND/OR OFFICERS/MEMBERS

List the name, residence address, date of birth, and telephone number for any person who has a legal, beneficial, financial, or equitable interest as defined by law in the CPNC(s) to be transferred. Definitions are listed below.

Full Name _____

Title/Position _____ Type of Interest _____

Residence Address _____

City _____ State _____ Zip _____

Home Phone _____ Date of Birth _____ SSN _____

Full Name _____

Title/Position _____ Type of Interest _____

Residence Address _____

City _____ State _____ Zip _____

Home Phone _____ Date of Birth _____ SSN _____

Full Name _____

Title/Position _____ Type of Interest _____

Residence Address _____

City _____ State _____ Zip _____

Home Phone _____ Date of Birth _____ SSN _____

Full Name _____

Title/Position _____ Type of Interest _____

Residence Address _____

City _____ State _____ Zip _____

Home Phone _____ Date of Birth _____ SSN _____

Financial Interest: An interest equated with money or its equivalent. Any person having a monetary interest in the CPNC must be disclosed. Example: A person who owns shares in the CPNC or any part of the CPNC or is in the process of buying the CPNC has a financial interest.

Beneficial Interest: Any person who manages, derives a profit, benefit or advantage resulting from a contract or agreement with the CPNC holder. This would include any person who benefits in some way through the CPNC holder.

Legal Interest: This includes, among other things, an interest arising out of a contract. Any person who has entered into a contract relating to the purchase of the CPNC (conditional sale) has a legal interest in the CPNC.

Equitable Interest: This includes, among other things, a beneficiary in case of a CPNC holder's death or divorce. Spouses or other designated beneficiaries have an equitable interest in the license.

CPNC # _____



Date _____
Tracking Number _____

CPNC TRANSFER APPLICATION

TRANSPORTATION EXPERIENCE

Yes	No	Do you hold any interest (legal, equitable, beneficial, financial, shareholder, ownership, or otherwise, in any other City of New Orleans CPNC(s)?
Yes	No	Have you ever had a City of New Orleans vehicle for hire operator's license suspended or revoked?
Yes	No	Has your authority for vehicle for hire services ever been revoked or suspended by the State of Louisiana Department of Motor Vehicle Services?
Yes	No	Have you even been enjoined by a court of competent jurisdiction from engaging in the for-hire vehicle business or enjoined by a court of competent jurisdiction with respect to any of the requirements of New Orleans City Code Chapter 162?
Yes	No	Do you have any outstanding fines/fees with another for-hire company?

If yes for any of the above, please provide a written explanation:

TRANSFeree ACKNOWLEDGMENTS AND CERTIFICATION

I hereby authorize the City of New Orleans, Taxicab for Hire Vehicle Bureau to receive any criminal history, record, or information pertaining to me which may be in any national, state, or local criminal justice agencies in the United States of America, and understand that the Bureau reserves the right to deny this application based upon the misrepresentation, alteration, omission, incompleteness of material fact, or for any reason set forth in New Orleans City Code Sec 162-322. I agree to comply with all provisions and requirements of New Orleans City Code Chapter 162, should this application be approved. (Note: This authorization is valid for 365 days from the date of signature.)

Before me, the undersigned authority, this day has personally appeared _____, who, being by me first duly sworn, deposes and says that he/she is the applicant in the forgoing application, and that the statements made herein and attached hereto are true and correct, grants authority the City of New Orleans Taxicab and For Hire Bureau to verify the information contained herein, understands that the Bureau reserves the right to deny this application based upon the misrepresentation; alteration; omission; incompleteness of material fact; or for any of the reasons set for in New Orleans City Code Sec 162-322 and agrees to comply with all provisions and requirements of New Orleans City Code chapter 162, should this application be approved and further certifies that said application for transfer is to acquire CPNC # _____ presently held by _____ and vehicles.

Signature of Transferee _____

Signature of Transferee _____

Sworn and subscribed before me this _____ day of _____, 20____.

Signature of Notary Public _____ Name of Notary Public _____

Personally known _____ or Identification Produced _____

Type of Identification Produced _____

My Commission Expires _____

CPNC # _____



Date	_____
Tracking Number	_____

CPNC TRANSFER APPLICATION

CPNC HOLDER CERTIFICATION

Before me, the undersigned authority, this day has personally appeared _____, who, being by me first duly sworn, deposes and says that he/she is the _____ of _____, and that said Certificate of Public Necessity and Convenience (CPNC) is current and valid, and in accordance with New Orleans City Code Chapter 162, does request the Taxicab and For Hire Vehicle Bureau transfer said CPNC to _____ listed on this application as the applicant, and further stipulates that when the license transfer is approved by the City of New Orleans Taxicab and For Hire Vehicles Bureau to relinquish all rights to such CPNC to the applicant and that all statements on this form are true. Furthermore, I affirm that there are no liens, lawsuits, etc. pertaining to the CPNC number(s).

Signature of CPNC Holder: _____

Signature of CPNC Holder: _____

Sworn and subscribed before me this _____ day of _____ 20 _____.

Signature of Notary Public _____ Name of Notary Public _____

Personally known _____ or Identification Produced

Type of Identification Produced _____

My Commission Expires _____

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CPNC # _____



Date	_____
Tracking Number	_____

CPNC TRANSFER APPLICATION

CPNC TRANSFER SPECIAL INSPECTION FORM

New Orleans City Code 162-32(5) states: The vehicle of transferee shall have been inspected for approval and approved for issuance of a for-hire vehicle inspection certificate, and otherwise comply with all of the requirements. New Orleans City Code 162-323 states: Such vehicle must have satisfactorily passed inspection by the station **within 15 days** of the date of application for transfer of the CPNC.

CPNC Transfer Information

The lawful transferor of the CPNC described herein in is:

Name _____

Address(es) _____

The lawful transferee of the CPNC described herein in is:

Name _____

Address(es) _____

CPNC Vehicle Information

Company Name _____

CPNC _____ Vehicle Mileage _____

Vehicle Make _____ Vehicle Model _____

Vehicle Year _____ VIN _____

Please check and initial the appropriate answers below.

Yes	No	Has this vehicle ever been issued the title class "salvage", "rebuilt", "junk", "total loss", "reconditioned" or any equivalent?
Yes	No	Has this vehicle ever been used as a taxicab in any jurisdiction? If yes, where? _____
Yes	No	Has this vehicle ever been used as a law enforcement vehicle?

NOTE: Vehicle must meet all inspection requirements before transfer is approved.

Transferee Signature _____ Date _____