



Government of the District of Columbia
Department of For-Hire Vehicles

ADMINISTRATIVE ISSUANCE

Title: Provisional LCS Operator License

Series/Number: AI-2017-07

Approved: November 20, 2017

Replaces: N/A

Effective: November 21, 2017

I. BACKGROUND AND PURPOSE

The Department of For-Hire Vehicles (“DFHV”) recently adopted final regulations enabling it to issue provisional luxury class service (“LCS”) operator licenses. These provisional licenses will allow LCS operators to begin providing for-hire service after meeting certain threshold qualifications but before they have been issued a one- or two-year LCS operator (“Face Card”) license from the DFHV. This Administrative Issuance sets forth the procedures that govern the issuance of provisional LCS operator licenses.

II. DEFINITIONS

“Disqualifying information” – Information about an applicant that prevents him or her from being eligible for an LCS operator’s license. This includes: being on parole when the application is filed; convictions within the past three years for crimes specified in 31 DCMR § 1205.13; and current addiction to alcohol or drugs.

“Provisional LCS operator’s license” – A license issued by an authorized LCS company, which allows the operator to promptly provide LCS service pending the fulfillment of additional requirements or conditions, including the completion of a background check by the Federal Bureau of Investigation (“FBI”), prior to full licensing consistent with the requirements of Title 31, this administrative issuance, and other applicable laws.

III. AUTHORITY

D.C. Taxicab Commission Establishment Act of 1985, effective March 25, 1986, D.C. OFFICIAL CODE §§ 50-301.07 (c) (2) (3), 50-301.13, and 50-301.19; 31 DCMR §§ 1008, 1205, and 1209.

IV. PROCEDURES FOR COMPANIES

- (1) Any DFHV-licensed LCS company may be approved to issue provisional licenses provided it supplies the DFHV with the operator test the company intends to use for the DFHV’s review and approval, along with written confirmation (via email is acceptable) that it is capable of agreeing to satisfy the requirements of this administrative issuance.
- (2) Companies may not begin issuing provisional LCS licenses prior to notification from the DFHV that they may begin doing so. Approved companies shall be listed on DFHV’s website.
- (3) A company shall screen each applicant through any established and reputable commercial vendor to determine that the applicant’s record does not contain disqualifying information.
- (4) A company shall administer a DFHV-approved operator’s licensing examination to each applicant whose screening does not contain disqualifying information. Applicants who do not

pass the examination shall not be issued provisional licenses and shall be promptly notified of that fact.

- (5) If an applicant is not eligible for an LCS operator's license following an FBI background check, the applicant's provisional license shall be cancelled and companies shall ensure that such operators cease driving a vehicle-for-hire in the District immediately.
- (6) Companies shall notify the DFHV and the applicant immediately upon receipt of a FBI background check that contains disqualifying information.
- (7) Companies shall maintain applicant prescreening and test records for three years, and shall provide copies or make them available for inspection by the DFHV upon request.

V. PROCEDURES FOR OPERATORS

- (1) An operator seeking a provisional license shall apply to any LCS company approved by DFHV to issue the license.
- (2) Applicants with disqualifying information shall not be issued provisional licenses and shall be promptly notified of that fact. Companies shall also promptly notify the DFHV of applicants whose screening returns disqualifying information.
- (3) Each applicant who passes the examination as determined by the company shall promptly appear at the DFHV to receive a provisional license and to undergo fingerprinting for an FBI background check.
- (4) Each provisional license shall expire thirty (30) calendar days following its issuance.
- (5) The DFHV shall not charge operators a fee for a provisional license; however, applicants must still pay applicable fees for the FBI background check.
- (6) If a FBI background check does not reveal disqualifying information or otherwise show that the applicant is ineligible for an LCS operator's license consistent with the requirements of Title 31, this administrative issuance, and other applicable laws, s/he shall be eligible to receive an operator's license (Face Card) upon payment of the appropriate licensing fee.
- (7) Each eligible applicant shall be contacted via email and directed to submit payment for a one- or two-year license. Upon receipt of the payment, the DFHV shall send a printed copy of the DFHV Face Card to the applicant via U.S. Mail.

SO ORDERED:

DEPARTMENT OF FOR-HIRE VEHICLES

By: 

ERNEST CHRAPPAN
Director