

## DRIVER PERMIT PROCEDURES

**Applications can be processed only Tuesday, Wednesday, or Thursday  
(9:30 a.m. – 11:30 a.m. or 1:30 p.m. – 3:15 p.m.)**

All applicants should report to the City Clerk's Office, 613 E. Broadway, Room 110 with:

1. One (1) fully-completed application, *signed by the employer*. Driver's signature ***must be witnessed*** by the City Clerk's Office staff.
2. A \$70.00 application fee (cash, check or money order). A \$20.00 late fee will be collected if the renewal is not applied for at least 30 days prior to the expiration of the current permit.

In addition, any driver who is found to be operating without a permit beyond the 30-day reapplication period shall be subject to a civil penalty of one and one-half times the license fee.

3. An "H6" (6 year) D.M.V. printout dated no later than 30 days prior to the application date must be submitted.
4. Three (3) passport size photos for **new or drivers needing fingerprinting**; only two (2) for regular renewals.
5. If fingerprinting is needed – a Money Order or Cashier's Check for \$52.00 made payable to the City of Glendale.
6. Taxicab Drivers only: **Original** negative test results for alcohol and controlled substances from a certified drug testing lab, issued no more than 30 days prior to the application date.
7. Non-Emergency Medical Transportation Drivers only: A verified copy of both valid adult CPR and Emergency First-Aid certificates.

Fingerprinting will be done by the Personnel Department.

(REV. 4/04)

