

# Chauffeur License Packet

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CITY OF SEWARD POLICE DEPARTMENT



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# City of Seward Chauffeur License Information

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A Chauffeur License issued by the City of Seward is required for individuals who operate a vehicle for hire within City limits. This includes, but is not limited to, driving taxis, shuttles, tour vehicles, and other passenger transportation services for compensation.

This packet provides the information and forms needed to apply for a new Chauffeur License or to renew an existing license.

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## Who Is Eligible?

To be eligible for a City of Seward Chauffeur License, an applicant must:

- Hold a valid driver's license
- Meet City requirements related to driving history and background review
- Complete all required application materials
- Pay applicable fees
- Receive approval from the Seward Police Department

Issuance of a Chauffeur License is not automatic and is subject to review and approval.

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## First-Time Chauffeur License Application (New Applicants)

Please submit all of the following:

- Completed Chauffeur License Application
- Valid government-issued photo ID
- Alaska Driving Record (dated within 7 days of application submission)
- Required application fee (paid at the Utility Counter, City Hall)
- Any additional documentation requested during review

Once the application is submitted, it will be reviewed for completeness and forwarded for required approvals. Same-day processing is not available.

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## Chauffeur License Renewal (Existing License Holders)

Please submit the following for renewal:

- Completed Chauffeur License Renewal Application
- Valid government-issued photo ID
- Updated Alaska Driving Record (dated within 7 days of application submission)
- Required renewal fee (paid at the Utility Counter, City Hall)

Renewal applications are subject to review and approval prior to issuance.

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## Processing & Issuance

- Completed applications and supporting documents should be submitted to the City Manager's Office.
- Fees must be paid in full before a license can be issued.
- Chauffeur License cards are issued only after all reviews and approvals are complete.
- Applicants will be contacted if additional information is required.

# Seward City Code

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## 8.20.050 - Chauffeurs' licenses.<sup>[9]</sup>

A. No person shall drive a vehicle for hire without first securing each year a nontransferable chauffeur's license from the City. Applicants must meet the following requirements for issuance or renewal of chauffeurs' licenses:

1. Possession of a current Alaska driver's license.
2. Nineteen years of age or older.
3. No conviction of a felony for five years prior to date of application and no conviction within ten years of a felony or misdemeanor involving the use or threat of force upon a person, any offense of a sexual nature which pertains to minor children, or the use of or traffic in narcotics or drugs; and
4. Possession of a social security number.

B. All applications for a chauffeur's license shall be made on forms furnished by the police department and shall include the necessary fees, a photograph of the applicant, and a full set of his fingerprints to be taken by the police department. The fee for an original license or yearly renewal shall be set by resolution of the City Council.

C. The application shall be signed by the applicant, and the applicant shall sign appropriate forms indicating consent and authorization for the police department to conduct a state and federal criminal history review, fingerprint analysis and driving record review.

(Ord. 530, 1985; Ord. 643, 1991)

Footnotes:

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Note— See § 11.01.025 for related provision.

**I hereby acknowledge that I have received, read, and understand the requirements of Seward City Code § 8.20.050 and 11.01.025 (Chauffeurs' Licenses).**

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

Application  
Date:

\_\_\_\_/\_\_\_\_/\_\_\_\_

# CITY OF SEWARD CHAUFFEUR LICENSE RENEWAL APPLICATION

**PLEASE PRINT CLEARLY**

FIRST NAME: \_\_\_\_\_ MIDDLE NAME: \_\_\_\_\_

LAST NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

GENDER: \_\_\_\_\_ DRIVERS PHONE  
NUMBER: \_\_\_\_\_

MAILING  
ADDRESS: \_\_\_\_\_

PHYSICAL  
ADDRESS: \_\_\_\_\_

ALASKA DRIVERS LICENSE NUMBER: \_\_\_\_\_ DRIVERS LICENSE  
EXPIRATION DATE: \_\_\_\_\_

VEHICLE FOR HIRE EMPLOYER: \_\_\_\_\_ VEHICLE FOR HIRE  
EMPLOYER PHONE NUMBER: \_\_\_\_\_

**DRIVING HISTORY MUST BE ATTACHED AND OBTAINED WITHIN 7 DAYS**

SEWARD CL#: \_\_\_\_\_ EXPIRATION DATE OF CURRENT  
CHAUFFEUR LICENSE: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ NUMBER OF  
RENEWAL LICENSES ISSUED: \_\_\_\_\_

ARE THERE ANY CRIMINAL CHARGES OR DUI CHARGES PENDING AGAINST YOU OR OTHERWISE UNSOLVED?

YES/ NO: \_\_\_\_\_ OFFENSE: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_ NEXT COURT  
DATE: \_\_\_\_\_

Since your original chauffeur application submission have you developed a physical disorder or mental illness that may render you incapable of safely driving and operating a vehicle for hire, including but not limited to defective vision, epilepsy, vertigo, or paranoid schizophrenia.

YES:

NO:

Are you currently addicted to any drugs, substances or intoxicating Liquors?

If yes, list and explain circumstances and dates.

Are you delinquent on any City of Seward accounts or fines?

If yes, list and explain circumstances and dates.

Application

Date:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# CITY OF SEWARD CHAUFFEUR LICENSE RENEWAL APPLICATION

**PLEASE PRINT CLEARLY**

I affirm that all the information given on this license application is true and correct and that I am fit to safely operate a vehicle for hire in the City of Seward, AK. I understand that any misstatements, inaccuracies or omissions made on this application, whether intentional or unintentional, may result in the denial of my license application or the rescission of any license granted pursuant to this application.

I hereby give my consent for the City of Seward to obtain my complete criminal and motor vehicle driving history records if deemed necessary by the Chief of Police. I understand that a chauffeur license is a privilege granted and not a property right, that this license is the property of the City of Seward, and that this license must be surrendered to the City of Seward upon demand.

I certify that the above statements are true and correct.

### SUSPENSION OR REVOCATION

All City Licenses and Permits which may be issued under the provisions of this chapter may be revoked or suspended by the City Manager or the Chief of Police for any of the following reasons:

- **False statement in application;**
- **The holder, or his employee or agent, being charged with or found guilty of violation of any provision of this code or any other law of the state of the United States;**
- **Conduct which is not conducive to proper services to the public or proper relationship with any competitive owner or chauffeur;**
- **Any other reason which demonstrates that the holder is not a competent person to furnish vehicle for hire services within the City.**

If suspended or revoked, the license or permit shall be surrendered immediately to the Chief of Police. (Municipal Code 8.20.085)

I, ( PRINTED NAME) \_\_\_\_\_

BEING FIRST DULY SWORN, UPON MY OATH DEPOSE AND SAY I HAVE READ THE FOREGOING APPLICATION AND THE MATTERS STATED THEREIN ARE TRUE AS I VERILY BELIEVE. IN ADDITION, BY SIGNING BELOW I AUTHORIZE THE CITY OF SEWARD POLICE DEPARTMENT TO OBTAIN & RELEASE MY CRIMINAL BACKGROUND HISTORY.

**MUST SIGN BELOW PORTION IN FRONT OF A NOTARY:**

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

SUBSCRIBES AND SWORN TO, BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

SEAL:

\_\_\_\_\_  
PUBLIC NOTARY FOR THE STATE OF ALASKA

\_\_\_\_\_  
MY COMMISSION EXPIRES

Application  
Date:

# CITY OF SEWARD CHAUFFEUR LICENSE RENEWAL APPLICATION

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## FEES AND APPROVAL

**I certify that the required \$10 fee has been paid, my Alaska Driving History was obtained within seven (7) days of submitting this application, and a hard copy is attached.**

*Alaska Driving History can be obtained from any Alaska DMV or online at <https://online.dmv.alaska.gov/onlinedrivingrecords>*

**I certify that I have paid the \$15 plus applicable tax for the chauffeur license card (payable by cash, check, or credit card). Please attach receipt.**

*Issuance of a chauffeur license is contingent upon full payment at the Utility Counter at City Hall and approval by the Police Chief. Licenses are issued through the City Manager's Office*

**I certify that I have submitted copies of the following:**

- Previous chauffeur license
- Valid Alaska driver's license

## POLICE REVIEW & DETERMINATION

**Application APPROVED by Seward Chief of Police**

\_\_\_\_\_

**Application DENIED by Seward Chief of Police**

\_\_\_\_\_

**Date:** \_\_\_\_\_

## ADDITIONAL COMMENTS/ REMARKS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# PRIVACY ACT STATEMENT

***This privacy act statement is located at the back of the FD-258 fingerprint card.***

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub.L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principle Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/ biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information / biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances and other suitability determinations; local, state, tribal or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

## NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.<sup>1</sup> These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.<sup>2</sup>
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>3</sup>

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<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

## DERECHOS DE PRIVACIDAD DE SOLICITANTES - JUSTICIA, NO CRIMINAL

Como solicitante sujeto a una indagación nacional de antecedentes criminales basado en huellas dactilares, para un propósito no criminal (tal como una solicitud para empleo o una licencia, un propósito de inmigración o naturalización, autorización de seguridad, o adopción), usted tiene ciertos derechos que se entablan a continuación. Toda notificación se le debe proveer por escrito.<sup>1</sup> Estas obligaciones son de acuerdo al Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, y Title 28 Code of Federal Regulations (CFR), 50.12, entre otras autorizaciones.

- Se le debe proveer una Declaración de la Ley de Privacidad del FBI (con fecha de 2013 o más reciente) por escrito cuando presente sus huellas digitales e información personal relacionada. La Declaración de la Ley de Privacidad debe explicar la autorización para tomar sus huellas digitales e información relacionada y si se investigarán, compartirán, o retendrán sus huellas digitales e información relacionada.<sup>2</sup>
- Se le debe notificar por escrito el proceso para obtener un cambio, corrección, o actualización de su historial criminal del FBI según delineado en el 28 CFR 16.34.
- Se le tiene que proveer una oportunidad de completar o disputar la exactitud de la información contenida en su historial criminal del FBI (si tiene dicho historial).
- Si tiene un historial criminal, se le debe dar un tiempo razonable para corregir o completar el historial (o para rechazar hacerlo) antes de que los funcionarios le nieguen el empleo, licencia, u otro beneficio basado en la información contenida en su historial criminal del FBI.
- Si lo permite la política de la agencia, el funcionario le podría otorgar una copia de su historial criminal del FBI para repasarlo y posiblemente cuestionarlo. Si la política de la agencia no permite que se le provea una copia del historial, usted puede obtener una copia del historial presentando sus huellas digitales y una tarifa al FBI. Puede obtener información referente a este proceso en <https://www.fbi.gov/services/cjis/identity-history-summary-checks> y <https://www.edo.cjis.gov>.
- Si decide cuestionar la veracidad o totalidad de su historial criminal del FBI, deberá presentar sus preguntas a la agencia que contribuyó la información cuestionada al FBI. Alternativamente, puede enviar sus preguntas directamente al FBI presentando un petición por medio de <https://www.edo.cjis.gov>. El FBI luego enviará su petición a la agencia que contribuyó la información cuestionada, y solicitará que la agencia verifique o corrija la información cuestionada. Al recibir un comunicado oficial de esa agencia, el FBI hará cualquier cambio/corrección necesaria a su historial de acuerdo con la información proveída por la agencia. (Vea 28 CFR 16.30 al 16.34.)
- Usted tiene el derecho de esperar que los funcionarios que reciban los resultados de la investigación de su historial criminal lo usarán para los propósitos autorizados y que no los retendrán o diseminarán en violación a los estatutos, normas u órdenes ejecutivos federales, o reglas, procedimientos o normas establecidas por el National Crime Prevention and Privacy Compact Council.<sup>3</sup>

<sup>1</sup> La notificación por escrito incluye la notificación electrónica, pero excluye la notificación verbal.

<sup>2</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> Vea 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (anteriormente citada como 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) y 906.2(d).