



## Clerk of the Board of Supervisors

**Lynna Monell**  
Clerk of the Board of Supervisors

### Information for Taxicab Business License Applicants

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#### License clarification

A taxicab service permit issued by the San Bernardino County Clerk of the Board office **does not** allow the licensee to operate throughout the entire County. An approved business license issued by this office would only cover operations in **unincorporated** areas of the County.

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#### License Requirements

- Completed Application
  - Copy of ID
  - Articles of Incorporation (if applicable)
  - Evidence of public liability insurance
  - Vehicle registrations
  - Sheriff's Department Background Check
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#### Background Check

Each applicant must be fingerprinted via Live Scan and have a background check completed through the San Bernardino County Sheriff's Department. Obtain a [Request for Live Scan Service](#) form and complete the applicant information section. Take the form to any authorized [Live Scan location](#). Or make an appointment with the San Bernardino County Sheriff at the address or phone number listed below.

Applicants will submit their completed application to the Sheriff's Department/Records Division and pay the applicable fees charged by the Sheriff. The [required fee](#) is listed in the county fee ordinance, section 16.0226(x) for background investigations. The Sheriff, upon approval, will indicate this on page 3 of the application.

**Approval from the Sheriff's Department is required prior to issuance of a business license/operator permit (new or renewal) by the Clerk of the Board.** Please contact the Sheriff's Department at the following location for additional information.

Sheriff's Department/Records Division  
655 East Third St., San Bernardino  
(909) 888-5916

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## Information for Taxicab Business License Applicants,

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**Application Submission**

After approvals and verification of Live Scan have been obtained, submit the application, in person, to the office of the Clerk of the Board.

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**Fees**

The following fees are required when applying for a taxi business license. Fees are nonrefundable and the Schedule of Fees can be found at [www.sbcounty.gov/cob](http://www.sbcounty.gov/cob).

- Application fee, paid when submitting the application.
  - Initial license fee, paid when the first license is issued.
  - Renewal fee, paid each year when the license is renewed.
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**Photo Identification**

A current government issued photo identification, such as a California Driver License or ID card, must be presented to establish identity and proof of age.

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**Photos**

The Clerk of the Board staff member will take the applicant's photo, which will be placed on the business license.

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**Issuance and duration of business license**

A valid taxi business license will be issued after all applicable agencies have given approval and the applicant has paid all applicable fees. The license will be valid for a period of one year.

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