



NORTH BAY POLICE SERVICE

135 Princess Street West
North Bay, ON P1B 6C2
www.northbaypolice.on.ca

Information

Vehicle for Hire (VFH) Drivers Badge

This cover page contains information about the contents of the PDF document that follows.

Name of document

Vehicle for Hire (VFH) Driver's Licence Information and Application

Who Can Apply

Individuals.

Overview

This document contains information for an individual to apply for a VFH Driver's Licence in the City of North Bay.

North Bay Police Services Board By-Law No. 26/20 Vehicles for Hire and Private Transportation Company Vehicles regulates taxicabs, limousines, and private transportation companies in North Bay. As per this bylaw, private transportation companies are required to be licensed to operate in the City of North Bay.

You need a licence from the North Bay Police Services Board to operate a vehicle for hire in the City of North Bay if you drive a taxicab, limousine or private vehicle for hire. A VFH driver's licence is valid for one (1) year.

Your licence will expire annually on the anniversary of the date that the licence was first issued. A renewal notice, identifying any documents required to renew the licence, will be mailed to the address on file.

If you fail to renew your licence within 90 days of the specified renewal date, your licence will be cancelled and you will have to reapply.

For more information, please refer to North Bay Police Services Board By-Law No. 26/20 at northbaypolice.ca/assets/pdfs/bylaws/vfh-and-ptc-by-law---final.pdf

Contact

If you require this document in a more accessible format or would like more information about this application, please contact:

North Bay Police Service

135 Princess Street West, North Bay, ON

Information Line: 705-497-5555

Email: nbpstraffic@northbaypolice.on.ca

Website: northbaypolice.on.ca

Hours: Monday to Friday, 8 a.m. to 4 p.m., except Statutory Holidays.

Information

Vehicle for Hire (VFH) Driver's Licence

Application Instructions

To apply, please provide this completed form and the following required documents.

Complete Section 1 and 3 of this form. Section must be completed if you are applying for a VFH to drive a taxi.

Step 1a: Prepare Documents

Prepare an application by obtaining required documents and completing required forms.

All Applicants

The following documents and completed forms must be provided:

- VFH Driver's Licence Application Form
- In the case of a limousine driver or private vehicle for hire driver, additional proof that the driver has held a class G Ontario driver's licence for a minimum of three years
- If a licence applicant is born outside of Canada, proof of citizenship, landed immigrant status and/or a valid work permit
- Ontario Ministry of Transportation Driver's abstract. **The document must no older than 30 days from the date of licence application**
- Criminal Background Check(s). **Documents must be no older than 60 days from the date of licence application.** Applicants residing outside the jurisdiction of North Bay are required to have their criminal record check completed by their local Police Service.
- With every application for renewal in the years that a police record check is not required, a sworn affidavit stating that the police record check on file has not changed and that there are no new charges or convictions, subject to section 9.1(12) of the bylaw.

Step 1b: Submit Application

Please note that incomplete applications will not be processed.

Once your application submission is complete, please deliver it to Traffic Services at North Bay Police Service Headquarters during business hours along with the applicable fees.

Refer to North Bay Police Services Board By-Law # 26/20 for applicable fees.

Notice of Collection Statement

This application may contain personal information as defined under the Municipal Freedom of Information and Protection of Privacy Act. The information collected is required pursuant to the terms of the Municipal Act and will be used by the North Bay Police Services Board to process the application, and to determine whether to issue a license. Information will also be used for administration of such license, and for law enforcement purposes to ensure compliance with all applicable statutes, regulations and by-laws.

As mandated by the Municipal Freedom of Information and Protection of Privacy Act, sections 2(2.1) and 2(2.2), the business information collected in this application form will be maintained as a business record. Information associated with an individual in a professional, business, or official capacity is not personal information. Business information may be publicly available.



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Application

Vehicle for Hire (VFH) Driver's Licence

VFH Driver Application Form

All required documents and information to complete the Vehicle for Hire (VFH) driver's licence application is stated in the cover page. The following **MUST** be FULLY COMPLETED in order to process the application. **Incomplete applications will not be processed until all required documents have been submitted.**

NEW APPLICATION RENEWAL

Licence Type

Taxi Driver Limousine Driver Private Vehicle for Hire

SECTION 1 – APPLICANT INFORMATION

First Name		Last Name	
Maiden or any other name(s)			
Street Number	Street Address		Unit / Suite Number
Municipality	Province	Postal Code	
Driver's Licence Number			Province of Issue
Email Address <i>Example: you@website.com</i>			
Phone Number		Cell Phone Number	
Date of Birth (yyyy-mm-dd)		Country of Birth	
Documents submitted if place of birth is outside Canada			
<input type="checkbox"/> Landed Status		<input type="checkbox"/> Citizenship	<input type="checkbox"/> Work Permit

SECTION 1 – APPLICANT MAILING ADDRESS

<input type="checkbox"/> Check if mailing address is same as Address identified in VFH Contact Information		
Street Number	Street Name	Suite/Unit Number
Municipality	Province	Postal Code

**Application
Vehicle for Hire (VFH) Driver's Licence**

SECTION 2 – VEHICLE FOR HIRE BUSINESS INFORMATION		
Name of the brokerage that you will be operating from		
Business Address		
Municipality	Province	Postal Code
Phone Number		
Name of Owner or Agent of the Brokerage		

SECTION 3 - DECLARATION
<p>In the matter of North Bay Police Services Board By-Law # 26/20 and amendments thereto for regulating the issuance, renewal and approval of licences in the City of North Bay, in the Regional Municipality of the District of Nipissing, I declare that:</p> <ol style="list-style-type: none"> 1. I am the applicant in this application and, as such, have knowledge of the facts heretofore set forth; 2. I hereby acknowledge that I have read and understand the regulations as set out in the North Bay Police Services Board Vehicles for Hire and Private Transportation Company Vehicles By-law #26/20 and agree to comply with all municipal by-laws and regulations and all other application requirements; 3. I currently hold a valid class G driver's licence to drive a vehicle for hire in the Province of Ontario; 4. I currently do not have any charges pending for a criminal offence or a liquor offence and I have never been convicted of a criminal offence listed in 14.2(1)(a). 5. I understand that making a false statement in this application could result in a refusal to issue a licence, or in suspension or revocation of a licence at a later date and I certify that the above information is true to the best of my knowledge, information and belief. <p>Signature: _____</p> <p>Date (mm/dd/yyyy): _____</p>

THIS SECTION FOR TRAFFIC SERVICES USE ONLY

Date Application Received	Decision <input type="checkbox"/> Granted <input type="checkbox"/> Refused	Licence <input type="checkbox"/> Fee paid Number: _____ <input type="checkbox"/> Photograph
Date of Issue	Expiry Date	Name and Signature of Issuer

