



# CITY OF ATLANTA

Kasim Reed  
Mayor

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Atlanta Police Department  
George N. Turner  
Chief of Police

## Application for Transfer of Vehicle for Hire Certificate of Public Necessity and Convenience (CPNC) Instruction Sheet

Type or print neatly.

All questions must be answered completely. **Do not leave blanks: note N/A if not applicable. Also, note that no application shall be accepted after 30 days of application requirements being completed, signed, and notarized.**

Signature of both the applicant and license holder must be notarized.

**Submit as attachment #1:** a letter from the vehicle for hire company under which the CPNC to be transferred will operate.

**Submit as attachment #2:** a copy of the written contract or agreement between the CPNC holder and assignee, purchaser or transferee disclosing the terms and conditions of the proposed assignment, sale or transfer, including the amount of compensation which has been paid or is payable to the assignor, seller or transferor and any other consideration given or to be given to the assignor, seller or transferor in connection with the assignment, sale or transfer of the CPNC, if such contract or agreement exists.

**Submit as attachment #3:** the existing Certificate of Public Necessity and Convenience (CPNC) or affidavit of lost certificate.

**Submit as attachment #4:** proof that the applicant has the right to work in the United States.

**Acceptable Documents:** Birth Certificate, Certificate of Naturalization, Permanent Resident Card, Employee Authorization Document

**Submit as attachment #5:** notarized Systematic Alien Verification for Entitlement (SAVE) Program Affidavit

**Submit as attachment #6:** If operating as a corporation, certified copy of articles of incorporation by the Georgia Secretary of State, and the name(s) and position(s) of all officers.

**Gift transfers** shall submit proof of relationship and transfer affidavit attached.

FINGERPRINTS, BACKGROUND CHECKS, AND PHOTOGRAPHS ARE REQUIRED FOR EACH APPLICANT.

**\*\*You are encouraged to familiarize yourself with Atlanta City Code Chapter 162\*\***  
A copy may be obtained from the Division of Taxicabs and Vehicles for Hire, the Municipal Clerk's Office (404-330-6032), or online at [www.municode.com](http://www.municode.com).  
Please govern yourself accordingly.

**NOTICE:** An applicant shall not be eligible for a CPNC if he/she/it does **not** meet or maintain the following requirements:

- (1) Be at least 18 years of age.
- (2) Be a citizen of the United States or an alien admitted for permanent residence or otherwise granted employment authorization by the United States Immigration and Naturalization Service.
- (3) Not have been convicted of any felony if such violation is related to the operation of a motor vehicle or with operation of a vehicle for hire and not have been convicted of violating any section of Atlanta City Code Chapter 162 or other ordinance of the city governing the conduct of CPNC holders; provided, however, that all such persons shall be entitled to the full benefits of O.C.G.A tit. 23, ch. 8, art.3 (O.C.G.A. § 42-8-60 et seq.), the First Offender Act and be considered as provided in Atlanta City Code Section 30-29.

**\*\*Should the applicant for a CPNC be a corporation or partnership, the chief executive officer of the corporation or, if a partnership, the partner with the greatest proprietary interest shall possess all of the requirements outlined above.**

- (4) Within ten (10) days of any of the following, the CPNC holder shall so notify the bureau in writing:
  - a. Change in the chief executive officer, if a corporation, and the notification shall set out the names of the persons involved in the change.
  - b. Change in the CPNC holder of 50 percent or more of the proprietary interest, if a partnership, corporation, firm or association, and the notification shall set out the names of the persons involved in the change.
  - c. Change of address of the CPNC holder.

\_\_\_\_\_  
CPNC(s) Owner's Initials

\_\_\_\_\_  
Applicant's Initials

- (5) Each CPNC holder of the taxicabs classification shall be affiliated with a taxicab company, except when the CPNC holder is a taxicab company. The CPNC holder shall notify the bureau of any change in the holder's company affiliation within three (3) days of any such change on a form provided by the Bureau.
- (6) The CPNC holder shall apply for and obtain an **annual renewal** of the CPNC upon payment of a fee of \$100.00 and provision of evidence that the holder continues to possess the necessary qualifications for holding a CPNC. This fee shall be paid by the last day of the month in which the CPNC was initially issued.

### **Transferability**

- (1) No voluntary transfer or sale of a CPNC may be made if a judgment has been filed with the bureau against the holder of a CPNC and remains unsatisfied and notice of said judgment has been filed with the bureau, except that a transfer may be permitted if an appeal is pending from an unsatisfied judgment and a bond is filed in an amount sufficient to satisfy the judgment but not to exceed the fair market value of the CPNC or CPNC's being transferred. Transfer may also be permitted without filing a bond, provided that all the judgment creditors of unsatisfied judgments file written permission for such a transfer with the bureau.
- (2) The transferee shall supply proof to the bureau that he or his transferor has filed a bond to cover all of the outstanding tort liabilities of the transferor in excess of the amount covered by a bond or insurance policy in effect at the time the claim arose; however, this requirement shall not apply to a legatee or distributor of a descendant's estate owning a CPNC.
- (3) An owner's interest in a CPNC may be transferred involuntarily and disposed of by public or private sale in the same manner as personal property. However, upon such involuntary transfer, the owner's CPNC shall immediately be canceled and a new CPNC issued to the transferee, except that if the involuntary transfer is by reason of a tort judgment against an involuntary transferor, no bond need be provided with respect to the same judgment.

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CPNC(s) Owner's Initials

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Applicant's Initials

(4) All open items, including summons, outstanding fines and penalties against the CPNC must be cleared before a transfer will be approved. When the transferor is a corporation and there are two or more CPNC's with open items against them, all CPNC's must be cleared in order to transfer one CPNC.

(5) A CPNC may not be transferred during a period of suspension.

(6) In the event of the death of any person holding a CPNC, the CPNC may be transferred by the chief to the administrator, executor, or any lawful heir of the deceased person if the transferee meets all requirements for obtaining a CPNC. The CPNC shall be automatically suspended upon the death of the CPNC holder pending the transfer. If no application for a transfer has been filed within 90 days from actual notice to the transferee of the death of the CPNC holder, the CPNC shall automatically expire. When a CPNC or stock in a corporation owning a CPNC is distributed from an estate to a legatee or distributee, the following documents shall be submitted with the transfer application:

1. A certified copy of the relevant death certificate;
2. A certified copy of letters testamentary or letter of administration;  
and
3. A copy of the will, if any, certified by the attorney for the estate.

(7) Nothing in Atlanta City Code Section 162-62 shall prohibit the transfer of a security interest in a CPNC from its owner to a financial or lending institution or corporation or individual so that such CPNC may be used as collateral for a loan. Notice of the use of any CPNC as collateral for a loan must be provided by the person to whom the CPNC has been issued within five (5) days to the bureau on a form provided by the bureau.

\_\_\_\_\_  
CPNC(s) Owner's Initials

\_\_\_\_\_  
Applicant's Initials

**Atlanta Police Department  
Division of Taxicabs and Vehicles for Hire**

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**APPLICATION TO TRANSFER CPNC**

- Sale**
- Gift**
- Other**

**1. Explain** \_\_\_\_\_

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- 1. CPNC(S) TO BE TRANSFERRED:** Date: \_\_\_\_\_
- CPNC # : \_\_\_\_\_
- Name of Present License Holder: \_\_\_\_\_
- Address(No PO Boxes Accepted) \_\_\_\_\_
- \_\_\_\_\_
- City/State/Zip: \_\_\_\_\_
- Date of Birth: \_\_\_\_\_
- Social Security Number: \_\_\_\_\_
- 
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**2. APPLICANT INFORMATION:**

(A) APPLICANT IDENTIFICATION:

- 1. Full Name** \_\_\_\_\_
- Residence Address: \_\_\_\_\_
- \_\_\_\_\_
- City, State, Zip Code: \_\_\_\_\_
- Home Phone: \_\_\_\_\_
- Work Phone: \_\_\_\_\_
- Date of Birth \_\_\_\_\_
- Social Security Number: \_\_\_\_\_

2. **DISCLOSURE –TO BE COMPLETED BY ALL APPLICANTS.**

List the name, residence address, date of birth, and telephone number for any person who has a legal, beneficial, financial or equitable interest as defined by law in the CPNC(s) to be transferred.

**Financial Interest** - An interest equated with money or its equivalent. Any person having a monetary interest in the CPNC must be disclosed. Example: A person who owns shares in the CPNC or any part of the CPNC or is in the process of buying the CPNC has a financial interest.

**Beneficial Interest** - Any person who derives a profit, benefit or advantage resulting from a contract or agreement with the CPNC holder. This would include any person who benefits in some way through the CPNC holder.

**Legal Interest** - This includes, among other things, an interest arising out of a contract. Any person who has entered into a contract relating to the purchase of the CPNC (conditional sale) has a legal interest in the CPNC.

**Equitable Interest** - This includes, among other things, a beneficiary in case of a CPNC holder's death or divorce. Spouses or other designated beneficiaries have an equitable interest in the license.

Full Name \_\_\_\_\_

Type of Interest \_\_\_\_\_ Description of Interest \_\_\_\_\_

Residence Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_

Full Name \_\_\_\_\_

Type of Interest \_\_\_\_\_ Description of Interest \_\_\_\_\_

Residence Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_

Full Name \_\_\_\_\_  
Type of Interest \_\_\_\_\_ Description of Interest \_\_\_\_\_  
Residence Address \_\_\_\_\_  
\_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Social Security Number \_\_\_\_\_

Full Name \_\_\_\_\_  
Type of Interest \_\_\_\_\_ Description of Interest \_\_\_\_\_  
Residence Address \_\_\_\_\_  
\_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Social Security Number \_\_\_\_\_

Full Name \_\_\_\_\_  
Type of Interest \_\_\_\_\_ Description of Interest \_\_\_\_\_  
Residence Address \_\_\_\_\_  
\_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Social Security Number \_\_\_\_\_

Full Name \_\_\_\_\_  
Type of Interest \_\_\_\_\_ Description of Interest \_\_\_\_\_  
Residence Address \_\_\_\_\_  
\_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Social Security Number \_\_\_\_\_

**LIST ALL OTHER INDIVIDUALS WITH AN INTEREST ON A SEPARATE SHEET.**

3. To be completed if transfer is the result of a sale (Applicant must present written contract for sale).

Vehicle for Hire Permit # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Company authorized to drive for \_\_\_\_\_

4. To be completed if license is to be transferred as a gift (Applicant must submit proof of relationship).

5. Are you authorized to work in the United States by the immigration laws or the Attorney General of the United States?

NO [ ]

YES [ ]

(B) CRIMINAL HISTORY:

Have you ever pled nolo contendere, pled guilty, been found guilty, or been convicted of a felony within the five (5) years preceding the date of the application, regardless of whether adjudication has been withheld?

NO [ ]

YES [ ]

If yes, complete the following for each conviction:

NAME	CHARGE	DATE	COURT & LOCATION

Have you ever pled nolo contendere, pled guilty, been found guilty, or been convicted of any crime wherein a vehicle for hire was employed, regardless of whether adjudication has been withheld?

NO [ ]

YES [ ]

If yes, complete the following for each conviction:

NAME	CHARGE	DATE	COURT & LOCATION

Have you ever pled nolo contendere, pled guilty, been found guilty, or been convicted of any felony, regardless of whether adjudication has been withheld, involving moral turpitude relating to sex, the use



of a deadly weapon, homicide, trafficking in narcotics, violence against a law enforcement officer or is a habitual violent offender under Georgia Statutes?

NO [ ] YES [ ] If yes, complete the following for each conviction:

NAME	CHARGE	DATE	COURT & LOCATION
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Have you ever pled nolo contendere, pled guilty, been found guilty, or been convicted of any misdemeanor within the last five (5) years, regardless of whether adjudication has been withheld involving moral turpitude relating to sex?

NO [ ] YES [ ] If yes, complete the following for each conviction:

NAME	CHARGE	DATE	COURT & LOCATION
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Have you within the last ten (10) years, ever pled nolo contendere, pled guilty, been found guilty, or been convicted of any offense involving trafficking in narcotics.

NO [ ] YES [ ] If yes, complete the following for each conviction:

NAME	CHARGE	DATE	COURT & LOCATION
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Have you ever pled nolo contendere, pled guilty, been found guilty, or been convicted of any crime not already stated within the five (5) years preceding the date of the application, regardless of whether adjudication has been withheld?

NO [ ] YES [ ] If yes, complete the following for each conviction:

NAME	CHARGE	DATE	COURT & LOCATION
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(C) **Transportation Experience:**

Do you hold any interest (legal, equitable, or beneficial, financial, shareholder, ownership or otherwise) in any City of Atlanta CPNC(s)?

NO [ ] YES [ ] If yes, list each CPNC number below:

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Have you ever had a City of Atlanta vehicle for hire operator's license suspended or revoked?

NO [ ] YES [ ] If yes, provide a written explanation:

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Has your authority for vehicle for hire services ever been revoked or suspended by the State of Georgia Department of Motor Vehicle Services?

NO [ ] YES [ ] If yes, provide a written explanation:

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Do you have any unsatisfied civil penalty or civil judgment pertaining to vehicle for hire operations?

NO [ ]      YES [ ]      If yes, provide a written explanation:

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Have you ever been enjoined by a court of competent jurisdiction from engaging in the vehicle for hire business or enjoined by a court of competent jurisdiction with respect to any of the requirements of Atlanta City Code Chapter 162?

NO [ ]      YES [ ]      If yes, provide a written explanation:

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**3. APPLICANT CERTIFICATION**

(Individual or Corporation)

BEFORE ME, THE UNDERSIGNED AUTHORITY, THIS DAY PERSONALLY APPEARED \_\_\_\_\_, who, being by me first duly sworn, deposes and says, that he/she is the applicant in the forgoing application, and that the statements made herein and attached hereto are true and correct, grants authority to Atlanta Police Department Division of Taxicabs and Vehicles for Hire to verify the information contained herein, understands that the Division reserves the right to deny this application based upon the misrepresentation; alteration; omission; incompleteness of material fact; or for any of the reasons set forth in Atlanta City Code Sec 162-63 and agrees to comply with all provisions and requirements of Atlanta City Code Chapter 162, should this application be approved and further certifies that said application for transfer is to acquire CPNC number(s) \_\_\_\_\_ presently held by \_\_\_\_\_.

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

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

\_\_\_\_\_  
Print, Type, or Stamp Commissioned  
Name of Notary Public

\_\_\_\_\_  
Signature of Notary Public

Personally Known \_\_\_\_\_ Or Produced Identification \_\_\_\_\_ My Commission Expires:

Type of Identification Produced \_\_\_\_\_

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

**4. LICENSE HOLDER CERTIFICATION**

(Individual or Corporation)

BEFORE ME, THE UNDERSIGNED AUTHORITY, THIS DAY PERSONALLY APPEARED \_\_\_\_\_, who, being by me first duly sworn, deposes and says that he/she is the \_\_\_\_\_ of \_\_\_\_\_, and that said Certificate of Public Necessity and Convenience(CPNC) is current and valid, and in accordance with Atlanta City Code Chapter 162, does request the Division of Taxicabs and Vehicles for Hire to transfer said CPNC to \_\_\_\_\_ listed on this application as the applicant, and further stipulates that when the license transfer is approved by Atlanta Police Department’s Division of Taxicabs and Vehicles for Hire to relinquish all rights to such CPNC to the applicant and that all statements in Section 4 for this application are true.

\_\_\_\_\_  
Signature of CPNC(s) holder

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

\_\_\_\_\_  
Print, Type, or Stamp Commissioned  
Name of Notary Public

\_\_\_\_\_  
Signature of Notary Public

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_ My Commission Expires:

Type of Identification Produced \_\_\_\_\_

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