






Information Packet: City of Houston TNC Permitting Process

We want to help you be compliant with the City of Houston regulations related to driver partners who work with Transportation Network Companies (TNCs). Please read through this packet for a step-by-step guide. **The City of Houston requires all uberX and uberXL partners operating inside Houston city limits to have a valid TNC license.**

-  Make sure your **vehicle QUALIFIES** and is **UP TO DATE**
-  Get a **PHYSICAL & DRUG TEST** that meets the city's requirements
-  Complete a **WARRANT CHECK** at the City of Houston Municipal Court
-  Buy a **FIRE EXTINGUISHER**
-  Submit TNC application and make **FINGERPRINTING** appointment

When you have completed these steps, please go straight to the city's office at 1002 Washington Ave, Houston, TX 77002. Their business hours are Monday-Friday from 8:00am-4:30pm (except holidays); **NO APPOINTMENT NECESSARY**. Be sure to take everything outlined in this packet with you along with your Uber trade dress (come to our weekly scheduled office hours to pick it up if you haven't already). If you have any questions, please email us at **partnershouston@uber.com**



STEP 1: Make sure your vehicle qualifies and is up to date

The City of Houston instituted rules for ridesharing vehicles in November 2014. The first step is to make sure your car qualifies. **In order to receive a TNC permit from the City of Houston, your vehicle(s) must meet ALL of the following requirements:**

1. Year: 2007 or newer
2. Mileage: Less than 150,000 miles
3. Cannot be a salvaged car or a rebuild
4. 4 Doors
5. Any color
6. Personal insurance in your name

If your current vehicle does not meet these standards, please ask about vehicle solutions through Uber-approved lenders and let us know if you're interested.



STEP 2: Physical & Drug Test

The next step is to complete a **physical examination** and **five-panel, non-DOT drug test**.

This exam and drug test must meet the city's requirements to be accepted.

Please see below for a list of some local facilities that offer physical exams and five-panel, non-DOT drug tests (be sure to call ahead for details):

Center Street Medical Testing
4302 Center Street
Houston, TX 77007
Phone: (713) 869-4631

Total Medical
7338 McHenry
Houston, TX 77067
Phone: (731) 644-4442

Main Stop Testing
12401 S. Post Oak
Houston, TX 77045
Phone: (713) 551-8743

Occupational Health Center
1000 N. Post Oak, Building G #100
Houston, TX 77055
Phone: (713) 686-4868

Houston Center for Occupational Medicine
14141 South Loop West Suite 200
Houston, TX 77054
Phone: (713) 790-0507

Personal Lab Services
7447 Harwin Dr. Ste #102
Houston, TX 77036
Phone: (713) 980-5794

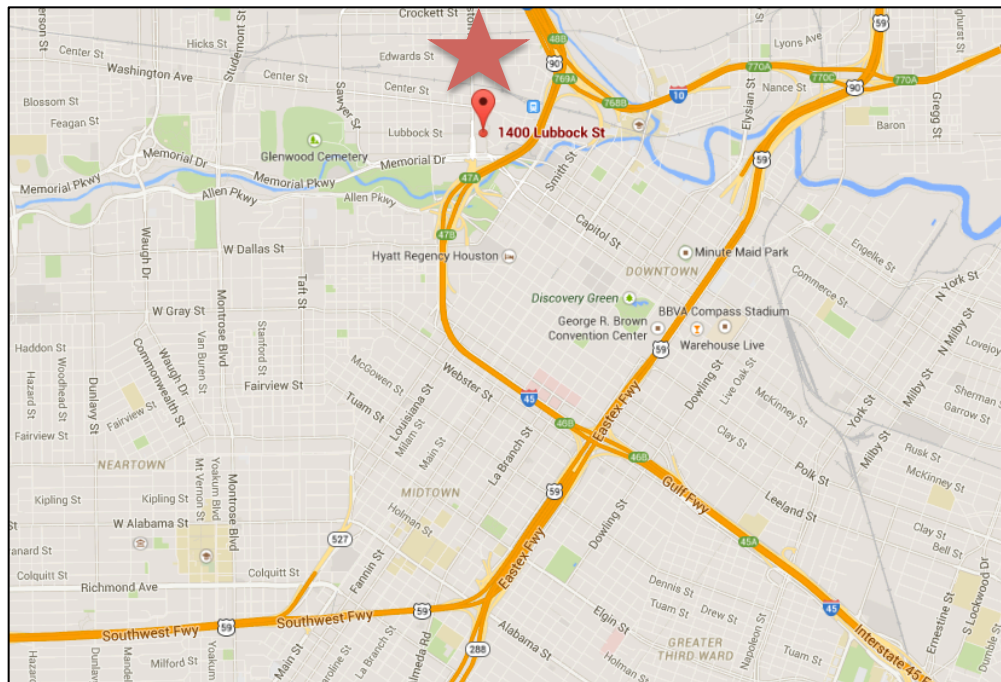
****The City of Houston requires that you submit your drug test results in a sealed envelope and does not accept results that are more than 30 days old. Do not open the sealed envelope containing your test results. If you want to review the results, please ask for a second copy****



STEP 3: Warrant Check

Each partner is required by the city to complete a warrant check at the City of Houston Municipal Court. A warrant check confirms that you do not have any outstanding arrest warrants. Please note that the warrant check expires after 30 days so please submit your TNC application before the warrant check expires.

You can complete this step at the City of Houston Municipal Court, north of Downtown.
The address is 1400 Lubbock Street Houston, TX 77002
Hours of Operation are 8am to 10pm from Monday to Friday.





STEP 4: Fire Extinguisher

The City of Houston requires that all ridesharing partners must have a fire extinguisher in their vehicle in case of emergency. City Inspectors will check to see if you have a fire extinguisher in your car when your vehicle is inspected by the city. The city's vehicle inspections are conducted at the same location (1002 Washington Avenue).

The fire extinguisher in your vehicle must have a specification of 5 B:C or higher
(for example, both a 5 B:C or 10 B:C fire extinguisher would be acceptable).

Standard 5 B:C fire extinguishers can be purchased at a variety of locations, including large hardware stores. For example, you could purchase one from Home Depot, Lowe's, Target, Wal-Mart, or Amazon. Please keep this fire extinguisher in your car once you have purchased it and whenever you are on a trip.





STEP 5: Submit TNC Application and Schedule Fingerprinting Appointment

The TNC license application (if you need an extra copy) is available at the following link:
<http://www.houstontx.gov/ara/regaffairs/transportationdocs/apppacket-cohdriverlicense.pdf>

The application includes pages that you will need to take with you when you get your physical and when you go to the Municipal Court to get a warrant check. When you submit your TNC license application at the city's office (1002 Washington Ave.), you can have your vehicle inspected outside by one of the city inspectors at no charge (this is required). Make sure you have your Uber trade dress with you and your fire extinguisher in the vehicle or you will not receive a license from the city.

The link below will provide step-by-step instructions for scheduling a fingerprinting appointment:

[http://www.houstontx.gov/ara/regaffairs/transportationdocs/
2015_Fast_Pass_Packet.pdf](http://www.houstontx.gov/ara/regaffairs/transportationdocs/2015_Fast_Pass_Packet.pdf)

You can get a valid 30-day license from the city without completing a fingerprinting appointment but only if you get fingerprinted soon afterward and have the results sent to the City of Houston before your 30-day permit expires. If you choose to do this, we recommend getting fingerprinted no later than 2 weeks after receiving your 30-day permit (it takes 3-5 business days for the city to receive your fingerprint results and you will have to go back to the city's permit office to pick up your 2-year license before your 30-day license expires). You can also get fingerprinted upfront, wait 5 business days, and then submit your TNC application (in which case you could receive a 2-year license straight away). Feel free to choose whichever option makes the most sense for you.

IMPORTANT REMINDERS

- Be sure to read the TNC license application from the City of Houston carefully and fill it out completely. Once you have completed all of the steps, you must take the relevant paperwork and documents to 1002 Washington Avenue to receive your TNC license from the city and have your vehicle inspected.
- You must check the box marked “TNC” in the city’s application in order to register with the city as an Uber partner.
- You must have a Texas driver’s license, valid social security card, and your vehicle registration form/receipt. If you were not born in the United States, you will also be required to bring one of the following (in addition to Texas driver’s license and social security card) when you submit your application to the city: U.S. passport, certificate of naturalization, permanent resident card, or proof of work authorization.
- If you don’t have all of the required documents, you can contact the ARA at 832-394-8803 to see if they’ll accept other documentation instead.