



CITY AND BOROUGH OF JUNEAU  
POLICE DEPARTMENT  
CPV Administrator  
(907) 586-0600

**APPLICATION INSTRUCTIONS AND REQUIRED ATTACHMENTS FOR  
PROFESSIONAL DRIVER'S PERMIT**

Please read these instructions carefully. Applicants must be at least twenty-one (21) years of age and be able to speak the English language. You must include documentation with your application. Applications must be submitted in person on specified days and during restricted times.

**Application Location:** Juneau Police Department, 6255 Alaway Avenue, Juneau, AK  
**Specified Days:** Monday, Wednesday or Friday  
**Restricted Time:** Between the hours of 8:30 am and 11:30 am

**Required Attachments:**

- 1. Health Certificate.** All applicants must show proof of valid CDL Health Certificate. (20 CBJAC 40.310(a)(7)).  
  
The medical examination is obtained at your own expense and by a physician of your own choice. The examining physician must be licensed to practice in the State of Alaska. A **Medical Examination Report For Commercial Driver Fitness Determination** is to be completed and signed by the qualified examining physician. The medical examination must be completed within a ninety-(90) day period prior to the application date.
- 2. Original Criminal History.** A **full criminal** (prior 10 years) history must be obtained from the Department of Public Safety, Division of Records and Identification located at 450 Whittier Avenue. The cost is \$20.00 and requires 2 pieces of identification, 1 of which must be a photo ID. The original printout must be submitted with your application. A photocopy will not be accepted. New Alaska residents must provide a **full criminal** history from their previous state(s) of residency which must cover the prior ten years. (20 CBJAC 40.310(a)(6)).
- 3. Driving Record.** A Driver's License Record (previous 10 years) must be obtained from the Division of Motor Vehicles located in the State Troopers Building at 2760 Sherwood Lane. The cost is \$5.00. New Alaska residents must provide a driver's record from their previous state(s) of residency which must cover the previous five years. The original printout must be submitted. A photocopy will not be accepted. (20 CBJAC 40.310(a)(6)).
- 4. Applicant Statement.** A written statement that the applicant has read and understands the CBJ Code Section 20.40 and CBJ CPV Regulations 20 CBJAC 40.
- 5. Permit fee.** A permit fee of \$75.00 must be remitted with the application. The permit fee is a processing fee and is **non-refundable**.

**Application Instructions**

Please type or print all information on the "Professional Driver's Permit" application.

**New Applicants:** Fingerprints are required for new applicants. You will be fingerprinted at the time you submit your application. The application fee will cover the cost of the fingerprinting service.

All applicants will be photographed at the time of application.

**Class A Endorsement:** Authorizes the holder to provide *taxi* services only.

**Class B Endorsement:** Authorizes the holder to provide Class B services, including tour/charter or shuttle.

**Alaska Driver's License Number:** Applicants must hold a current Alaska Driver's License.

**Alaska Business License:** Professional Drivers who are employees will not be required to obtain an Alaska Business License. If you are operating as an independent contractor/sole proprietor, you will be required to obtain an Alaska Business License. A copy of the business license must be submitted at the time of application.

**Driver for what company?** Indicate the Certificate of Public Convenience and Necessity holder that you intend to operate under.

**Are you a natural born or fully naturalized citizen of the United States?** If your answer is “No” to this question, you must complete the next three questions. If your answer is “Yes” to this question, skip the next three questions.

**Contact Information:** Provide current contact information. It is important that the CPV Administrator be able to contact you. If this information changes during the permit year, you must contact the CPV Administrator with updated information.

**Physical Residence Last Five Years:** Please provide your physical places of residence for the past five years. If additional space is required, please attach an additional sheet.

**Employment History Last Five Years:** Please provide your employment history for the past five years. If additional space is required, please attach an additional sheet.

**Licensing and Professional Driving History and Conviction History and Pending Charges:** A Professional Driver’s Permit will not be issued if any of the following are true:

1. A felony conviction within the preceding ten years of the date of application.
2. Three or more misdemeanors within the preceding five years of the date of application.
3. Professional Drivers Permit was suspended more than once or revoked at any time within the preceding three years of the date of application.
4. If you have a felony conviction that involved a commercial passenger vehicle, a Professional Drivers Permit will never be issued.

The Chief of Police has appointed a CPV Administrator with the responsibility of evaluating and approving each Professional Driver’s Application. In order to qualify for a Professional Driver’s Permit, an applicant must demonstrate that he/she is a safe and satisfactory driver of a public vehicle. As a minimum standard, an applicant must meet the standards set in CBJ Driver Standards and Licenses 20.40.200 – 210. Applicants failing to meet the standard will be denied a Professional Driver’s Permit. The denial of a permit may be appealed to the Chief of Police.

If you have any questions or need assistance, please contact the CPV Administrator at (907) 586-0600.

### **General Driver Information**

#### **Class A Endorsement:**

All service provided must be dispatched by the Certificate of Public Convenience and Necessity holder. (CBJ 20.40.430(a)(1)).

It is an infraction for drivers to charge a passenger for services at rates other than those prescribed by the Manager. The failure to “drop” the flag to engage the taximeter and charge the prescribed rates is an infraction. (CBJ 20.40.430(a)(4)).

Drivers will be required to complete a Daily Taximeter Activity Log at the end of each shift and report the taximeter readings to the Certificate holder. A driver will also calculate the sales tax collections for each shift and surrender the sales tax to the Certificate holder. (20 CBJAC 40.450(a)(1)(A)).

#### **Class B Endorsement:**

Drivers must follow the Certificate holder’s designated routes, stops and approximate departure times. Stops in the downtown area will be limited to posted areas.

Drivers may not stop for passenger at any unauthorized location or make flag stops.