



# ADMINISTRATION AND REGULATORY AFFAIRS DEPARTMENT

## Transportation Section Policy

Subject: **Vehicle-for-Hire Warrant Checks**

Policy No. **VFH - 010**

Effective Date:  
**Upon Approval**

### 1. AUTHORITY

1.1 Chapter 46, Houston Code of Ordinances

### 2. PURPOSE

2.1 The purpose of the policy is to establish guidelines for the acceptance of municipal warrant checks performed by any party other than the City of Houston Municipal Courts Department, as allowed by Sections 46-15(10), 46-65(a), 46-151(b)(a), 46-233(a)(5), 46-287(a), 46-331(b)(8), 46-391(b)(8), 46-454(a)(7), and 46-506(a)(7) of the City of Houston Code of Ordinances.

### 3. POLICY STATEMENT

The City of Houston regulates all vehicles-for-hire to ensure the health and safety of the riding public and to encourage the operation of professional transportation services in the Houston area. To this end, all applicants for a City of Houston vehicle-for-hire driver license are required to undergo a warrant check through the City of Houston's Municipal Courts Department database. In the interest of expediting the application process to allow for growth in the number of vehicle-for-hire driver applicants while maintaining acceptable service standards, the City of Houston may authorize third parties to conduct municipal warrant checks based on specific criteria set out by ARA to ensure customer privacy and data security.

### 4. PROCEDURES

4.1 The policy will be effective from the date of signature and expire upon date of any replacing or overriding Ordinance provision and/or new Director's Rule and Regulation.

4.2 This policy is for all industry applicants seeking a vehicle-for-hire industry specific City of Houston issued driver license, permit, or certificate of registration.

4.3 City of Houston vehicle-for-hire driver license applicants may obtain the application for the license at the Transportation Section's offices located at 1002 Washington Ave. or on the website: <http://www.houstontx.gov/ara/regaffairs/transportation.html>.

4.4 The Director may authorize an entity or several entities to conduct municipal warrant checks.

4.5 The municipal warrant check must search information directly obtained from a City of Houston Municipal Courts Department database.

Approved:

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10/15/2014

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- 4.6 The municipal warrant check must be certified by the Municipal Courts Department as evidenced by a duly executed clearance letter, warrant check stamped application page, or other certification received directly from and issued by the Municipal Courts Department.
- 4.7 The results of the municipal warrant check must be submitted directly to ARA via a secure method in compliance with state law. A secure method is one that allows ARA to certify the results have not been tampered with or manipulated.
- 4.8 The license, permit, or certificate of registration issued by ARA shall be issued only in conjunction with proof that the applicant has no outstanding warrants as determined by a municipal warrant check conducted in accordance with this policy.