

- Obtain complete driver's record from the DMV in Montpelier if new driver.
- Complete the Taxicab/Contract Vehicle Driver's License application and have notarized.
- Provide a letter from the business owner of the company you will be working for stating that you are employed or have an offer of employment.
- Provide to the Taxi Administration Office the following fees in the form of check or money order:
 - \$45.00 payable to the City of Burlington for background checks.
 - \$30.00 payable to the Burlington International Airport for the application fee.

The approval process will take 5-7 business days. If/when you are approved, you will be notified to come to the Airport Administration Office to have your taxi driver's license issued. The licensing fee is \$75 which will also need to be a check or money order, made payable to the Burlington International Airport.

Taxi Administration Office Phone No. (802) 863-2874.

Business Hours: Monday and Wednesday 9:30-11:30am and 1:30-3:30pm, Tuesday 1:30-3:30pm, Friday 9:30-11:30am