

**Borough of Hightstown  
156 Bank Street, Hightstown, NJ**

**Taxicab Company Application  
January 1, 2025 – December 31, 2025**

Date Received By Clerk: _____
Fee Received: _____
Date Forwarded To Police Dept: _____

**FEE: \$100 per vehicle**

Company Name: \_\_\_\_\_

**There is a maximum of five (5) licensed taxicab companies allowed to operate within the Borough of Hightstown per the current ordinance. The taxicab company licenses shall be awarded on a first come first served on a qualifying basis.**

**Instructions**

This application must be filled out in full and signed by the taxicab owner listed on the application.

Please type or print clearly all information. Any false statement is sufficient cause for exclusion of the applicant from consideration of licensing.

**Your application will not be reviewed unless you provide all of the following information:**

- \_\_\_\_\_ Check or Money Order for **\$100 PER VEHICLE**
- \_\_\_\_\_ Copy of valid NJ vehicle registration card for each vehicle listed on the application
- \_\_\_\_\_ Copy of valid insurance card for each vehicle listed on the application
- \_\_\_\_\_ Certificate of Insurance listing all vehicles listed on the application
- \_\_\_\_\_ Proof of fingerprinting. Appointments must be made on-line. See instructions attached.
- \_\_\_\_\_ Copy of valid New Jersey Driver's License
- \_\_\_\_\_ Proof of citizenship or legal resident status

**Copies of registration and insurance cards must be on one (1) page per vehicle and attached in the same order as the vehicles listed on the application. Do not put copies of the vehicle titles with the is application.**

The completed application must be signed in the presence of a notary public testifying that the statements on the application are true to the best of your knowledge. Approval of all applicants is subject to review by the Borough of Hightstown Police Department. There may be amendments to the current taxi ordinance that you will have to follow in order to keep your approved license.

Sign below to acknowledge that you have read and understand the above instructions.

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

The attached applicant has been fingerprinted and has been cleared with the New Jersey State Bureau of Identification. I have examined the foregoing application and find no police record.

\_\_\_\_\_  
Police Department

**OWNER'S INFORMATION** – Please type or print all information

Name of Application: \_\_\_\_\_  
Last First Middle

Company Name: \_\_\_\_\_

Company Permanent Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

If applicant is a corporation, give name and address of registered agent and Employer Identification Number (EIN#). If applicant is a partnership, give names and addresses of all partners. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VEHICLE INFORMATION**

Make and Model of Vehicle: \_\_\_\_\_

Color \_\_\_\_\_ Year \_\_\_\_\_ License Plate Number \_\_\_\_\_

VIN Number \_\_\_\_\_

Address where this vehicle will be kept when not on duty \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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VIN Number \_\_\_\_\_

Address where this vehicle will be kept when not on duty \_\_\_\_\_

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**NOTICE TO ALL PERSONS SIGNING THIS FORM:**

The Borough of Hightstown reserves the right to prosecute any false statement made on this form the fullest extent of the law against the signer(s).

Be on notice that any person who includes false statement in this form (whether by omitting requested information, or by including information that is false), and then signs the form, will be subject to punishment. Pursuant to N.J.S.A. 2C:28-3(a), it is a crime of the fourth degree to make a false written statement on this form which the signer does not believe to be true. Pursuant to N.J.S.A. 2C:28-2(a), it is a crime of the fourth degree to make a false statement under oath or equivalent affirmation.

By my signature below, I hereby swear and affirm that:

- I am at least twenty-one (21) years of age.
- I am (check one) a United States citizen \_\_\_\_\_ or a legal resident alien \_\_\_\_\_. *If a resident alien, a copy of the alien registration card or work permit must be submitted with this application.*
- I possess a current and valid New Jersey driver's license. *A copy of your NJ Driver's License must be submitted with this application.*
- I am not addicted to the use of narcotics or intoxicating liquors.
- I am able to read, speak and understand the English language.
- I have not been convicted of any crime involving moral turpitude.

- I have taken the time to study state and local motor vehicle laws, rules, and regulations. I have also made sure that I am fully informed of the geography of the Borough of Hightstown, Mercer County, and key locations (such as airports and train stations) in the State of New Jersey.
- I have not been convicted, within the three years prior to the date of the application, of reckless driving, driving while intoxicated, leaving the scene of an accident or driving more than 30 miles an hour above the speed limit.
- At the time of this application, I have no more than eight (8) New Jersey State Division of Motor Vehicle points on my driving record, or the equivalent if licensed in any other state.

I agree that I will inform the Borough of Hightstown in writing WITHIN THREE DAYS of any change in, or addition to, the information set forth above.

I am the owner of the above named company; that the questions are answered by me and that the statements of facts contained in the forgoing application are true to the best of my knowledge, information and belief.

\_\_\_\_\_  
Signature of Company Owner

\_\_\_\_\_  
Company Owner's Name (Printed)

<p>State of New Jersey    ss</p> <p>County of _____</p> <p>Subscribed before me on this _____ day of _____, 20____</p> <p>_____ Notary Signature</p> <p>My commission expires _____</p>
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## **FINGERPRINT INSTRUCTIONS**

**ALL** Taxi Driver applicants are required to be fingerprinted, prior to submitting their Taxi Driver Application. **This applies to new and renewal taxi driver applicants.** Please utilize the attached Identogo New Jersey Universal Fingerprint Form for instructions. Fingerprinting is done by appointment only and scheduling can be done online at <https://uenroll.identogo.com> using service code: 2F17ZY or by calling 1-877-503-5981. While scheduling your fingerprinting appointment, you will be required to provide the Originating Agency Number (ORI#) for fingerprinting. The ORI# for Hightstown is NJ0110400.

**Please Note** - Taxi Driver Applicants are required to provide the attached fingerprinting form and Identogo fingerprinting receipt to show proof that the applicant was fingerprinted. If the Taxi Driver Application is not fully completed or if the applicant has not been fingerprinted, the application will **NOT** be accepted.

(1) Originating Agency Number (ORI #) <b>NJ0110400</b>		(2) Category <b>LOX</b>		(3) Statute Number <b>13.59-1</b>	
(4) Reason for Fingerprinting <b>LOCAL ORDINANCE</b>			(5) Document Type <b>S1</b>	(6) Payment Information	
(7) Contributor's Case # (Unique Identifier) <b>TAXI</b>			(8) Miscellaneous		
(9) First Name		(10) MI	(11) Last Name		
(12) Daytime Phone Number ( ) -		(13) Social Security Number (Optional)	(14) Date of Birth	(15) Height	(16) Weight
(17) Maiden or Alias Last Name		(18) Place of Birth (US State if US Citizen; Country for all others)		(19) Country of Citizenship	
(20) Home Address					
Address		City	State	Zip	
(21) Gender (Select one) [ ] Female [ ] Male [ ] Both	(22) Hair Color	(23) Eye Color	(24) Race (Select One) [ A ] Asian/ Pacific Islander (includes Asian Indian) [ B ] Black [ I ] American Indian / Alaska Native [ W ] White ( Includes Hispanic/ Spanish Origin) [ U ] Unknown		
(25) Occupation / Position (with respect to Requirement)	(26) Employer / Organization Name (with respect to Requirement)				
	Employer Address		City	State	Zip
<b>Identification Requirement</b> - Acceptable Identification must be presented at the <u>time of printing</u> . Identification presented MUST be one (1) document that is current (not expired). A combination of documents will not be accepted. The single document must include the following criteria: Photo, Name, Address (home/issuing agency) and Date of Birth. Acceptable ID must be issued by a Federal, State, County or Municipal entity for identification purposes. Examples of acceptable ID are: 1) Valid U.S. State Photo Driver's License/ Non Driver's License, 2) U.S. Passport, 3) USCIS Permanent Resident ID Card (issued after 5/10/2010), and 4) USCIS Employment Authorization Card (issued after 10/31/2011).					

**Please READ This Form Carefully:**

Follow all of the instructions provided by your agency/employer to complete the fingerprint process. You must have this form (Blocks 1 through 26) completed prior to scheduling your fingerprint appointment via the website or call center. **PLEASE PRINT LEGIBLY.** It is **required** that you **present** this completed Universal Fingerprint Form, IDG\_NJAPP\_051719\_V1, at your scheduled appointment.

**Appointment Scheduling:**

Scheduling is available anytime at <https://uenroll.identogo.com/>. Appointments may also be scheduled through our Call Center. English and Spanish speaking agents are available at **1-877-503-5981**, Monday through Friday, 8:00AM to 5:00PM EST and Saturday, 8:00AM to 12 Noon EST.

**Payment:**

When an applicant is responsible for payment, payment is required at the time of scheduling. The following forms of payment are accepted: Visa, MasterCard, American Express, Discover and prepaid debit cards, or electronic debit (ACH) from a checking account. Accounts will be debited immediately.

**Cancel/ Reschedule:**

Appointments may be canceled or rescheduled via the website or the call center before the deadline of 5PM EST the business day prior to the scheduled appointment (Saturday Noon for Monday appointments). An appointment fee of \$12.00 plus tax (\$12.80) will be incurred by applicants who do not cancel/reschedule their appointment prior to the deadline. Idemia Identity & Security will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

**Unable to be Fingerprinted:**

An applicant is considered "Unable to be Fingerprinted" for any of the following reasons: Failure to appear for scheduled appointment, inability to present proper identification, inability to present this completed Universal Fingerprint Form IDG\_NJAPP\_051719\_V1, or the information on this form does not exactly match the information provided during the scheduling process. Applicants unable to be fingerprinted will incur a \$12.00 plus tax (\$12.80) appointment fee. Idemia Identity & Security will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

**PCN and Receipts:**

Upon the completion of fingerprinting, you will be assigned a PCN number. The PCN will be recorded on this form and on your receipt. Idemia Identity & Security will not provide *duplicate receipts, PCN Numbers or any appointment/printing information after the time of printing.*

Applicant ID Number:	Payment Authorization:	PCN:
Scheduled Day & Date:	Scheduled Time:	Scheduled Site:
Agency Information:		

You **MUST** retain a copy of this form and the receipt of printing for your personal records.

**APPLICANTS MUST NOT ALTER, SHARE, OR REUSE THIS FORM**