



March 30, 2020

RE: COVID-19 – CHANGES TO LICENCING PROCEDURES

Everyone has a role to play in slowing COVID-19's spread and minimizing its impact in our community, which is why Vehicles for Hire is suspending in-person licencing, new taxi driver licence issuances with photos, issuance of brand new drivers licences for new drivers and change of owners.

We are providing online service for taxi drivers licence renewals, vehicle licence renewals, dispatcher applications and change of vehicles.

TAXI DRIVER LICENCE RENEWAL

In order to renew your driver's license, you will be required to electronically submit the following the documentation to wpa-vfh@winnipeg.ca

- Complete an application that is available on our website:
<https://www.winnipeg.ca/vehiclesforhire/>
- Provide a scanned copy or photo of your valid MPI Driver's licence - Contact MPI at 204-985-7000 or 1-800-665-2410 Please visit their website at:
<https://www.mpi.mb.ca/Pages/Home.aspx> - for temporary services available
- Provide a scanned copy or photo of your Criminal Record Check - complete online at:
<https://winnipegpolice.ebackgroundcheck.ca>.
 - o Please share with our agency: Winnipeg Parking Authority – Vehicles For Hire.
- Provide a scanned copy or photo of your Commercial Driver's Abstract -
<https://www.mpi.mb.ca/Pages/Home.aspx>
- Provide a scanned copy or photo of your Manitoba Child Abuse Registry Check - complete online at: www.gov.mb.ca/fs/childfam/child_abuse_registry.html , Fax 204-948-2222 or by mail - 777 Portage Avenue Winnipeg, MB R3G 0N3

Once you have submitted all required documentation, and they have been reviewed and approved, our administrative staff will contact you for the payment of the renewal fee. This payment can only be processed with major credit card.

Upon completion of this process you will be emailed a copy of your taxi driver's license. You must keep a hard copy OR an electronic copy on your phone and must be presented show customers or



VFH officers upon request. Additionally, and until otherwise advised, you will still be required to display your expired City of Winnipeg VFH taxi driver's license which was previously issued.

Please note:

We will not process applications for individuals with outstanding fines or fees with respect to this By-law or any City parking by-law.

Due to the COVID-19, if your ILRC has recently expired, we will allow a one-time renewal of your Taxi licence until the Independent Living Resource Centre (ILRC) reopens.

All Criminal Record, Child Abuse Registry Checks and Driver's Abstracts, are required for every renewal, and must be dated within 90 days of application. Receipts are NOT accepted.

CHANGE OF VEHICLE

In order to process a change of vehicle (COV), you will be required to follow the COV process outlined below.

In accordance with Regulation ([VFH-18-002](#)), all taxis must conform to the requirements prior to completing the change of vehicle process.

The change of vehicle process must be completed with Vehicle for Hire and all vehicle inspections must be completed by a Vehicle for Hire Enforcement Officer.

The following actions and documentation are required to complete your COV:

- Complete VFH enforcement inspection.
 - o Please call VFH Enforcement to complete your vehicle inspection at [204-619-4657](tel:204-619-4657) or [204-619-4628](tel:204-619-4628).
- Complete a COV form (obtained from a VFH enforcement officer).
- POA or authorization from the owner stating the applicant can do business on behalf of the owner (if required).
- Proof of ownership of the vehicle.
- D409 Certification (accessible vehicles only).
- Produce a camera certificate to the officer.
- Produce a meter certificate to the officer.
- Produce an MPI vehicle safety certificate or NVIS to the officer.



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de Winnipeg

The VFH officer will take a picture of all of your documentation and submit it to wpa-vfh@winnipeg.ca. Once your documentation has been received and reviewed, you will be contacted for payment by credit card.

The vehicle must be registered with MPI as a Vehicle for Hire and the new vehicle registration must be filed with the Vehicle for Hire office immediately after registering it with MPI.

Failure to comply with the change of vehicle process will result in an immediate vehicle “out of service” suspension in order to remedy the contravention in accordance with the By-law and may result in additional enforcement action.

Should you have any questions, please don't hesitate to contact us via email at wpa-vfh@winnipeg.ca

Regards,

Winnipeg Parking Authority
Vehicles for Hire Branch