

Regional Dispatch Agency Application

City of Seattle – Consumer Protection Division
 King County – Records and Licensing Services Division



Check which type of application you are submitting:

Regional Dispatch Agency – Check this box if your agency already operates with or is ready to operate with a smart taximeter system and attach [this updated system checklist](#).

-or-

Transitional Regional Dispatch Agency – Check this box if your agency’s affiliated vehicles do not operate with a smart taximeter system. You must attach [this transition plan](#) explaining your process for all your affiliated vehicles, including flat-rate for-hire vehicles, to adopt a smart taximeter system by March 31, 2026.

Business information

Legal name of agency		UBI	
List all trade names (or DBAs)		Business type (e.g., Corp, LLC)	
Business address	City	State	ZIP
Mailing address	City	State	ZIP
Website address	Business phone	Business email	
Primary contact name	Primary contact phone #	Primary contact email	
Data reporting contact name	Data reporting contact phone #	Data reporting contact email	

Agency owners/officers/representatives (attach another sheet if necessary)

Full name	Title	Email	Phone

Uniform color scheme and vehicles

<input type="checkbox"/> Provide a list of all the vehicles affiliated with your agency either on the template provided or in a form that includes all of the same fields listed on the provided template
Provide paint swatch(es) and pictures of the front, side, and rear of a vehicle with your agency color scheme(s) (required only for new agencies or agencies changing their color scheme) <input type="checkbox"/> Attached <input type="checkbox"/> N/A
Describe which colors are on which parts of the vehicle(s)
Describe any graphics and logos, including where they are placed on the vehicle(s)

Dispatch, meter, and rates

Does your agency have a customer-facing Application Dispatch System (ADS) or app? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dispatch phone number #
Do your affiliated vehicles operate with a smart taximeter? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, which brand meter is used?
Is the meter your affiliated vehicles use NTEP approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what date was it approved?
<input type="checkbox"/> Check this box to confirm that your agency’s rates conform to City of Seattle Ordinance 126977 section 6.311.380 and King County Ordinance 19700 section 41.	

Policies

[City of Seattle Ordinance 126977](#) sections 6.311.340 and 6.311.370 and [King County Ordinance 19700](#) sections 37 and 40 detail policies regional and transitional regional dispatch agencies must have. By checking 'Yes' to the following questions, you are confirming your agency's policies conform to the ordinances and will be available for inspection if requested by the director.

Do you have a zero-tolerance policy for alcohol and drug use while operating a taxicab or for-hire vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a policy that prohibits the agency or company, including any affiliated drivers, from discriminating against passengers or potential passengers on the basis of race; color; national origin; religious belief or affiliation; sex; disability; age; use of a service animal; sexual orientation; gender identity; or geographic beginning or endpoints of the ride, unless the trip covers more than 100 miles or includes traveling over a mountain pass or on a ferry?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a process for receiving, tracking, and resolving passenger complaints? If yes, what is the phone number, email address, or website and how are passengers made aware of the process:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a secure process for passengers to retrieve items left behind in an affiliated vehicle? If yes, what is the policy and how are passengers made aware of the process?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a system capable of providing a passenger with a paper or electronic receipt that complies with the requirements established in City of Seattle Ordinance 126977 section 6.311.340.A.7 and King County Ordinance 19700 section 37.A.7?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a for-hire driver training program? If yes, please describe:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a process for providing owners and drivers with advance notice of draft policy changes and an opportunity to provide input before adopting the policy that complies with City of Seattle Ordinance 126977 section 6.311.370.B and King County Ordinance 19700 section 40.B?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a written policy governing an owner's or driver's access to the smart taximeter system, ADS, the ability to work on any contracted accounts, and affiliation with the dispatch agency, including written notice of impending deactivation with an opportunity for the owner or driver to be heard? If yes, attach a copy of the policy.	<input type="checkbox"/> Yes <input type="checkbox"/> No

I certify that the information provided on this application, including attachments, is true and complete.

Signature of agency representative <i>(written or electronic)</i>	Date
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A complete application includes:

- This application form
- Either* a smart taximeter system checklist *or* a transition plan for adopting a smart taximeter system
- Paint swatch and vehicle pictures *(if applicable)*
- List of affiliated vehicles
- Copy of smart taximeter, ADS, contracted accounts, and affiliation policy for owners and drivers
- Application fee payment

Submit your application to:

Email to: consumerprotection@seattle.gov

Or mail to:

City of Seattle – Consumer Protection Division
700 Fifth Ave., Suite 4300
Seattle, WA 98104

Checks can be made payable to: City of Seattle

Application Fees <small>(the fees shown are the combined total of City and County fees)</small>	Annual agency license <small>(for one trade name)</small>	Agencies that were licensed or registered in 2023 and are submitting this application after March 31, 2024 must add a late fee
Fifty or fewer affiliated vehicles	\$375.00	\$37.00
Fifty-one or more affiliated vehicles	\$750.00	\$75.00

If your agency operates more than one trade name, add \$75 for each trade name beyond the first one

CITY AND COUNTY OFFICE USE ONLY			
Requirements	Processed date or N/A	Completed by	Notes
Application form and attachments are complete			
ADS approved			
Correct fee paid Receipt #			
Approval letter sent			

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Affiliated Vehicles List

Row #	Medallion #	Owner Name	State License Plate #
1			
2			
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Attach as many of these pages as necessary to provide your entire list.