

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 currently operates with a smart taximeter system that fully complies with all requirements for a regional dispatch agency. You may be asked to provide a current [system questionnaire](#) as part of the application process.

-or-

Transitional Regional Dispatch Agency – Check this box if your agency does not currently operate with a smart taximeter system. You may be asked to provide a [transition plan](#) as part of the application process.

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	
Is this application for a new agency or for renewal of a previously licensed agency? <input type="checkbox"/> New <input type="checkbox"/> Renewal			
If renewal, have you submitted the previous year's required quarterly data reports? <input type="checkbox"/> Yes <input type="checkbox"/> No			

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

Full name	Title	Email	Phone

Uniform color scheme and vehicles

Provide a list of all the vehicles affiliated with your agency either on the template provided or in a form that includes all the same fields listed on the provided template <input type="checkbox"/> Attached
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, brand:	<input type="checkbox"/> No
Is the meter your affiliated vehicles use NTEP approved? <input type="checkbox"/> Yes, date approved:	<input type="checkbox"/> No
Does your agency use any flat rate fares? <input type="checkbox"/> Yes (attach a list of all flat rate fares used)	<input type="checkbox"/> No
<input type="checkbox"/> Check this box to confirm that your agency's rates conform to Seattle Municipal Code section 6.311.380 and King County Code 6.65.380 .	

Policies

[Seattle Municipal Code sections 6.311.340](#) and [6.311.370](#) and [King County Code sections 6.65.340](#) and [6.65.370](#) 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 codes 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
Does your system generate paper or electronic receipts for passengers that contain information required by Seattle Municipal Code section 6.311.340.A.7 and King County Code section 6.65.340.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 Seattle Municipal Code section 6.311.370.B and King County Code section 6.65.370.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
- Paint swatch and vehicle pictures *(if applicable)*
- List of flat rate fares used *(if applicable)*
- List of affiliated vehicles
- Required attachments noted in the **Dispatch, meter, and rates** and **Policies** sections of this application
- 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 <i>(the fees shown are the combined total of City and County fees)</i>	Annual agency license <i>(for one trade name)</i>	Agencies that were licensed or registered in 2024 and are submitting this application <u>after</u> March 31, 2025, 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 #	Taxi or FHV	Owner Name	State License Plate #
1				
2				
3				
4				
5				
6				
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Attach as many of these pages as necessary to provide your entire list.