

# For-Hire Vehicle Medallion Conversion Guidance

City of Seattle – Consumer Protection Division

King County – Records and Licensing Services Division



Seattle



King County

## Steps to convert your for-hire vehicle medallion to a taxicab medallion

1. Ensure your affiliated dispatch agency meets the requirements for dispatching taxicabs. Your dispatch agency may need to work with the City and County to meet these requirements before your conversion is approved.
2. Make sure you understand the operating requirements specific to taxicabs.
3. Have the taximeter or smart taximeter used by your affiliated dispatch agency installed in your vehicle.
4. Ensure your vehicle is painted in your dispatch agency's approved uniform color scheme. Your vehicle may retain its existing two-tone scheme as long as one of the two colors matches your dispatch agency's uniform color scheme. Your vehicle may also retain its existing two-tone scheme if that color scheme is used by a fleet operated by your dispatch agency.
5. Ensure your vehicle is marked with your dispatch agency's trade name and telephone number.
6. Ensure the rear passenger doors on both sides of your vehicle have a sign with the following statement: "Rates or fares may vary. Confirm the fare or rate before you accept the ride."
7. Complete the attached form and submit it via email to [taxicab@seattle.gov](mailto:taxicab@seattle.gov) or by mail to Consumer Protection Division, PO Box 94380, Seattle, WA, 98124-6680.
8. Schedule a taximeter inspection with the City by calling 206-386-1267 or emailing [taxicab@seattle.gov](mailto:taxicab@seattle.gov).
9. Once your vehicle has passed the taximeter inspection, the medallion conversion process is complete!

## Additional guidance

- The for-hire legislation passed by the Seattle City Council and King County Council in December 2023 mandates the transition of any vehicle with a for-hire vehicle medallion to a taxicab **by the March 31, 2026, deadline** (SMC 6.311.200.B and KCC 6.65.200.B). Medallion conversions can occur before this date by submitting this form and completing the associated conversion process.
  - To ensure you have enough time to complete the conversion application process, PLEASE BEGIN AS SOON AS POSSIBLE. Medallions will not be able to operate after the deadline until **ALL** the conversion steps have been completed.
- There is no fee to convert your medallion. However, if the medallion is inactive/expired, then the applicable medallion renewal fees will be due.
- If the medallion is inactive or expired at the time of conversion, the conversion date (the date you pass the taximeter inspection) will become the medallion renewal date. If the medallion is active at the time of conversion, the medallion renewal date will not change.
- Converting a medallion does **not** change the jurisdiction of the medallion (i.e., a dual medallion remains dual, a City medallion remains City, and a County medallion remains County).
- You must be affiliated with a regional dispatch agency or transitional regional dispatch agency that meets the requirements for dispatching to taxicabs. Specifically:
  - A transitional regional dispatch agency must have a dispatch system or application dispatch system that is integrated with and maintains a continuous connection with the taximeters installed in all affiliated vehicles (see SMC 6.311.310.A.11 and KCC 6.65.310.A.11 and SMC 6.311.340.B.2 and KCC 6.65.340.B.2).
  - A regional dispatch agency must have an approved smart taximeter that meets the requirements of SMC 6.311.340.A.8 and KCC 6.65.340.A.8.

## Operating requirements specific to taxicabs

- Your vehicle must be equipped with an approved and properly functioning taximeter or smart taximeter that is connected to a mobile data terminal to accept electronic payment of fares and issue receipts (SMC 6.311.310.A.6 and KCC 6.65.310.A.6)
- Your taxicab must meet current taximeter standards and have installed and use a smart taximeter when a smart taximeter system is implemented by the affiliated regional dispatch agency (6.311.310.A.14 and KCC 6.65.310.A.14)
- You must activate the taximeter or smart taximeter at the beginning of each paid trip (when the passenger is seated, materials stowed, and forward motion begins), whether the fare is computed by the taximeter, smart taximeter, application dispatch system, contract, or flat rate, and deactivate the taximeter or smart taximeter upon completion of the trip (SMC 6.311.160.H and KCC 6.65.160.H)
- You must ensure that the taximeter or smart taximeter display is visible to passengers at all times while operating a taxicab (SMC 6.311.160.I and KCC 6.65.160.I)
- You shall not ask, demand, or collect any rate or fare other than as specified on the taximeter, smart taximeter, or application dispatch system (SMC 6.311.170.L and KCC 6.65.170.L)
  - If your affiliated dispatch agency chooses to price trips using flat rates, then flat rates must be charged on the taximeter or smart taximeter.
- When using a taxicab zone, you shall not (SMC 6.311.180 and KCC 6.65.180):
  - Leave the taxicab unattended in a taxicab zone for more than 15 minutes;
  - Occupy a taxicab zone unless operating a taxicab that is available for hire;
  - Perform engine maintenance or repairs on the taxicab while in a taxicab zone;
  - Refuse a request for service because of the driver's position in line at a taxicab zone; a passenger may select any taxicab in the line; or
  - Use a taxicab zone while under suspension from that taxicab zone.

# For-Hire Vehicle Medallion Conversion Application

City of Seattle – Consumer Protection Division

King County – Records and Licensing Services Division



King County

**Medallion Number:** \_\_\_\_\_

## Dispatch Agency Information:

Dispatch agency you will affiliate with as a taxicab: \_\_\_\_\_

Is your vehicle painted with the dispatch agency's uniform color scheme? Or, does one of the colors in your vehicle's current two-tone scheme match your dispatch agency's uniform color scheme? Or, does your vehicle use the color scheme of a fleet operated by your dispatch agency?

Yes  No

Is your vehicle marked with the dispatch agency's trade name and telephone number?

Yes  No

Do the rear passenger doors on both sides of your vehicle have a sign with the following statement: "Rates or fares may vary. Confirm the fare or rate before you accept the ride"?

Yes  No

Are you changing dispatch agencies?

Yes  No

## If you are changing dispatch agencies:

Former dispatch agency: \_\_\_\_\_

Notified former dispatch agency you're leaving?

Yes  No

## Taximeter Information:

Type:  Analog  Smart taximeter Brand & Model Number: \_\_\_\_\_

## Medallion Owner:

First name \_\_\_\_\_ Last name \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_ Phone \_\_\_\_\_

## Second Medallion Owner (if applicable):

First name \_\_\_\_\_ Last name \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_ Phone \_\_\_\_\_

## LLC/Corporation Information (if applicable):

LLC/corporation name \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_ Phone \_\_\_\_\_

**Vehicle/Medallion Lessee (if applicable):**

First name	Last name		
Street address	City	State	Zip
Email address	Phone		

**By signing this document, I acknowledge and confirm the following:**

- I must schedule and pass a taximeter inspection before the medallion conversion will be considered complete;
- It is my obligation to understand how the taximeter works;
- I understand and will comply with all operating requirements, including those unique to operating a taxicab; and
- I understand that converting my for-hire vehicle medallion to a taxicab medallion is an irreversible act.

**Medallion Owner**

Name (please print)	Signature	Date
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**Second Medallion Owner**

Name (please print)	Signature	Date
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**By signing this document, I acknowledge and confirm the following:**

- It is my obligation to understand how the taximeter works; and
- I understand and will comply with all operating requirements, including those unique to operating a taxicab.

**Vehicle/Medallion Lessee**

Name (please print)	Signature	Date
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