



City and Borough of Juneau, Alaska
Juneau Police Department
6255 Alaway Ave, Juneau, AK 99801
Ph (907) 586-0600

APPLICATION INSTRUCTIONS AND REQUIRED ATTACHMENTS FOR CLASS C DRIVER'S PERMIT

Please read these instructions carefully. Applicants must be at least eighteen (18) years of age and be able to speak the English language. You must include documentation with your application. **Applications may be submitted in person or online at www.juneaupolice.com.**

Application Location: Juneau Police Department, 6255 Alaway Avenue, Juneau, AK
Specified Days: Monday through Friday (except holidays)
Restricted Time: Between the hours of **8:00 AM and 4:30 PM**

Required Attachments:

- Driving Record.** A driving record (**previous 10 years**) must be obtained from the Division of Motor Vehicles located in the State Troopers Building at 2760 Sherwood Lane. Alaska residents with less than 10 years of residency must provide a driver's record from their previous state(s) of residency which must cover the previous 10 years. The original printout must be submitted. A photocopy will not be accepted. [20 CBJAC 40.310(a)(6)]
- Applicant Statement.** A signed statement that the applicant has read and understands the CBJ Code Section 20.40 and CBJ CPV Regulations 20 CBJAC 40.
- Photo.** A photo must be provided that will go on the permit. The photo should be similar in style to a driver's license or passport photo (head and shoulders only with a plain background). The photo needs to be emailed to CPV administrator at CPV@juneaupolice.com.
- Permit Fee.** A permit fee of \$25.00 must be remitted with the application. The permit fee is a processing fee and is **non-refundable**.
- Late Application Fee.** Current Class C Driver's Permit holders shall submit renewal applications 30 days prior to the expiration date of their current permit. Late applications shall be charged an addition fee of \$50.00. [20 CBJAC 40.310(a), 20 CBJAC 40.120(c)]

APPLICATION INSTRUCTIONS

Please type or print all information on the "Professional Driver's Permit" application.

Class C Endorsement: Authorizes the holder to provide tour/charter services only.

State Operator's License Number: Applicants must hold a current State Operator's License.

Alaska Business License: Professional drivers who are employees will not be required to obtain an Alaska Business License. If you are operating as an independent contractor/sole proprietor, you will be required to obtain an Alaska Business License. A copy of the business license must be submitted at the time of application.

Driver for what company? Indicates the Certificate of Public Convenience & Necessity holder that you intend to operate under. <https://juneau.org/wp-content/uploads/2023/08/PDP-Application-Instructions.pdf>

Are you a natural born or fully naturalized citizen of the United States? If you answer is "No" to this question, you must complete the next three questions and submit a photocopy of your resident alien green card. If your answer is "Yes" to this question, skip the next three questions.

Contact Information: Provide current contact information. It is important that the CPV Administrator be able to contact you. If this information changes during the permit year, you must contact the CPV Administrator with updated information.

Physical Residence Last Ten Years: Please provide your physical places of residence for the last ten years. If additional space is required, please attach an additional sheet.

Employment History Last Five Years: Please provide your employment history for the past five years. If additional space is required, please attach an additional sheet.

Licensing and Professional Driving History, Conviction History and Pending Charges: A Class C Driver's Permit will not be issued if the following is true:

1. Operator's license suspended more than once or revoked at any time within the proceeding three years from the date of application.

The Chief of Police has appointed a CPV Administrator with the responsibility of evaluating and approving each Class C Driver's Application. In order to qualify for a Class C Driver's Permit, an applicant must demonstrate he/she is a safe and satisfactory driver of a public vehicle. As a minimum standard, an applicant must meet the standards set in CBJ Driver Standards and Licenses 20.40.220 – 230. Applicants failing to meet the standard will be denied a Class C Driver's Permit. The denial of a permit may be appealed to the Chief of Police.

If you have any questions or need assistance, please contact the CPV Administrator at (907) 586-0600.

GENERAL DRIVER INFORMATION

Class C Endorsement

Drivers shall be limited to operating during daylight hours. Vehicles are restricted to the downtown area from 10th Street and Egan Drive to Mill Street. Area will exclude Egan Drive from Willoughby Avenue to 10th Street.

Drivers may not stop for passengers at any location that obstructs traffic or causes a safety hazard to passengers or others.