

Vehicle Introduction Form Procedures

NEW MEDALLION – medallion which has been granted to a new medallion holder whether from an offer or medallion sale:

- Color scheme managers should fill out and sign the top of the VIF form and check off the box marked “**New Medallion**”.
- Next, complete the first (1st) box, “**Adding a Vehicle**”. Please be sure to include the “Registered Owner” whether it be an individual or a Color Scheme
- Fax the VIF form to the SFMTA Taxi Services, 415-701-5437, within 15 days after the medallion has been granted. *Be sure you have marked the ‘**New Medallion**’ box at the top to identify what type of request you are making and to avoid delays.
- Once the VIF form is received, the SFMTA will review and fax all approved forms to the Ground Transportation Unit, GTU.
- Upon receipt, GTU will schedule an appointment for inspection.
- Managers or medallion holders may contact GTU, 650-821-3600, to find out the appointment date and time.

DELETE MEDALLION – medallion is leaving the company because it is sold through the Medallion Sales Pilot Program or for other reasons besides a Color Scheme Change

- If the medallion is sold and if it is still within the same company but has a new vehicle, check the “**Delete medallion**” box at the top of the form and the “**New Medallion**” and fill out the “**Adding a Vehicle**” box to put the new vehicle in service under the sold medallion number. Please be sure to include the “Registered Owner” whether it be an individual or a Color Scheme
- If you are keeping the old vehicle but do not have a medallion to use it under and want to place it on hold for later use, check the “**Delete Medallion**” box at the top of the form and put the vehicle “On Hold” by filling out the information on the third (3rd) box, “**Changing Vehicle Numbers (Medallion #) Only**” box. On the line that says, “New Vehicle Number” write “HOLD”.
- If the medallion is sold to another company and you want to use the car for another medallion at your company then check the “**Delete Medallion**” box at the top of the form and fill out the information on the third (3rd) box, “**Changing Vehicle Numbers (Medallion #) Only**” box.

COLOR SCHEME CHANGE – this is for medallions that are moving from one company to another. This request will require two companies to fill out the form: one is the accepting color scheme and a second is the company deleting the medallion:

First signature:

- The medallion holder is responsible for obtaining this signature from the company s/he is leaving.
- For color schemes that are deleting a medallion due to a color scheme change, managers must fill out and sign the second (2nd) box, “**Deleting a Vehicle**”.

Second signature:

- Color scheme managers accepting the medallion are to fill out and sign the top of the form and check off the box marked “**Color Scheme Change**”.
- Next, complete the first (1st) box, “**Adding a Vehicle**”. Please be sure to include the “Registered Owner” whether it be an individual or a Color Scheme
- **After completing both boxes**, fax the VIF form to the SFMTA Taxi Services, 415-701-5437, within 15 days after the color scheme change has been approved. *Be sure you have marked the ‘**Color Scheme Change**’ box at the top to identify what type of request you are making and to avoid delays.
- Once the VIF form is received, the SFMTA Taxi Services will review and fax all approved

Updated 9/22/10

San Francisco Municipal Transportation Agency

San Francisco Municipal Railway | Department of Parking & Traffic | Division of Taxis & Accessible Services

One S. Van Ness Avenue, Seventh Floor, San Francisco, CA 94103 | Tel: 415.701.4400 | Fax: 415.701.5437 | www.sfmta.com

- forms to the Ground Transportation Unit, GTU.
- Upon receipt, GTU will schedule an appointment for inspection.
 - Managers or medallion holders may contact GTU, 650-821-3600, to find out the appointment date and time.

EXISTING MEDALLION – medallion where only the vehicle will be changed. Example – Medallion #1000 has a Crown Vic which is being replaced with a Prius and making the Crown Vic a spare:

- Color scheme managers are to fill out and sign the top of the form and check off the box marked “**Existing Medallion**”.
- Complete the first (1st) box, “**Adding A Vehicle**”. Please be sure to include the “Registered Owner” whether it be an individual or a Color Scheme
- Next, complete the third (3rd) box, “**Change Vehicle Numbers (Medallion #) Only**”.
- Fax the VIF form to the SFMTA Taxi Services, 415-701-5437. *Be sure you have marked the ‘**Existing Medallion**’ box at the top to identify what type of request you are making and to avoid delays.
- Once the VIF form is received, the SFMTA Taxi Services will review and fax all approved forms to the Ground Transportation Unit, GTU.
- Upon receipt, GTU will schedule an appointment for inspection.
- Managers or medallion holders may contact GTU, 650-821-3600, to find out the appointment date and time.