



FOR-HIRE VEHICLE ADMINISTRATION CHANGE OF ADDRESS, TELEPHONE NUMBER and/or EMAIL ADDRESS

Permit Holder Name: _____

Company Name (DBA): _____

New Business Location Address: _____

***No PO Box or Dispatch Service**

Mandatory Email Address: _____

New Business Phone Number: (_____) _____

Additional New Phone Number(s): (_____) _____

Ordinance 11 1.8 (c)

The permit holder shall maintain a business address, a mailing address where he or she can accept mail directed to his or her company, and a business telephone in working order which must be answered during normal business hours, Monday through Friday, and during all hours of operation. A post office box or dispatch service address shall not be used for the business address or mailing address. The permit holder shall, in the case of any change in his or her business address, mailing address, or business telephone, notify the Chief Executive Officer in writing of such change within forty-eight (48) hours of the effective date of this change.

The Sheriff's Licensing Division may be contacted at (858) 974-2020 regarding their policy related to address changes.

Permit Holder Signature _____ Date _____

Do not use this form to change your Dispatch Service telephone number.

MTS USE ONLY

Emailed to Sheriff's Dept.: Date: _____ Staff Initials: _____

Emailed to Weights & Measures: Date: _____ Staff Initials: _____

Entered in SAP: Date: _____ Staff Initials: _____

F-ADDRESS CHANGE_Rev.08.11.2026

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San Diego Metropolitan Transit System (MTS) is a California public agency comprised of San Diego Transit Corp., San Diego Trolley, Inc. and San Diego and Arizona Eastern Railway Company (nonprofit public benefit corporations). MTS member agencies include the cities of Chula Vista, Coronado, El Cajon, Imperial Beach, La Mesa, Lemon Grove, National City, Poway, San Diego, Santee, and the County of San Diego. MTS is also the For-Hire Vehicle administrator for multiple cities in San Diego County.

