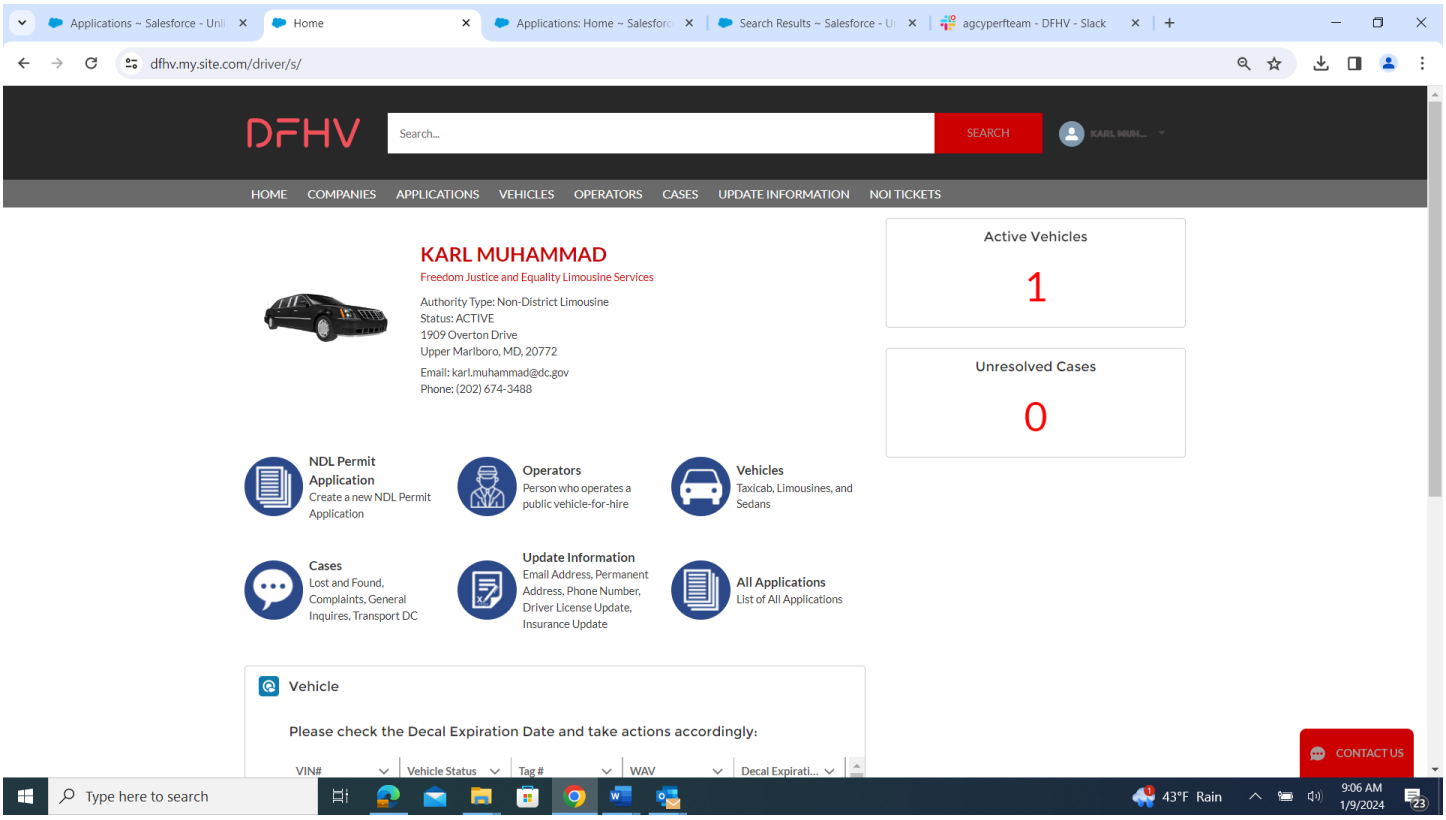
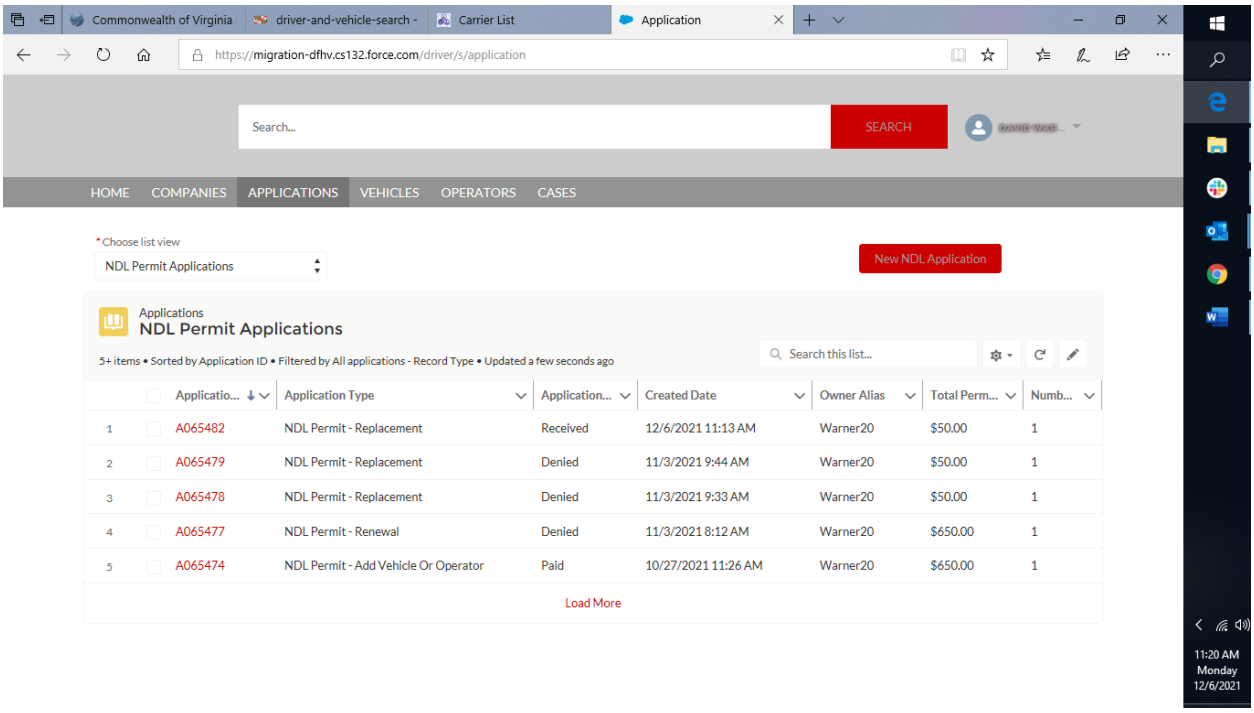
# Add Vehicle and Add Operator Instructions

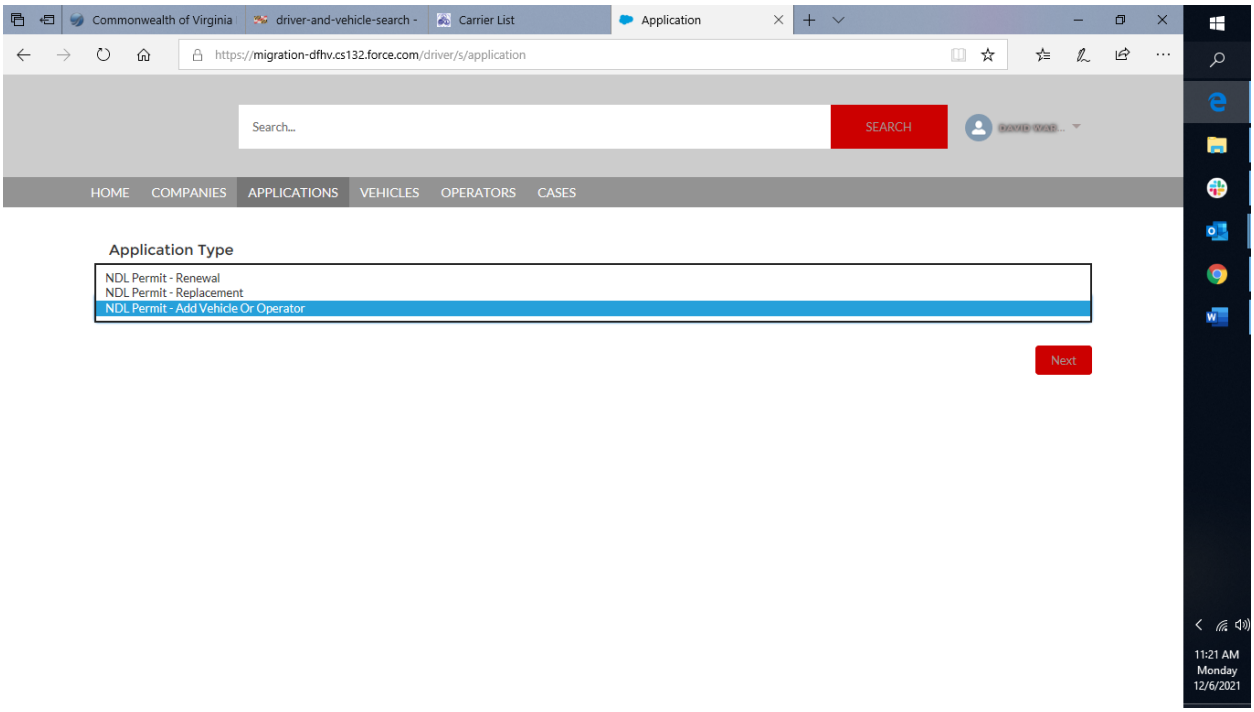
***NDL Decal Stickers are no longer issued. All Non-District Limousine (NDL) permits will now be delivered electronically via email. This change ensures faster delivery, improved convenience, and reduced environmental impact.***




1. Log into your company portal and click the "**APPLICATIONS**" tab.
2. Click "**New NDL Application (Red Box)**."

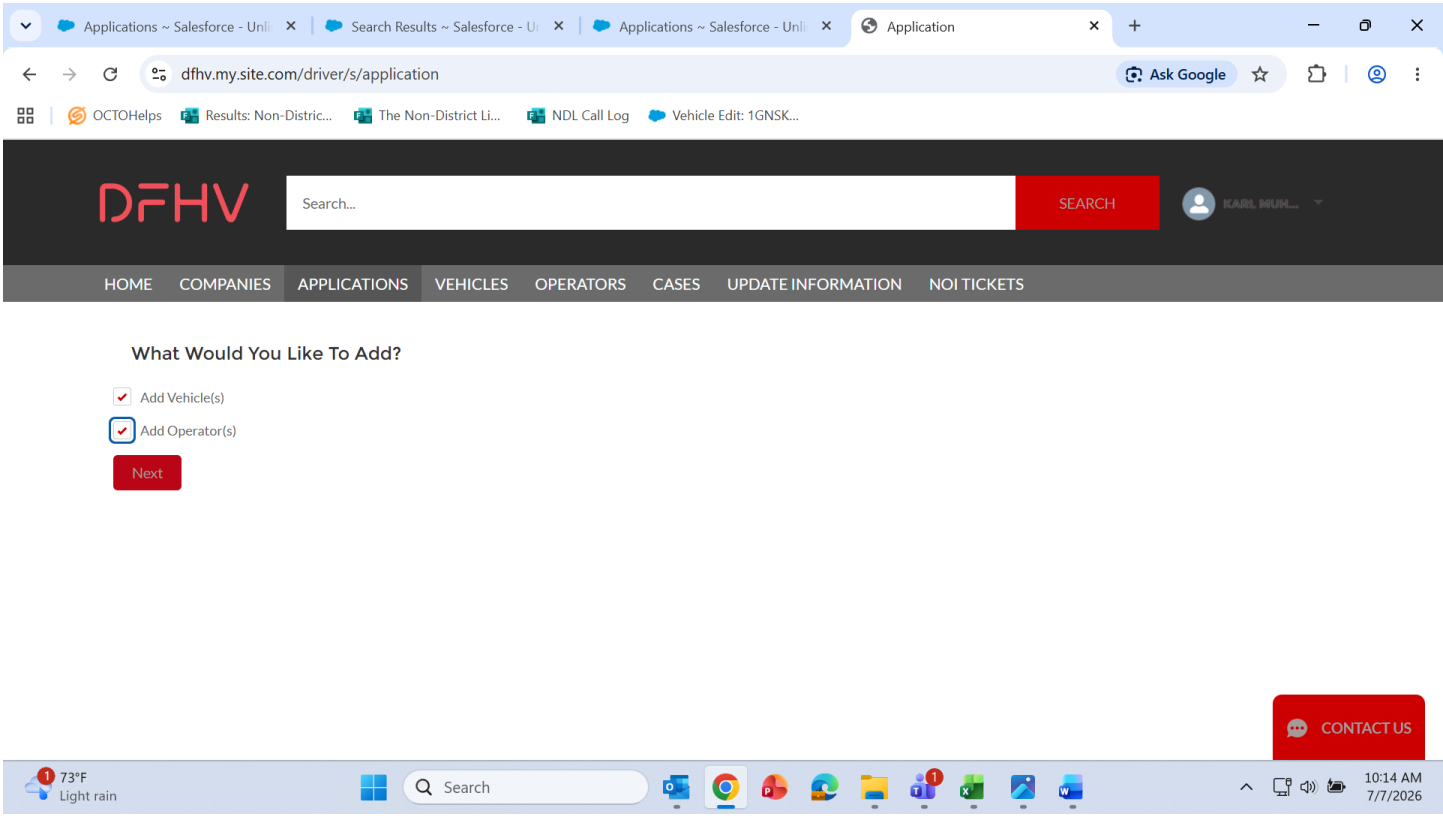


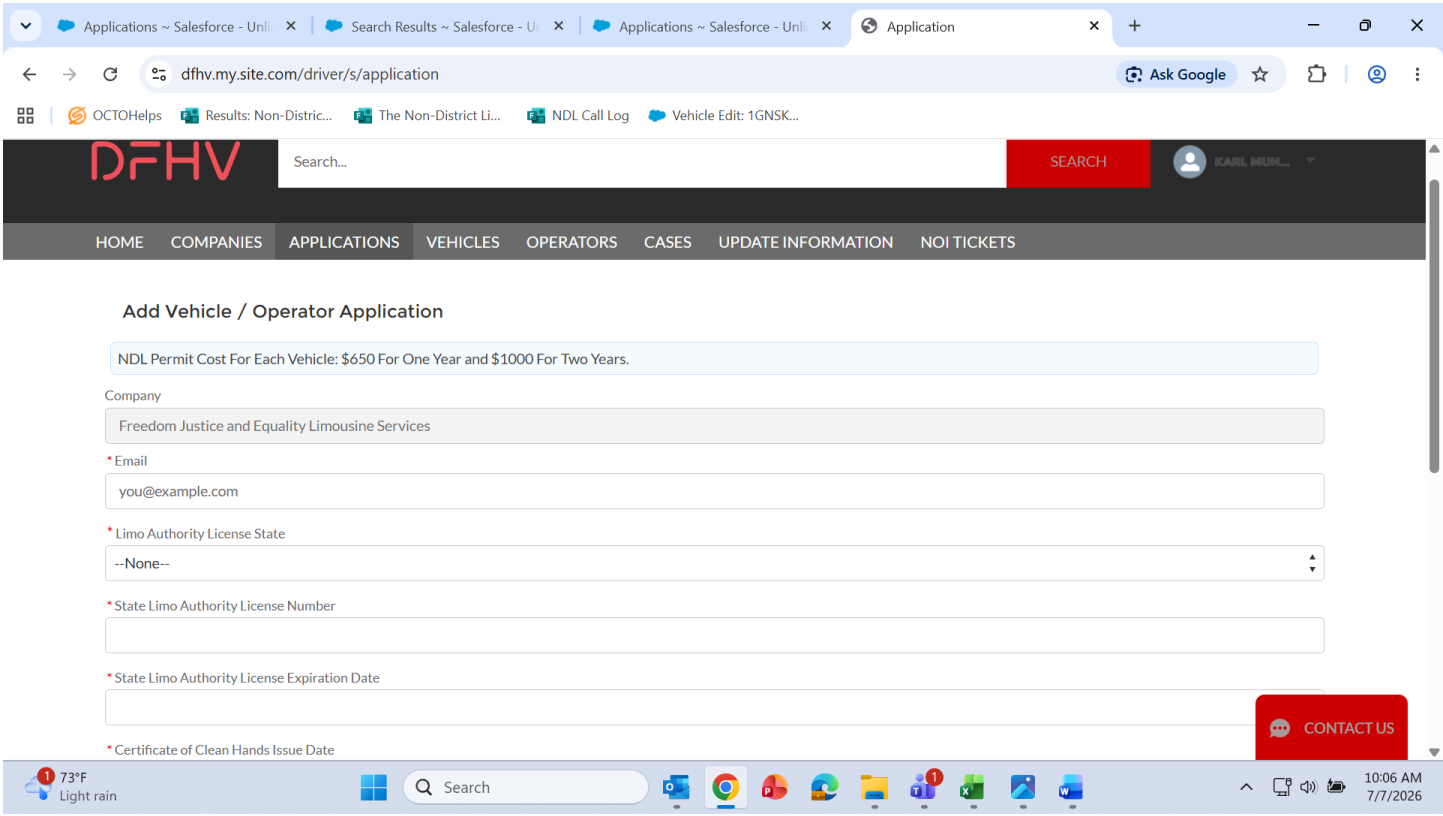

3. Click the dropdown menu under Application Type and select "**Add Vehicle or Operator**" then click "**Next**."




4. Enter your "**Email Address**."
5. Choose the state **(Maryland** or **Virginia**) of your limousine authority from the dropdown menu.
6. Select your **state limousine authority** from the dropdown menu.
7. Input your limousine authority **number** provided to you by the state.
8. Input the **expiration date** of your state limousine authority.
9. Enter the "**Certificate of Clean Hands Issue Date**" (*A certificate of clean hands is only good for one-year from the date of issuance*).
10. Select Identification Type "**SSN** (social security number)" or "**EIN** (Employment Identification Number)."

11. Enter “**Last Four (4) Digits**” of Identification Type.
12. Enter Certificate of Clean Hands “**Notice Number**.”
13. Select “**Preferred Language**” from the dropdown list.
14. Select **yes** or **no** for your attestation.
15. Click “**Next**.”

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Add Vehicle / Operator Application
NDL Permit Cost For Each Vehicle: $650 For One Year and $1000 For Two Years.
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* Limo Authority License State
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* State Limo Authority License Number
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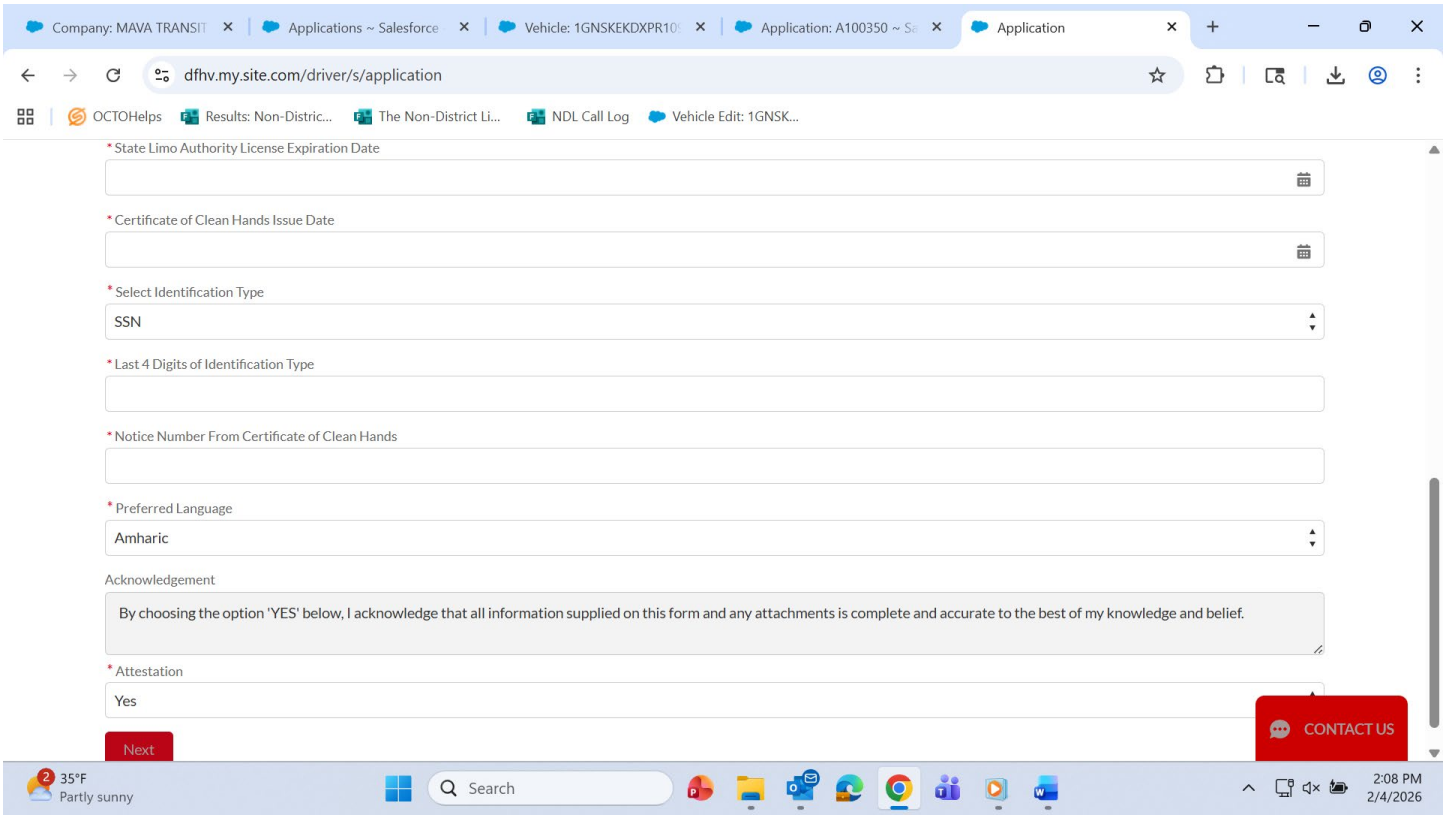
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* State Limo Authority License Expiration Date
* Certificate of Clean Hands Issue Date
* Select Identification Type
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* Last 4 Digits of Identification Type
* Notice Number From Certificate of Clean Hands
* Preferred Language
Amharic
Acknowledgement
By choosing the option 'YES' below, I acknowledge that all information supplied on this form and any attachments is complete and accurate to the best of my knowledge and belief.
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Next
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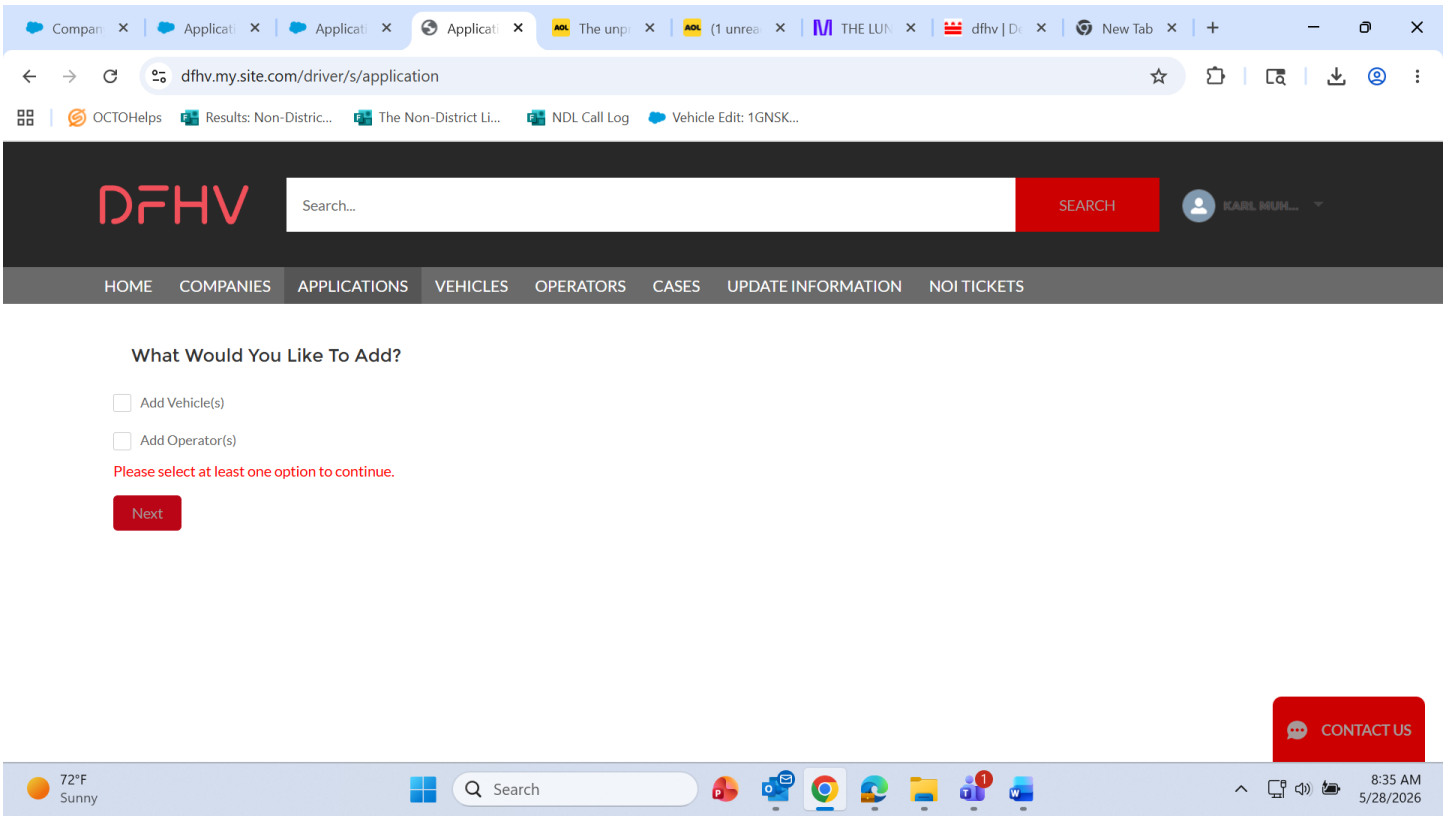
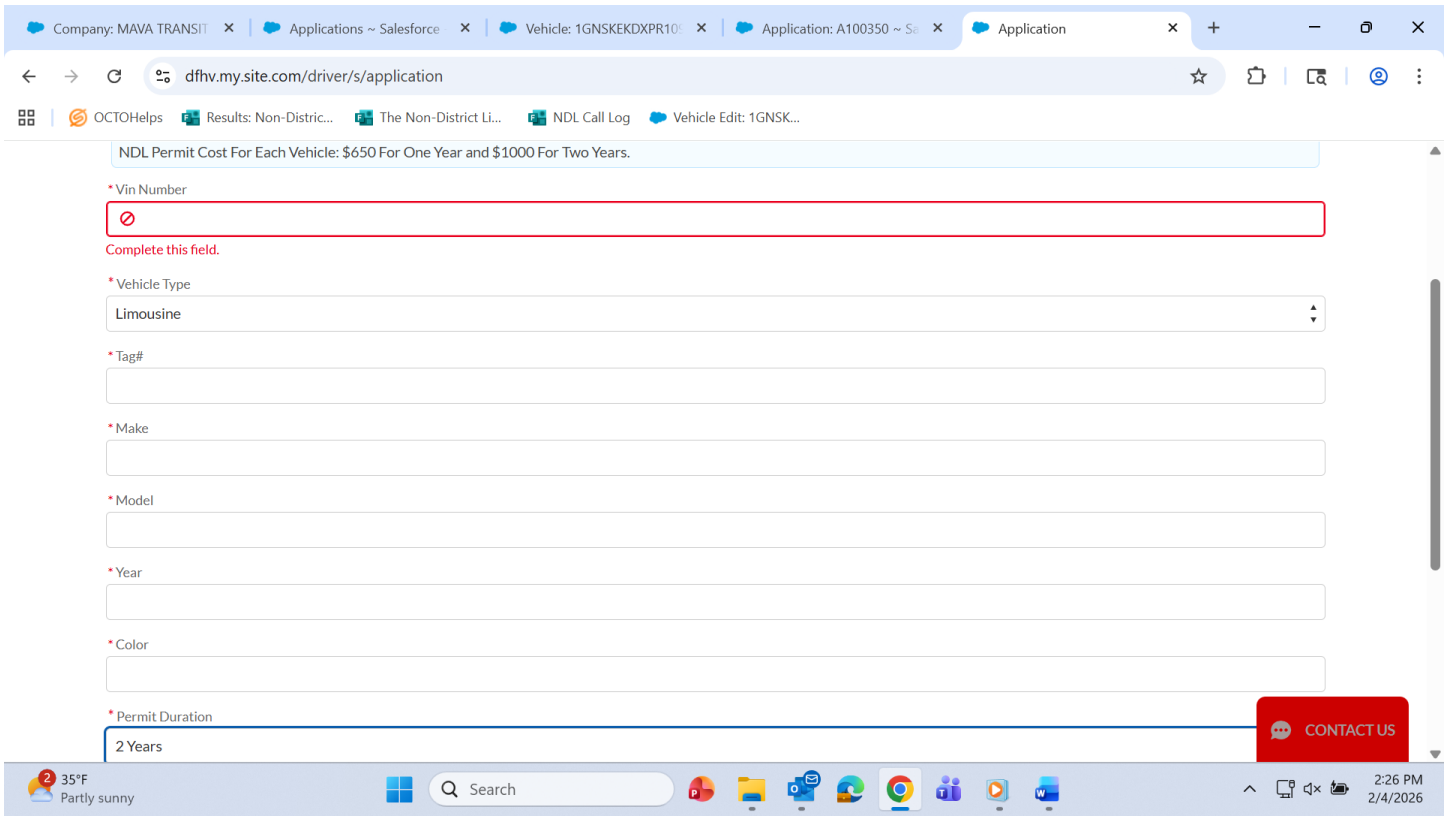
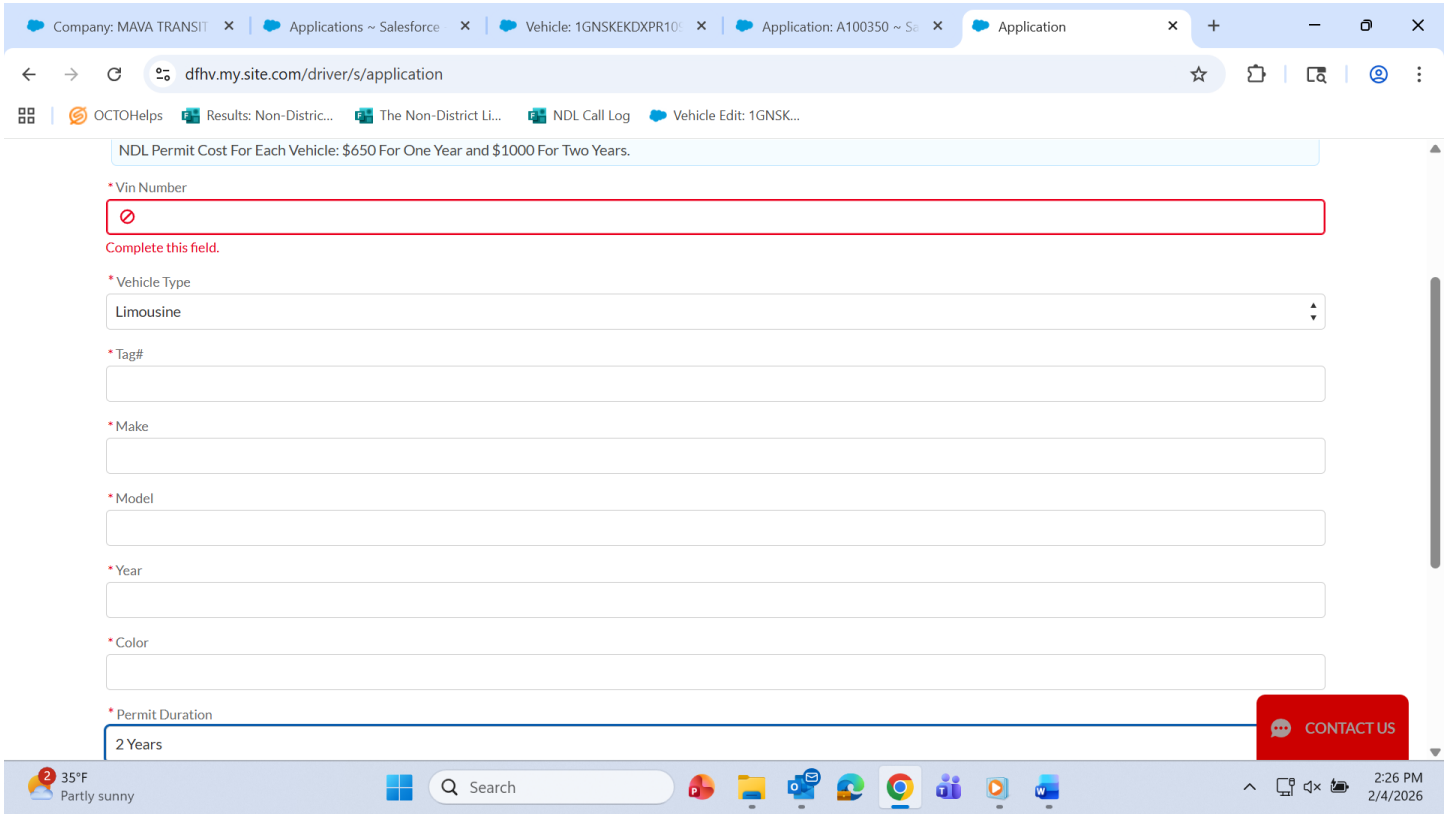
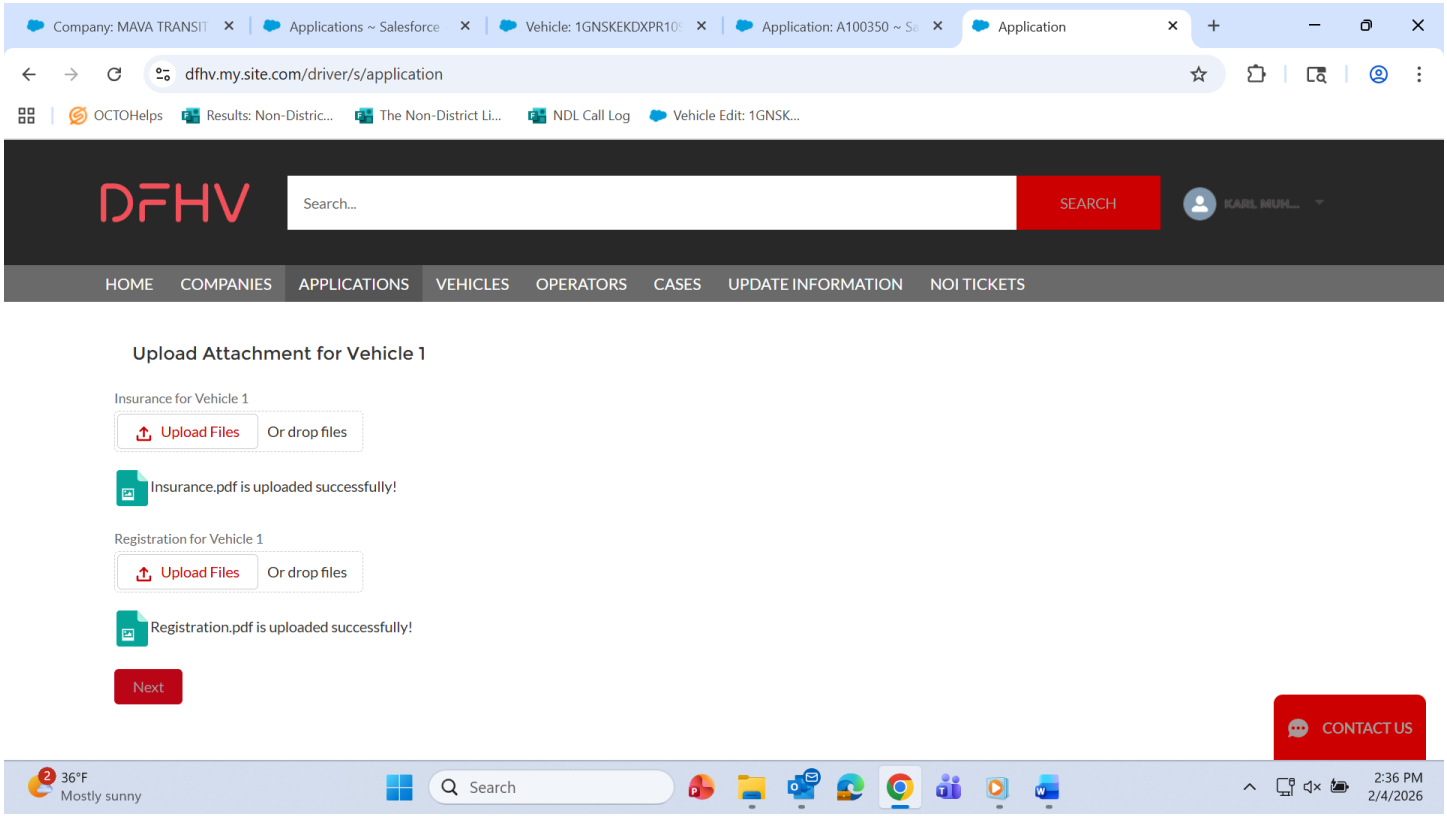



16. Select what you wish to add by clicking the box next to "**Vehicle (s)** or **Operator(s).**"
17. **ADD Vehicle** **(skip this section if no Vehicle is being added)**
18. Input "**vehicle identification number** (**VIN**)."
19. Select vehicle type (**Limousine** or **Sedan**) from the dropdown menu.
20. Input vehicle "**Tag number**" (ex. H111111 or 11111B).
21. Input the **Make**, **Model**, and **Year** of the vehicle.
22. Input **Color** of the vehicle.
23. Select the **permit duration** (**one** or **two years**).
24. Input the **name** of your "**Vehicle Insurance Company**."
25. Input insurance policy "**binder number**."
26. Input **insurance** "**expiration date**."
27. Input the "**vehicle registration expiration date**."
28. Click "**Next**."



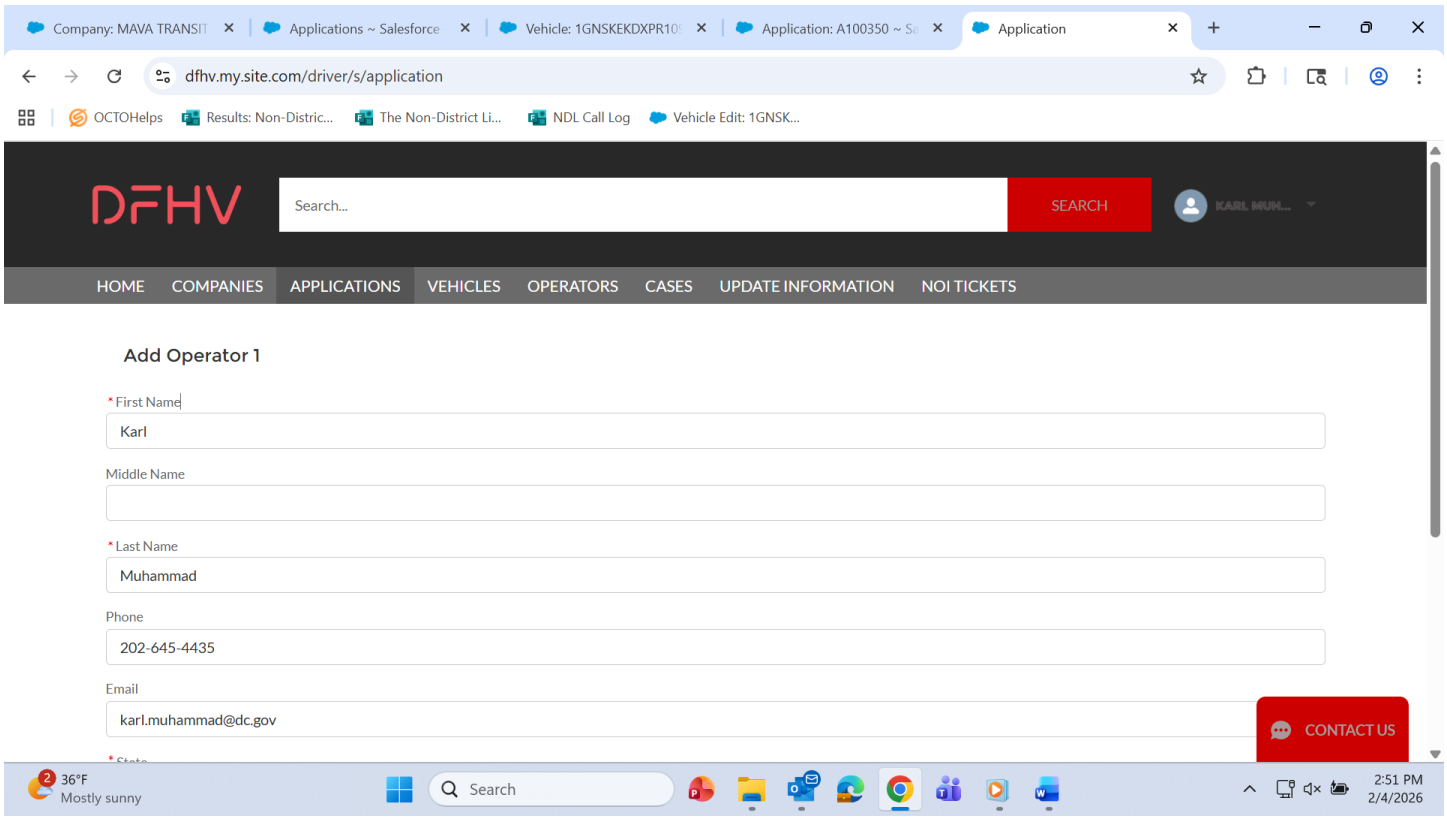



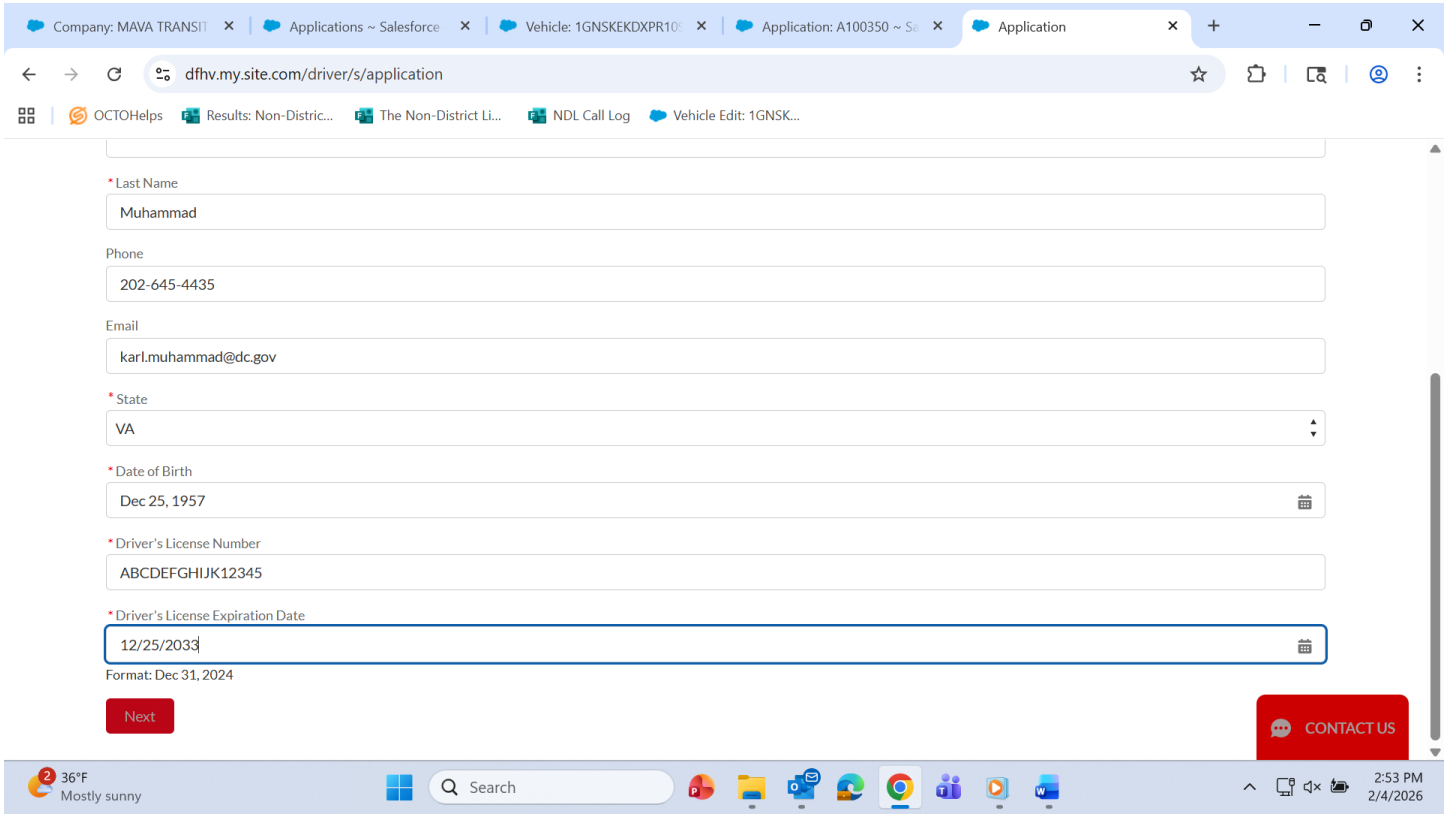

29. Upload **proof of insurance** document.
30. Upload "**vehicle registration**."
31. Click "**Next**."



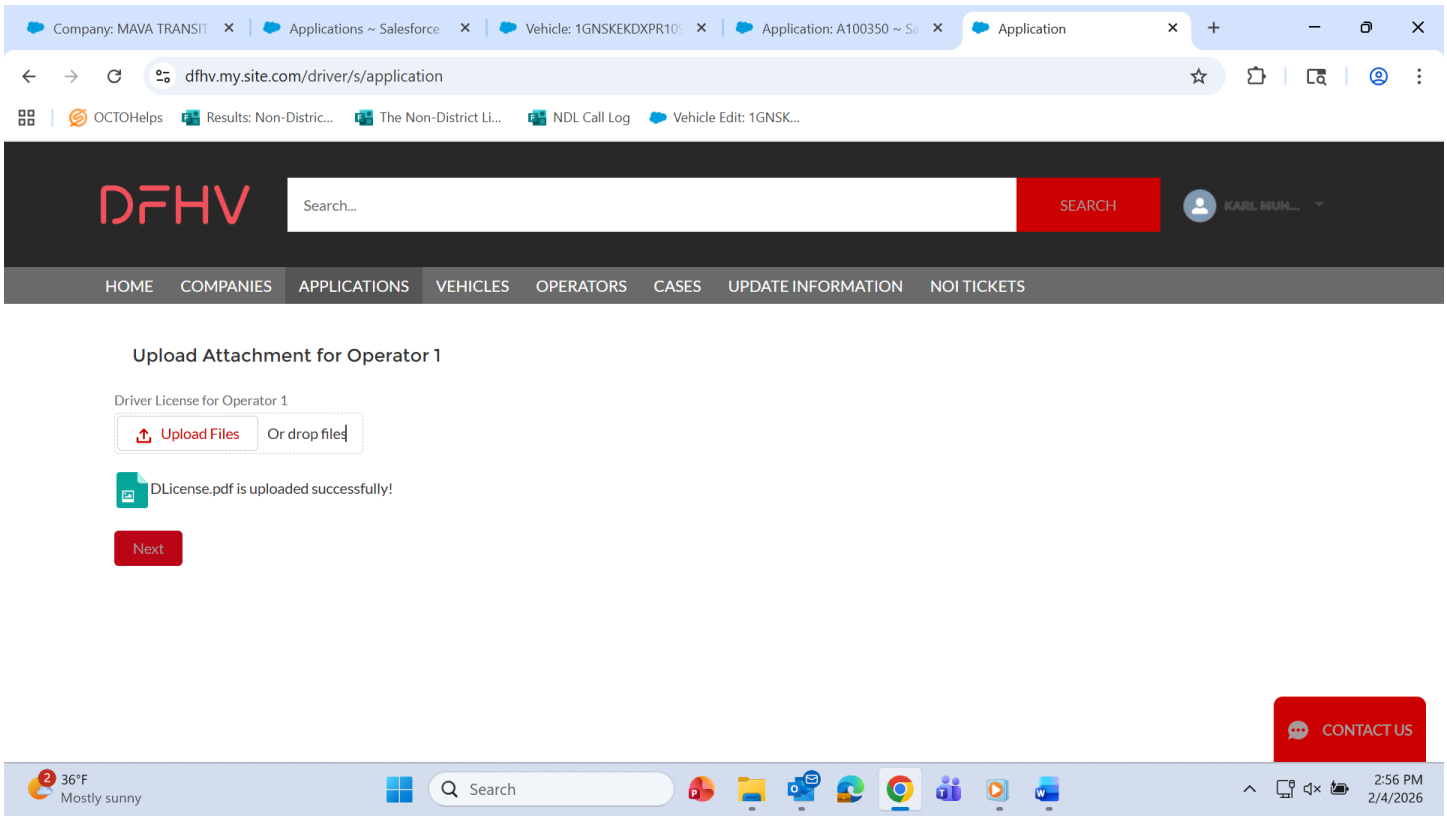

## ADD OPERATOR (skip this section if no Operator is being added)

32. Enter **Operator's "First Name, Middle Name, and Last Name."**
33. Enter **Operator's "cell phone number."**
34. Enter **Operator's "email address."**
35. Select the "**Driver's License State.**"
36. Enter the "**Operator's Date of Birth.**"
37. Enter the "**Operator's Driver's License Number.**"
38. Enter the "**Operator's Driver's License Expiration Date.**"
39. Click "**Next.**"

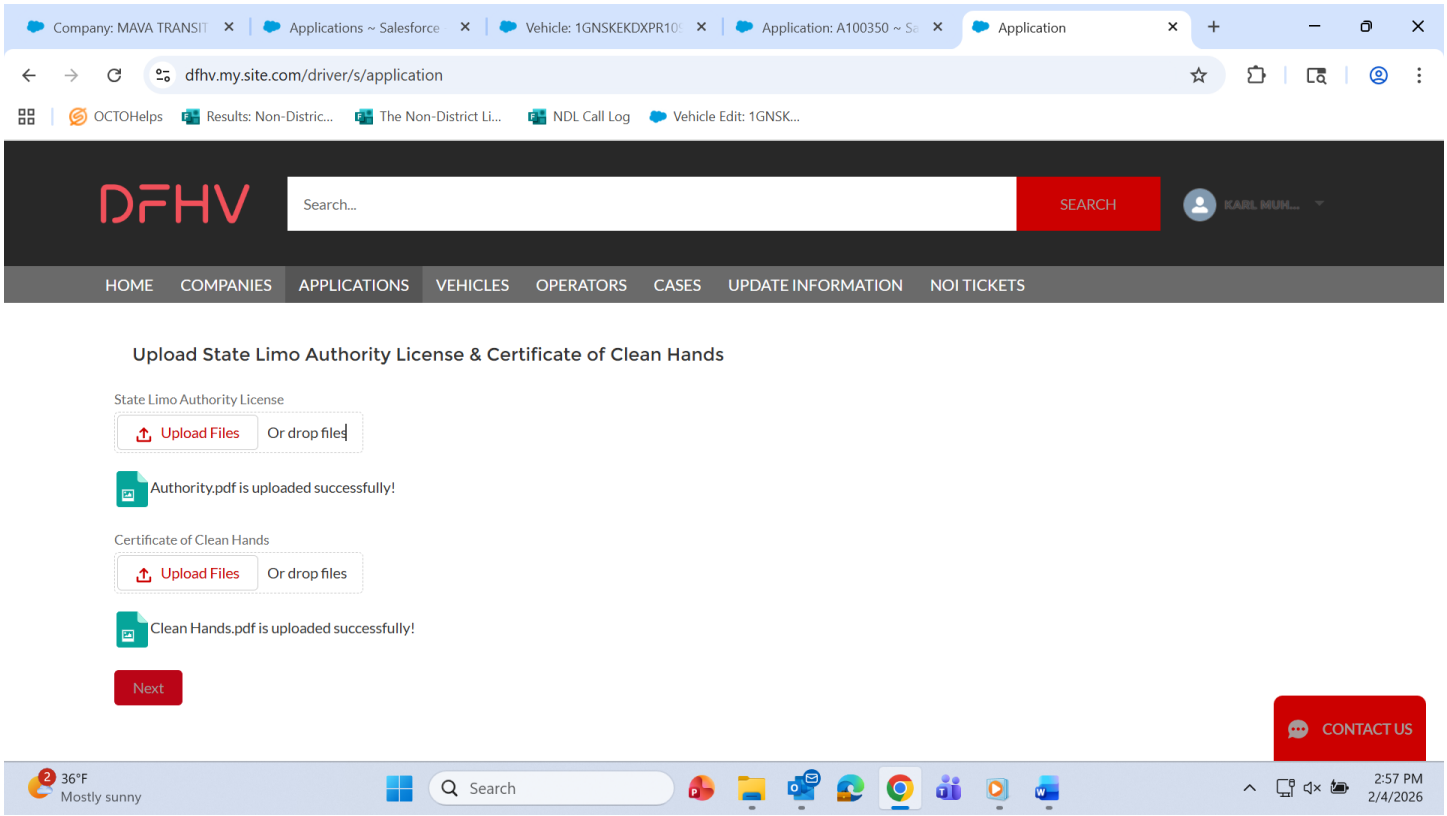


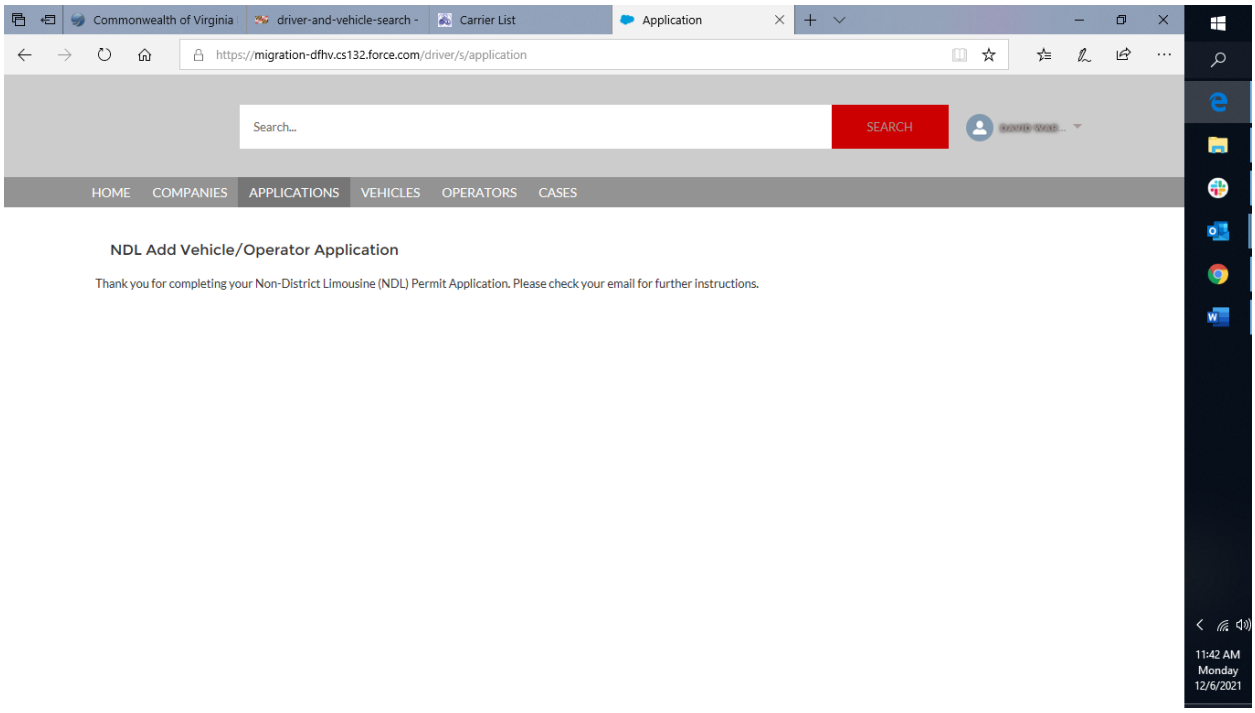




40. Upload "**Operator's Driver's License**."

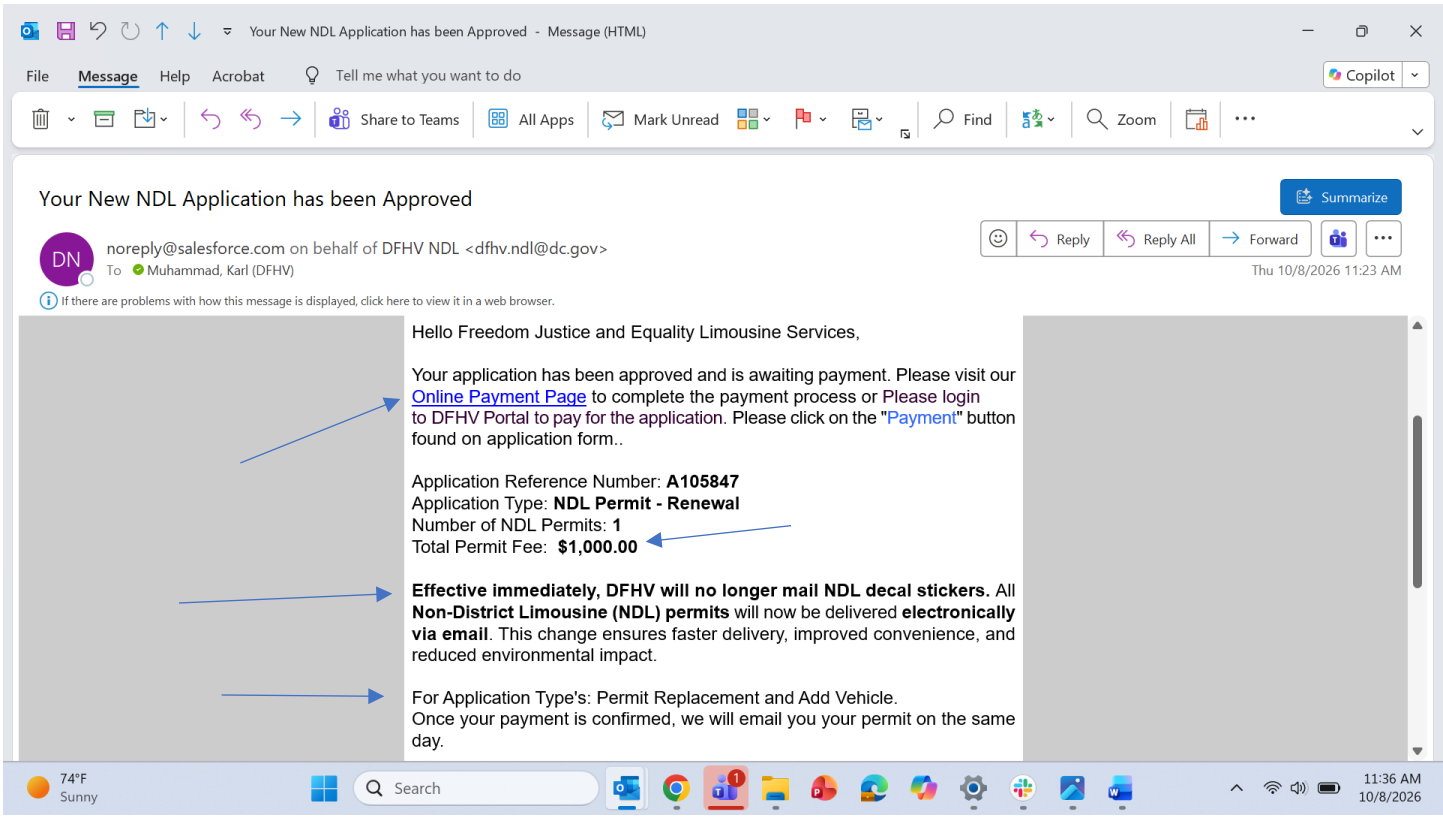


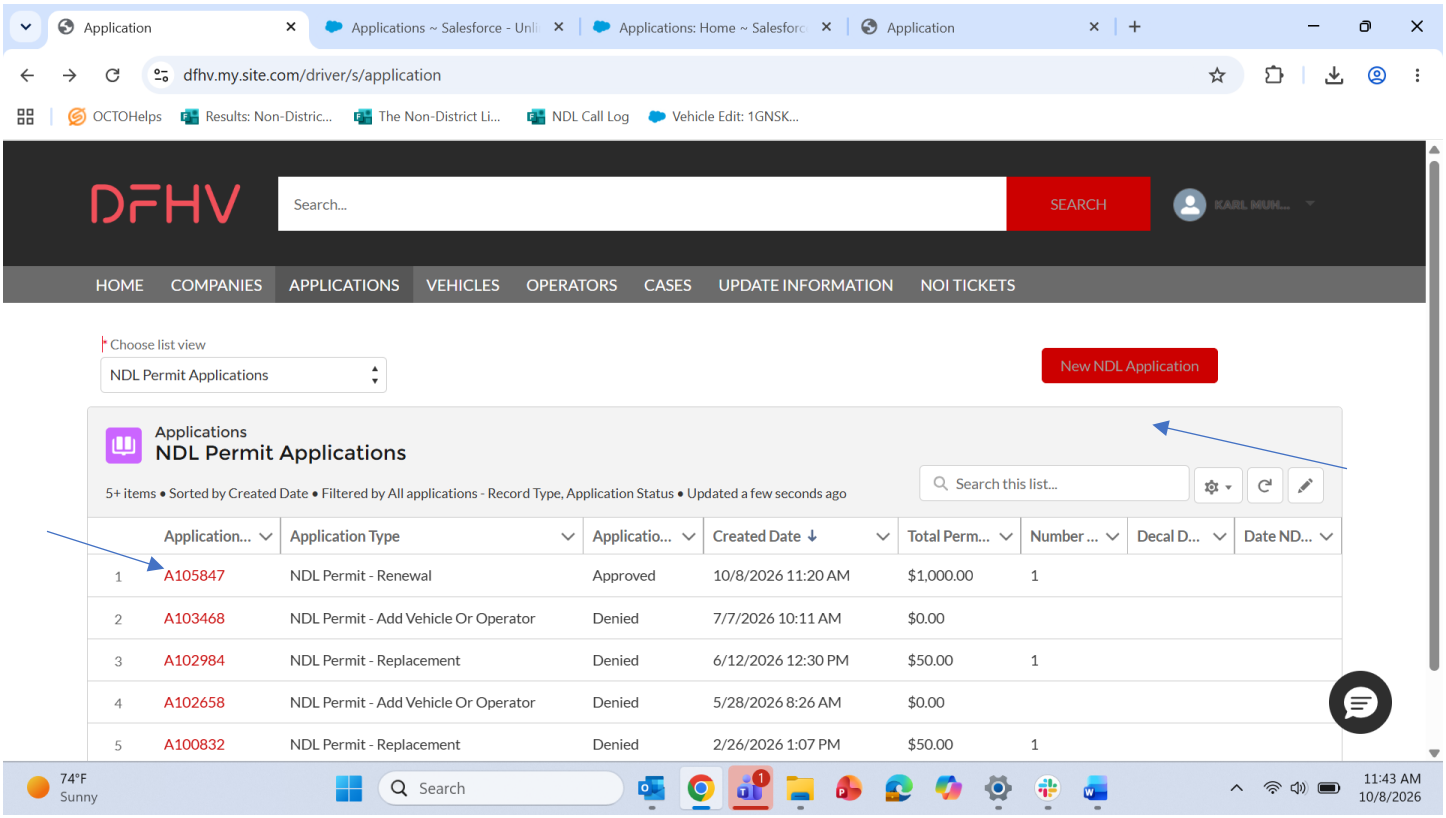

41. Upload "**state limousine authority**."
42. Upload "**certificate of clean hands**."
43. Click "**Next**."
44. Thank you for completing your Non-District Limousine Application.






- **<u>If your application is Approved there is more</u>. An Email will be sent.**




Application
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1 A105847 NDL Permit - Renewal Approved 10/8/2026 11:20 AM $1,000.00 1
2 A103468 NDL Permit - Add Vehicle Or Operator Denied 7/7/2026 10:11 AM $0.00
3 A102984 NDL Permit - Replacement Denied 6/12/2026 12:30 PM $50.00 1
4 A102658 NDL Permit - Add Vehicle Or Operator Denied 5/28/2026 8:26 AM $0.00
5 A100832 NDL Permit - Replacement Denied 2/26/2026 1:07 PM $50.00 1
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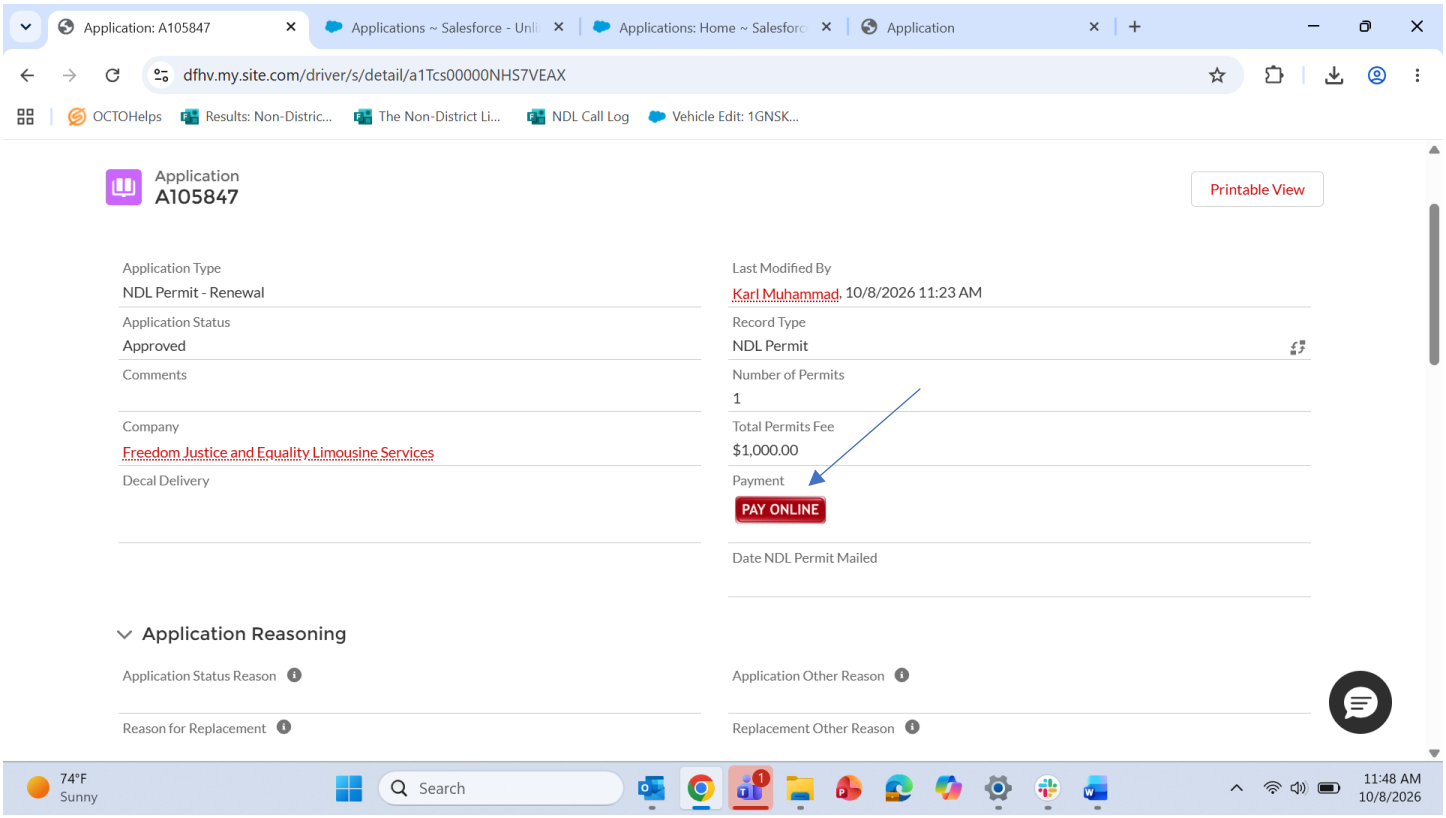
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Comments
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1
Total Permits Fee
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Application Other Reason
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74°F Sunny
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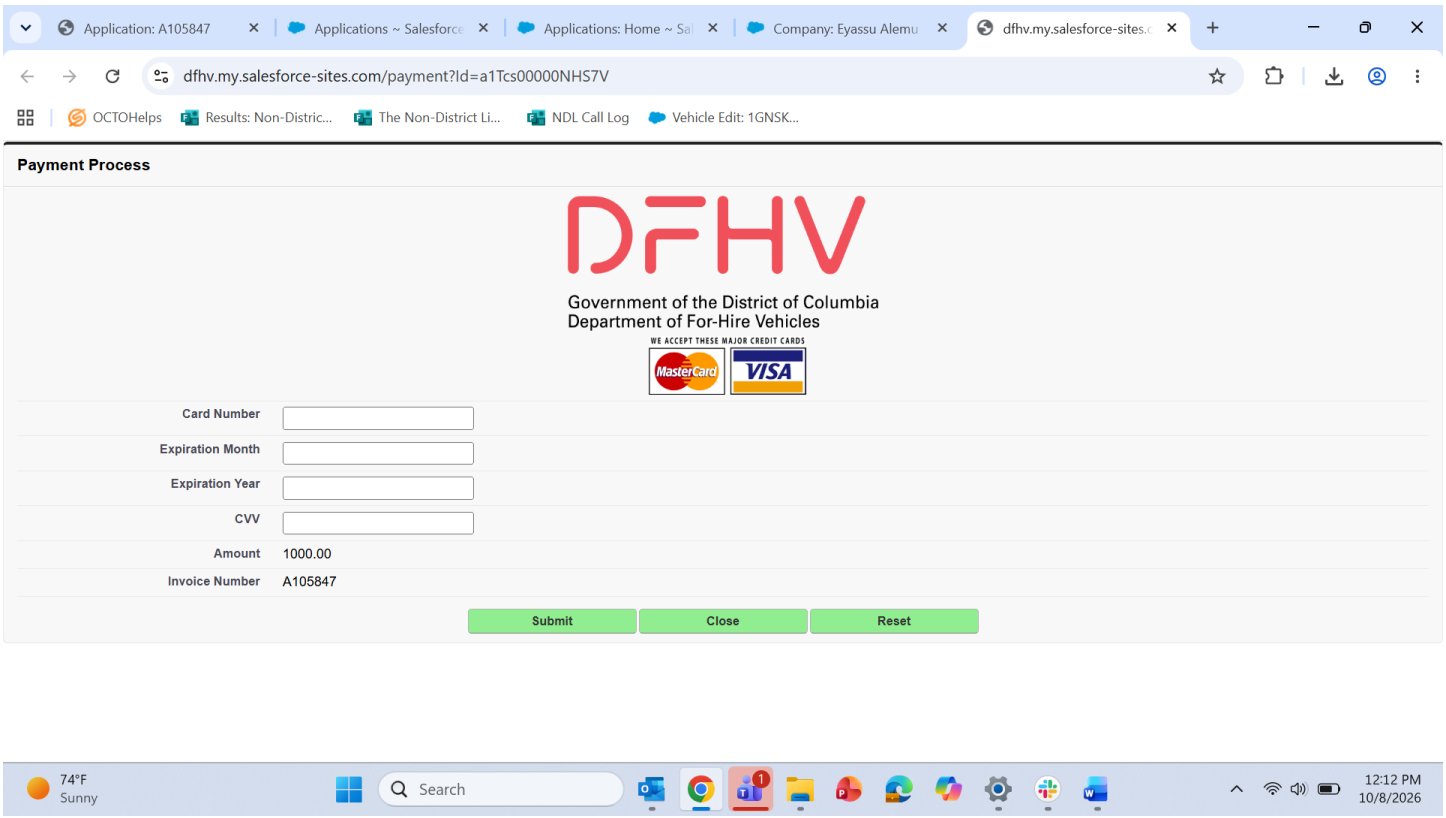
11:48 AM 10/8/2026

1. An application payment may be made after the application is **reviewed and approved** by performing one of the following:

    a. Select the APPLICATIONS tab, click on the APPROVED application number (Example **A105847**), and click the PAY ONLINE (Red Box) as pictured above; Or
    b. From your approval email (Your New NDL Application has been Approved), click where it says "Online Payment Page" to make payment.

    **See the examples pictured above**.




2. Enter the card number for the Master Card or Visa to be used to make payment (**American Express cards are not accepted**).
3. Using two digits enter the **Expiration Month** (Example for month January enter **01**).
4. Enter the **Expiration Year** using four digits (Example enter year **1927**)
5. Enter **CVV**.

- **Effective Immediately, the DFHV will no longer mail decal stickers. All Non-District Limousine (NDL) permits will now be delivered electronically via email**. This change ensures faster delivery, improved convenience, and reduced environmental impact. For Application Type's: **Permit Replacement** and **Add Vehicle**.
- **Once your payment is confirmed, we will email the NDL permit on the same day**.