How to Create a New Company for Existing Operators

DFHV Form: Portal Request Application Instructions

https://dfhv.dc.gov/service/online-business-portal

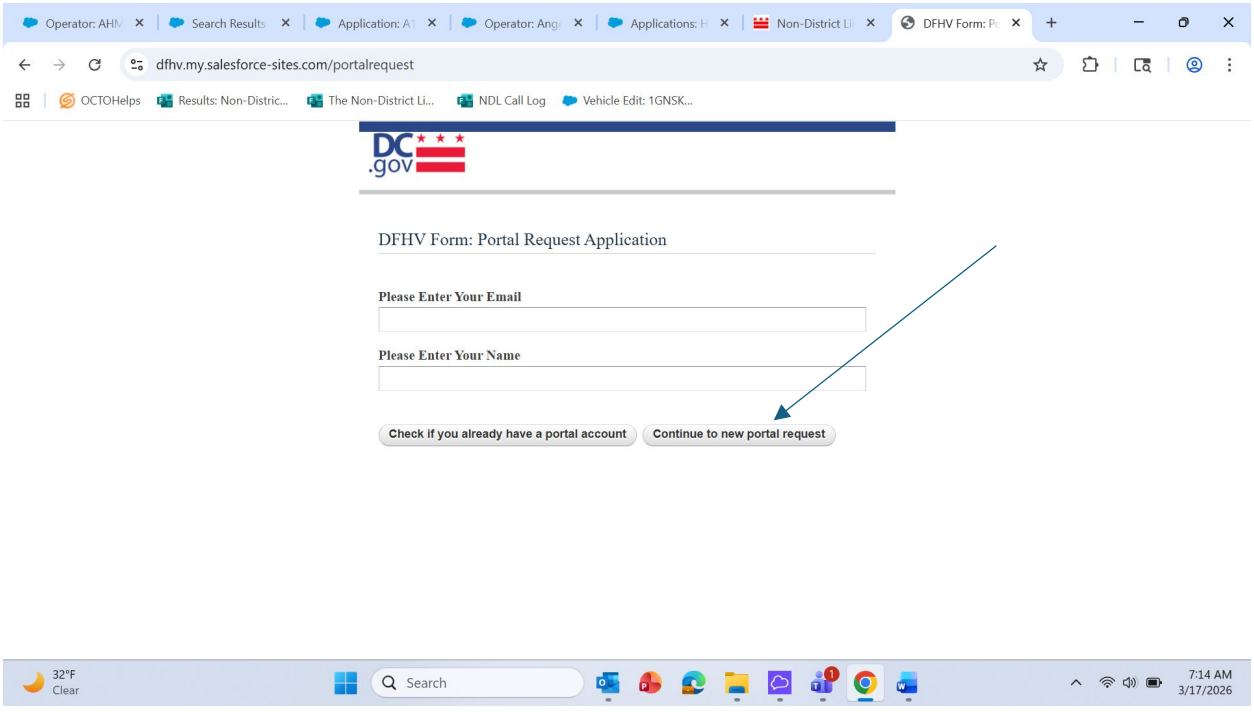
The Portal request application link and instructions may be used for NDL operators that are already in the DFHV database system listed as a driver under someone's company in which they do not own, and desire to create their own NDL company profile.

Instructions

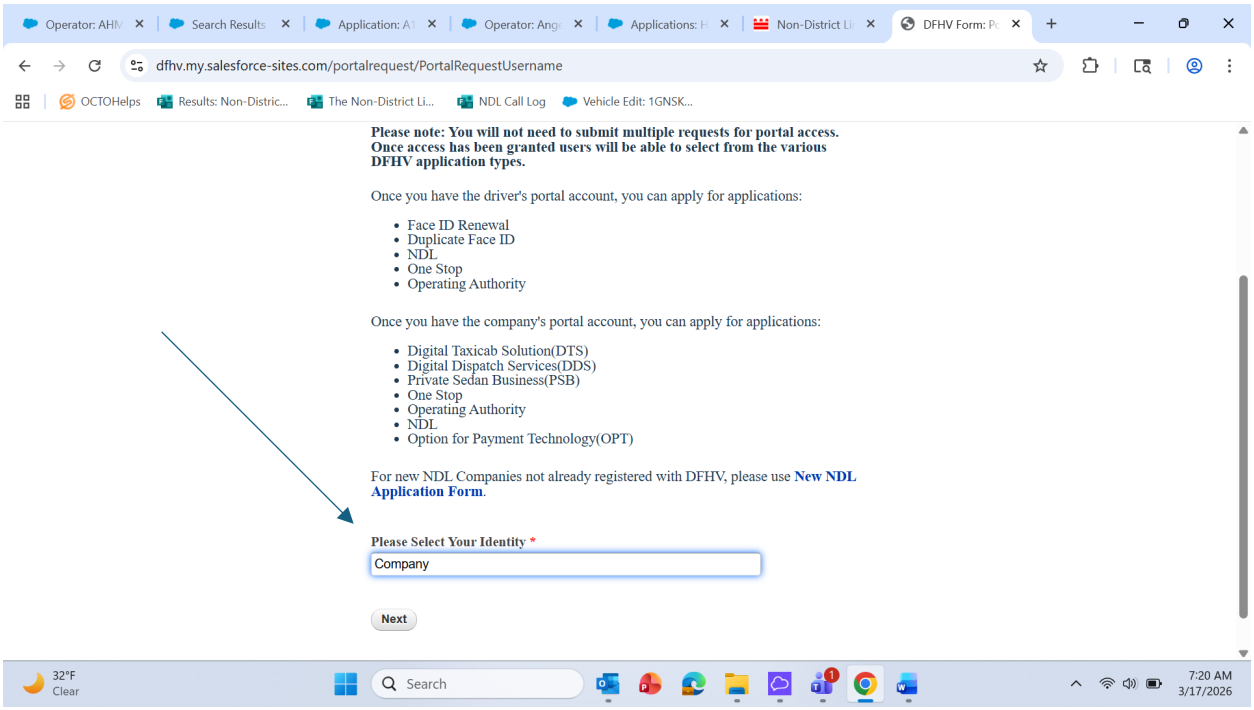
To start a new company application for existing NDL Operators that have not setup an NDL company with the Department of For-Hire Vehicles one must first go to "**DFHV Portal Request Application**" in the link below:

- https://dfhv.my.salesforce-sites.com/portalrequest

1. Enter your email address;
2. Enter your name;
3. Select "**Continue to New Portal Request;**"



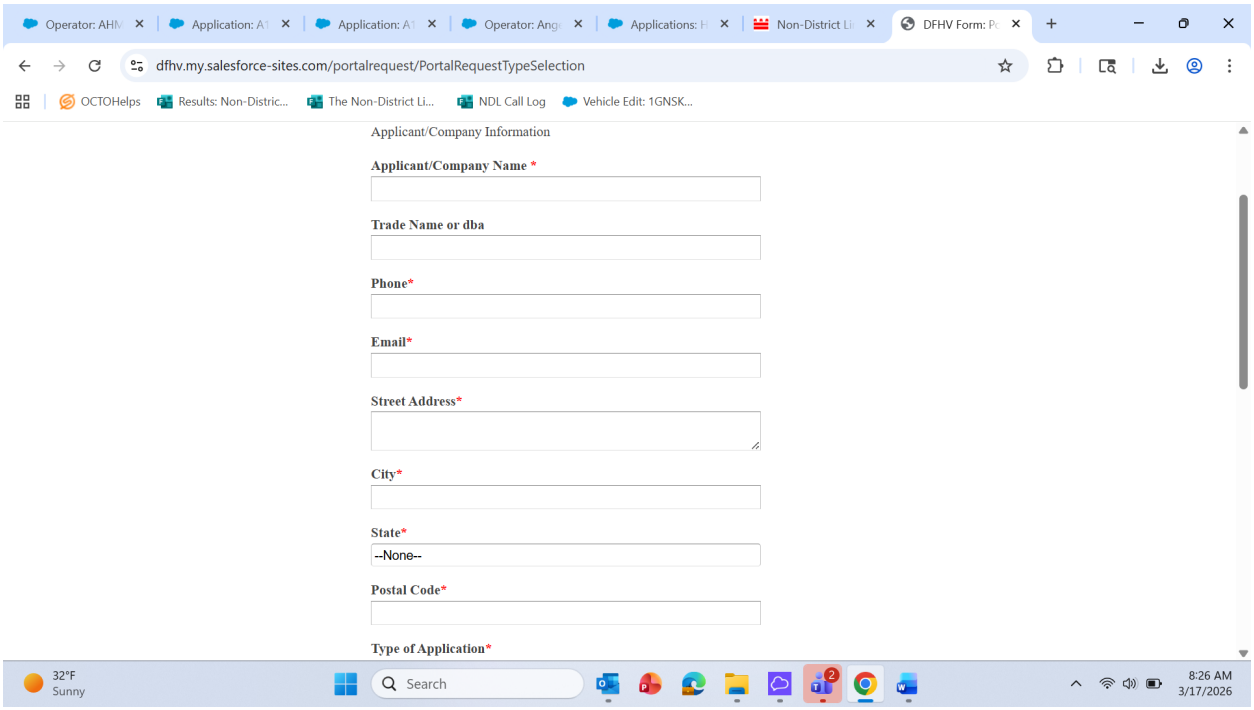
4. Scroll to the bottom of the page and select "**Company**" as the identity;
5. Click "**Next**;"

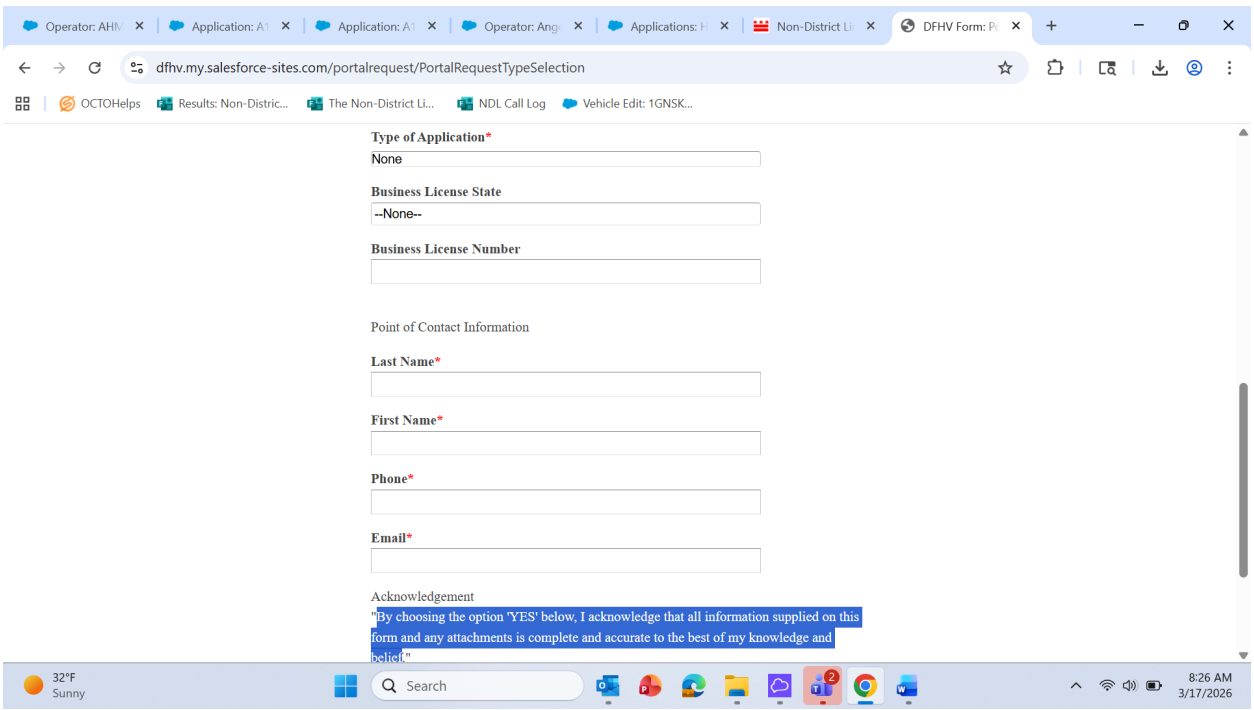


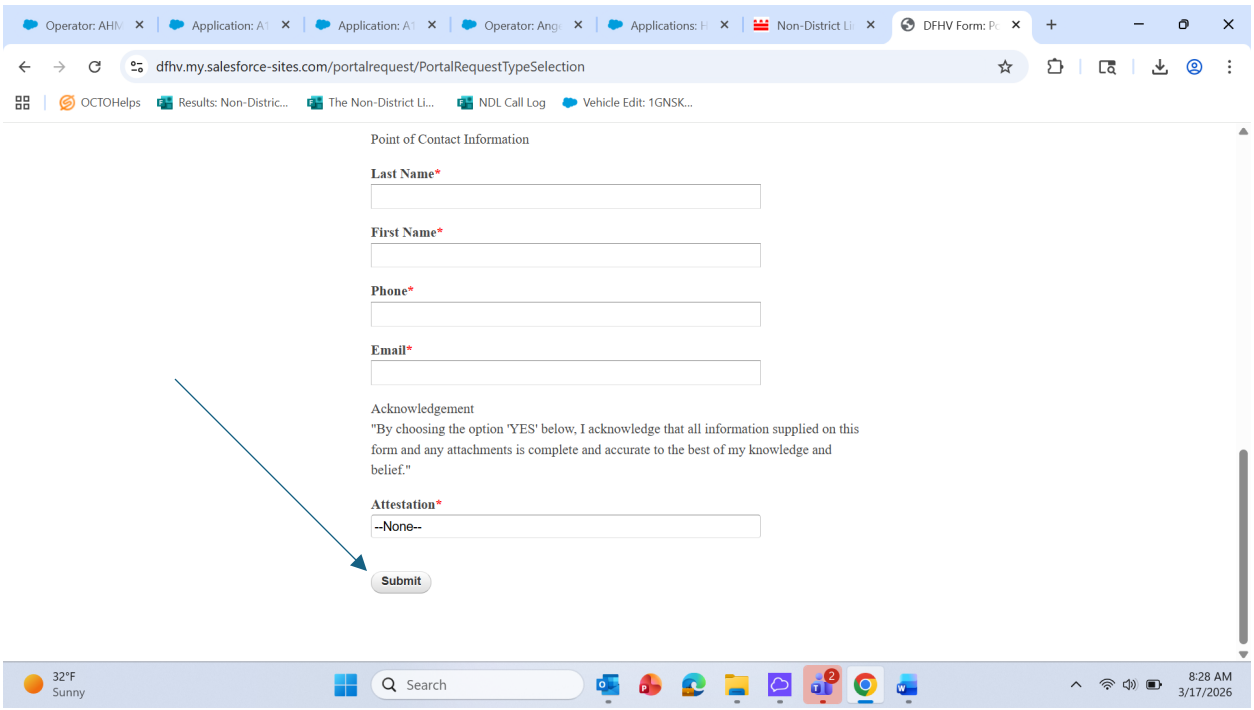
6. Enter "**Company Name**;"
7. Enter "**Phone Number**;"
8. Enter "**Email Address**;"
9. Enter "**Street Address**;"
10. Select the "**State**" from the drop down list;
11. Enter "**Postal Code / Zip Code**;"
12. Select "**NDL**" for "Type of Application;"
13. Select the "**Business License State** (DC, MD, or VA) (This.is.the.state.of.the.for_hire.authority);"
14. Enter the "**Business License Number** (This.is.the.number.on.state.for_hire.authority.or.carrier.number);"
15. Enter the "**Point of Contact Information**:"
    a. Last Name;
    b. First Name;
    c. Telephone Number; and

d. Email Address.

16. Select "**Yes**" for attestation (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.)
17. Select "**Submit**."







IMPORTANT!

After an approval email is received for the portal request application, the new company is then established.

- The new company portal user must submit an "**Add Vehicle**" application for a new vehicle that **is not** in the DFHV data system.

- If the vehicle is already listed in the DFHV database under a different company, the portal user must submit a "**Permit Replacement**" application. When submitting the permit replacement application the applicant must select "**Company Change**" as the reason for the permit replacement.
    - A renewal application may be required to activate the vehicle.

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.