

## Add Vehicle and Add Operator Instructions

1. Log into your company portal and click the “**APPLICATIONS**” tab.
2. Click “**New NDL Application.**”
3. Click the dropdown menu under Application Type and select “**Add Vehicle of Operator**” then click “**Next.**”
4. Input the **number of Vehicles** to be added, *if no vehicles are to be added input a zero “0.”*
5. Input the **number of Operators** to be added, *if no operators are to be added input a zero “0.”*
6. Enter your “**Email Address.**”
7. Decal deliver is “**Mail Only.**” (*There is no longer a pickup option for receiving an NDL permit, all permits will be mailed to the mailing address provided in the application*).
8. Choose the state (**Maryland** or **Virginia**) of your limousine authority from the dropdown menu.
9. Select your **state limousine authority** from the dropdown menu.
10. Input your limousine authority **number** provided to you by the state.
11. Input the **expiration date** of your state limousine authority.
12. Enter the “**Certificate of Clean Hands Issue Date**” (*A certificate of clean hands is only good for one-year from the date of issuance*).
13. Select Identification Type “**SSN** (social security number)” or “**EIN** (Employment Identification Number).”
14. Enter “**Last Four (4) Digits**” of Identification Type.
15. Enter Certificate of Clean Hands “**Notice Number.**”
16. Select “**Preferred Language**” from the dropdown list.
17. Select **yes** or **no** for your attestation.
18. Click “**Next.**”
19. Mailing Details
  - a. Please enter permit mailing address:
    - i. Street Address;
    - ii. Unit Number;
    - iii. City;
    - iv. State;
    - v. Zip Code; and
    - vi. Telephone Number.
20. Click “**Next.**”
21. Input “**vehicle identification number (VIN).**”
22. Select vehicle type (**Limousine** or **Sedan**) from the dropdown menu.
23. Input vehicle “**Tag number**” (ex. H111111 or 11111B).
24. Input the **Make, Model, and Year** of the vehicle.
25. Select the **permit duration** (**one** or **two years**).
26. Input the **name** of your “**Vehicle Insurance Company.**”
27. Input insurance policy “**binder number.**”
28. Input Insurance “**expiration date.**”
29. Input the “**vehicle registration expiration date.**”
- 30.
31. Upload **proof of insurance** document.
32. Upload “**vehicle registration.**”
33. Click “**Next.**”
34. Upload “**state limousine authority.**”
35. Upload “**certificate of clean hands.**”

36. Click **“Next.”**

37. Application Completed.

The screenshot shows the DfHV website home page. The user is logged in as KARL MUHAMMAD. The page features a navigation bar with links: HOME, COMPANIES, APPLICATIONS, VEHICLES, OPERATORS, CASES, UPDATE INFORMATION, and NOI TICKETS. A search bar is present. The main content area displays the user's profile for KARL MUHAMMAD, associated with Freedom Justice and Equality Limousine Services. It shows an active vehicle and zero unresolved cases. Below the profile are icons for various services: NDLP Permit Application, Operators, Vehicles, Cases, Update Information, and All Applications. A 'Vehicle' section prompts the user to check the decal expiration date. A 'CONTACT US' button is in the bottom right.

**KARL MUHAMMAD**  
Freedom Justice and Equality Limousine Services  
Authority Type: Non-District Limousine  
Status: ACTIVE  
1909 Overton Drive  
Upper Marlboro, MD, 20772  
Email: karl.muhammad@dc.gov  
Phone: (202) 674-3488

**Active Vehicles**  
1

**Unresolved Cases**  
0

**NDLP Permit Application**  
Create a new NDLP Permit Application

**Operators**  
Person who operates a public vehicle-for-hire

**Vehicles**  
Taxicab, Limousines, and Sedans

**Cases**  
Lost and Found, Complaints, General Inquires, Transport DC

**Update Information**  
Email Address, Permanent Address, Phone Number, Driver License Update, Insurance Update

**All Applications**  
List of All Applications

**Vehicle**  
Please check the Decal Expiration Date and take actions accordingly:

VIN# Vehicle Status Tag # WAV Decal Expirati...

**CONTACT US**

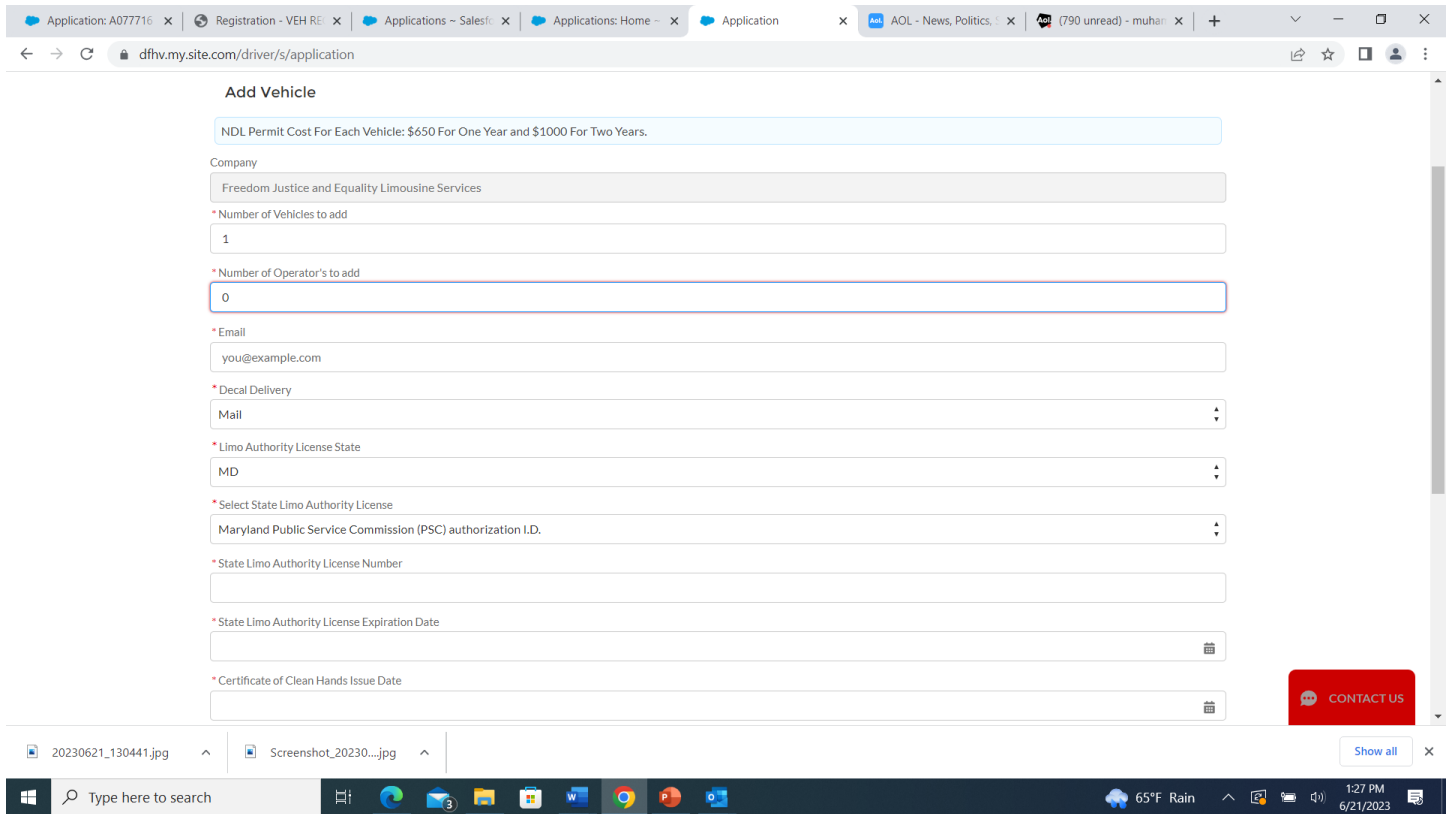
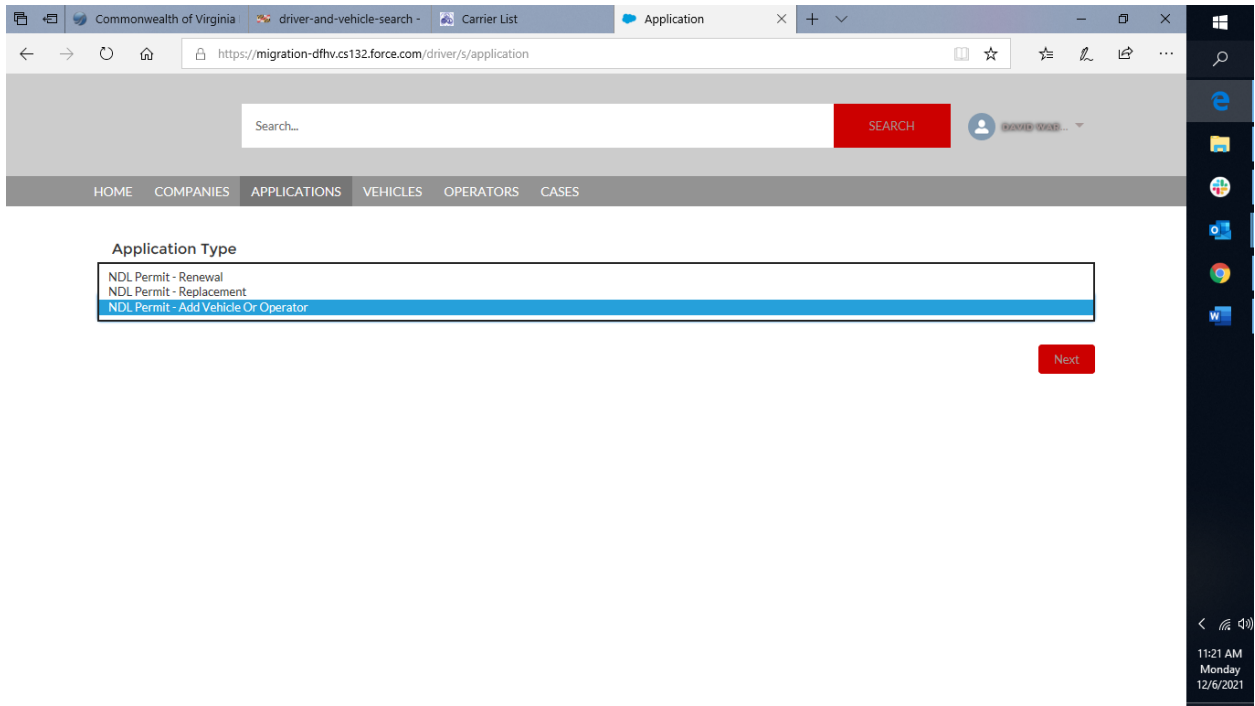
The screenshot shows the 'NDLP Permit Applications' page. It features a search bar and a 'New NDLP Application' button. A table lists 5 items, sorted by Application ID. The table columns are Application ID, Application Type, Application Status, Created Date, Owner Alias, Total Perm..., and Num... The table shows 5 items, all with Application ID starting with A0654. The table is filtered by 'All applications - driver/s' and 'Record Type'. A 'Load More' button is at the bottom.

**NDLP Permit Applications**

5+ items • Sorted by Application ID • Filtered by All applications - driver/s • Record Type • Updated a few seconds ago

Application ID	Application Type	Application Status	Created Date	Owner Alias	Total Perm...	Num...
A065482	NDLP Permit - Replacement	Received	12/6/2021 11:13 AM	Warner20	\$50.00	1
A065479	NDLP Permit - Replacement	Denied	11/3/2021 9:44 AM	Warner20	\$50.00	1
A065478	NDLP Permit - Replacement	Denied	11/3/2021 9:33 AM	Warner20	\$50.00	1
A065477	NDLP Permit - Renewal	Denied	11/3/2021 8:12 AM	Warner20	\$650.00	1
A065474	NDLP Permit - Add Vehicle Or Operator	Paid	10/27/2021 11:26 AM	Warner20	\$650.00	1

**Load More**



Application: A070462 ~ Sal...Company: Better Business C...Company: Fleet Sedan Serv...Application

AOL - News, Politics, Sports... (791 unread) - muhammadi...+

dfhw.my.site.com/driver/s/application

Limo Authority License State

MD

\* Select State Limo Authority License

Maryland Public Service Commission (PSC) authorization I.D.

\* State Limo Authority License Number

\* State Limo Authority License Expiration Date

\* Certificate of Clean Hands Issue Date

\* Select Identification Type

SSN

\* Last 4 Digits of Identification Type

\* Notice Number

\* Preferred Language

English

Amharic

Chinese

English

French

Korean

Spanish

Vietnamese

Other

Yes

Next

CONTACT US

Type here to search

66°F Rain2:48 PM6/21/2023

Application: A070462 ~ Sal...Company: Better Business C...Company: Fleet Sedan Serv...Application

AOL - News, Politics, Sports... (791 unread) - muhammadi...+

dfhw.my.site.com/driver/s/application

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Maryland Public Service Commission (PSC) authorization I.D.

\* State Limo Authority License Number

\* State Limo Authority License Expiration Date

\* Certificate of Clean Hands Issue Date

\* Select Identification Type

SSN

\* Last 4 Digits of Identification Type

\* Notice Number

\* Preferred Language

English

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.

\* Attestation

Yes

Next

CONTACT US

Type here to search

66°F Cloudy2:49 PM6/21/2023

Applications - Salesforce - Unl...Company: Fast Transportation 5Applicationagcyperfteam - DFHV - Slack

dfhv.my.site.com/driver/s/application

dfhv

Search...

SEARCH

KARL RUM...

HOMECOMPANIESAPPLICATIONSVEHICLESOPERATORSCASESUPDATE INFORMATIONNOI TICKETS

Mailing Details

Please Enter Permit Mailing Address

\*Street Address

2235 Shannon Place, SE

\*Unit Number

Suite 3100

\*City

Washington

\*State

DC

\*Zip

20020

\*Phone Number

202-645-4435

NextPrevious

CONTACT US

Type here to search

43°F Mostly sunny8:53 AM1/10/2024

Application: A070462 - Sai...Company: Better Business C...Company: Fleet Sedan Serv...ApplicationAOL - News, Politics, Sport...(791 unread) - muhammadi

dfhv.my.site.com/driver/s/application

\*Vin Number

Complete this field.

\*Vehicle Type

Sedan

\*Tag#

\*Make

\*Model

\*Year

\*Color

\*Permit Duration

1 Year

\*Insurance Company

\*Policy Binder Number

\*Insurance Expiration Date

\*Registration Expiration Date

CONTACT US

Type here to search

Temps rise2:54 PM6/21/2023

