## **Permit Replacement 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 "NDL Permit Replacement" then click "Next."
- 4. Select the **vehicle** for the permit replacement from the **dropdown list of vehicles** or **click the box to the left of the VIN #**.
- 5. Enter your "Email Address."
- 6. Select the "Reason for Replacement" in the dropdown menu.
- 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. Select the state (Maryland or Virginia) of your Limousine Authority from the dropdown menu.
- 9. Select your "state limousine authority type" from the dropdown menu.
- 10. Input your "state limousine authority license number."
- 11. Input your state limousine authority "expiration date."
- 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. Acknowledgment / Attestation Select **yes** or **no**, then click "Next."
- 18. 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.
- 19. Click "Next."
- 20. Upload "state limousine authority."
- 21. Upload "certificate of clean hands."
- 22. Click "Next."
- 23. Upload active proof of "Insurance for Vehicle."
- 24. Upload active "Vehicle Registration."
- 25. Click "Next."
- 26. Application Completed.

















