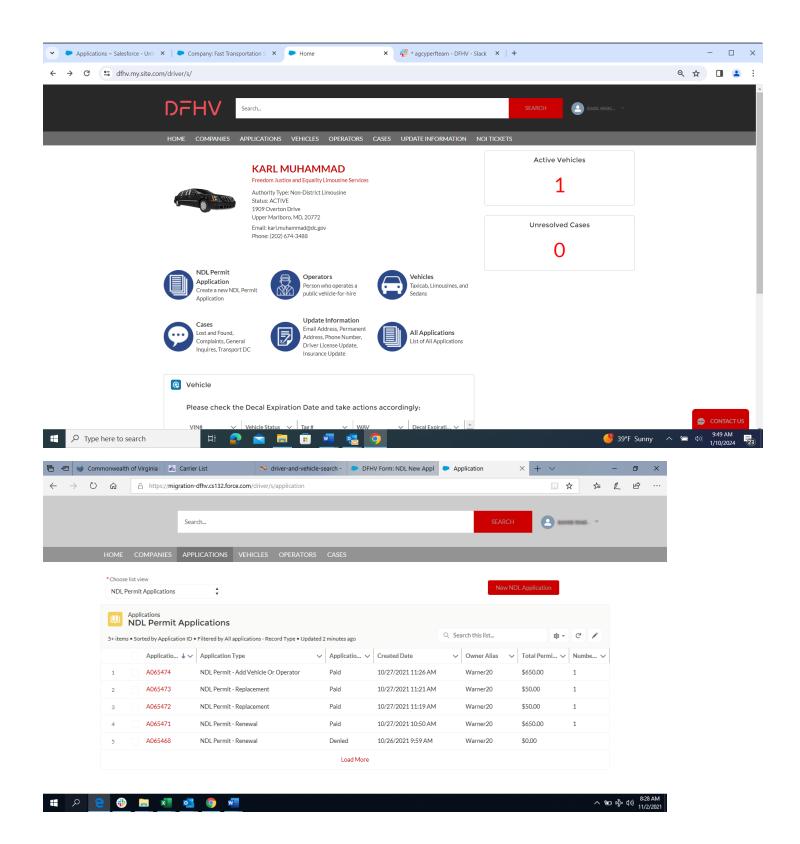
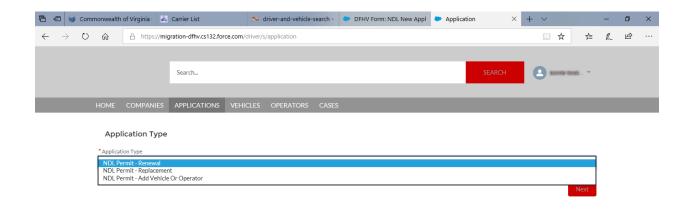
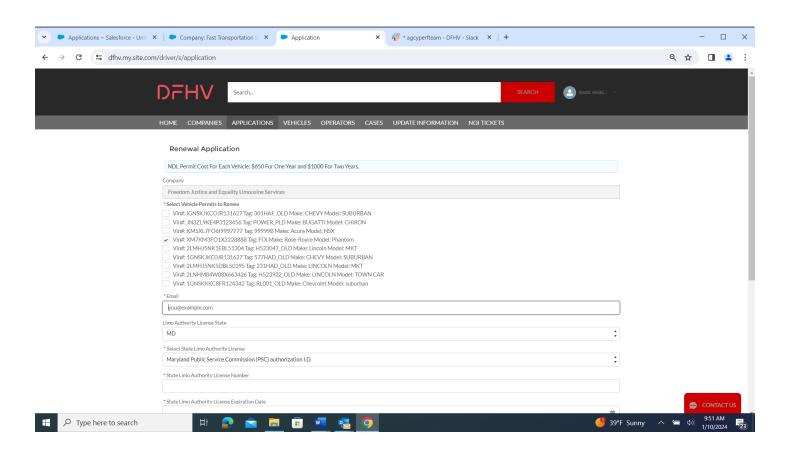
## **Renewal Application Instructions**

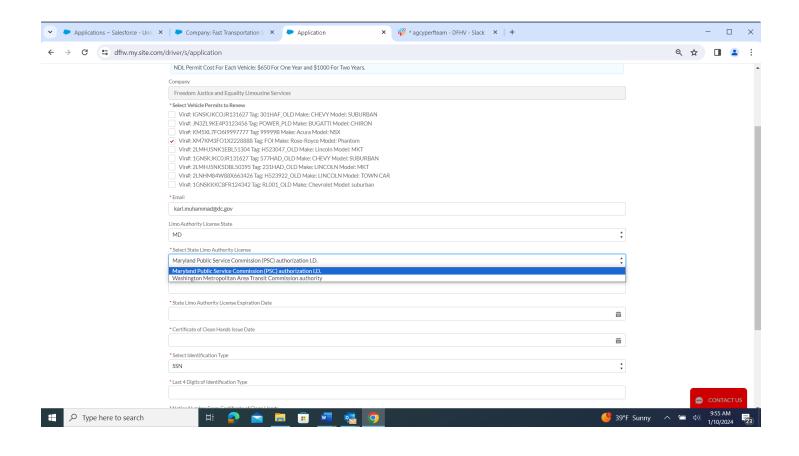
- 1. Log into your company portal and click the "APPLICATIONS" tab.
- 2. Click "New NDL Application."
- 3. Click the dropdown menu under Application Type and select "NDL Permit Renewal" then click "Next."
- 4. Select the vehicle for the permit renewal by selecting the box to the left of the VIN#.
- 5. Enter your "Email Address."
- 6. Select the state (Maryland or Virginia) of your Limousine Authority from the dropdown menu.
- 7. Select your "state limousine authority type" from the dropdown menu.
- 8. Enter your "state limousine authority license number."
- 9. Enter your state limousine authority "expiration date."
- 10. Enter the "date" of your certificate of clean hands (certificate of clean hands is only good for one-year).
- 11. Select Identification Type "SSN (social security #) or EIN (Employer Identification Number)."
- 12. Enter last four (4) digits of Identification Type.
- 13. Enter "Certificate of Clean Hands Notice Number."
- 14. Select "preferred language" from the dropdown menu.
- 15. Acknowledgment / Attestation Select **yes** or **no**, then click "Next."
- 16. Upload **proof of insurance** for vehicle to be renewed.
- 17. Upload vehicle registration for the vehicle to be renewed.
- 18. Select permit renewal duration one year or two years.
- 19. Do you need s new Decal Sticker? Select Yes or No.
- 20. Enter vehicle insurance expiration date.
- 21. Enter vehicle registration expiration date.
- 22. Click "Next."
- 23. Upload "state limousine authority."
- 24. Upload "certificate of clean hands."
- 25. 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).
- 26. Mailing Details
  - a. Please enter permit mailing address:
    - i. Street Address;
    - ii. Unit Number;
    - iii. City;
    - iv. State;
    - v. Zip Code; and
- 27. Telephone Number
- 28. Click "Next."
- 29. Application Completed.

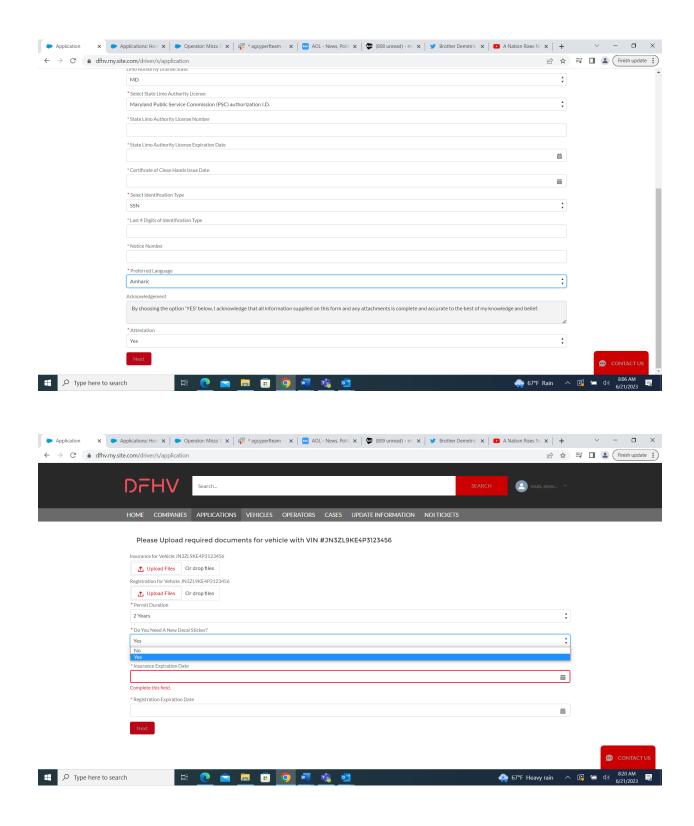


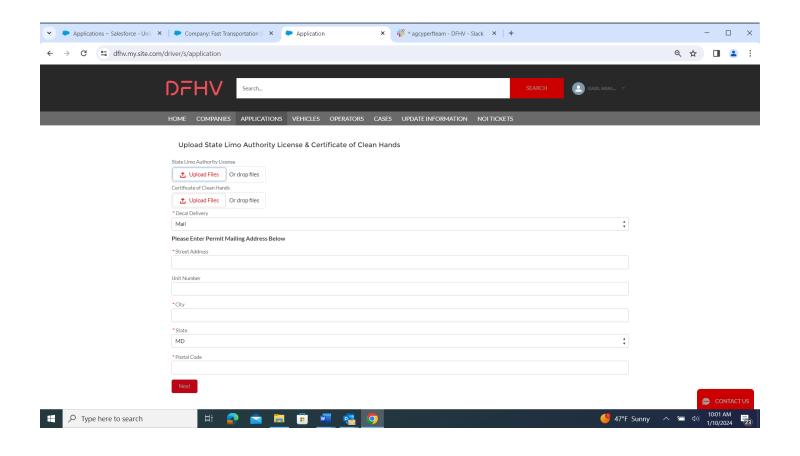














NDL Renewal Application

Thank you for completing your Non-District Limousine (NDL) Permit Application. Please check your email for further instructions. The properties of the pro

