



**ADMINISTRATIVE ISSUANCE:  
NON-DISTRICT LIMOUSINE PROGRAM**

**Series/Number: AI-2022-02**

**Replaces: AI-2019-03**

**Updated June 9, 2022**

**Approved January 28, 2022**

**Effective January 28, 2022**

**I. BACKGROUND AND PURPOSE**

The Department of For-Hire Vehicles (“DFHV” or “Department”) is charged with the continuance, development, and improvement of the District’s public vehicle-for-hire industry, and with the overall regulation of for-hire vehicles. *See* D.C. OFFICIAL CODE §§ 50-301.07 and 50-301.13. The Department is committed to increasing competition, expanding consumer choice, and improving customer experiences across the vehicle for-hire spectrum. To address interest by non-District limousine companies and independent operators in providing service in the District, the Department issued Administrative Issuance AI-2017-03, *Non-District Limousine Pilot Program* on April 27, 2017. AI-2017-03 repealed AI-2016-003, *Service Enhancements During Metrorail SafeTrack* and established the Non-District Limousine Program (“Program”).

The NDL Program has allowed temporary point-to-point operation of non-District limousines in the District without the time and expense needed to obtain permanent District registration and tags. In exchange for this temporary privilege, each approved company or independent operator has been required to submit NDL trip data for each vehicle that participates in the Program and comply with the other requirements as described in administrative issuances. The trip data allows the Department to enhance its understanding of customer demand for and traffic patterns of limousine service in the District, to identify areas where existing regulatory requirements should be modified, with the potential to increase vehicle utilization and spur competition among for-hire services.

The Department issued Administrative Issuance AI-2017-03B on May 23, 2017, which increased the Program limit from three hundred (300) non-District limousine companies and independent operators to a total of one thousand (1,000) non-District limousine companies and independent operators. The Department issued Administrative Issuance AI-2017-03C on August 31, 2017, which increased the total number of companies or independent operators to two thousand (2,000) and expanded the Program to include black car companies and independent owners. The Department issued Administrative Issuance AI-2018-04 on May 19, 2018, which set a one-year program fee for permits to bring parity with District limousine owners and to defray the ongoing administrative costs including safety and compliance monitoring. Additionally, operators were required to use DFHV’s Limo app. The Department issued Administrative Issuance AI-2019-04 on June 1, 2019, which established a one-year and two-year permits, allowed permits to be transferable between vehicles in the same companies, and set a fee for replacement stickers. Due

to the impact of COVID-19 on the for-hire industry, the Department issued Administrative Issuance AI-2021-02, which extended the duration of existing NDL permits.

Due to the success of the NDL Program, the Department is extending the program to allow for a one-year renewal of existing NDL permits and issuance new of NDL permits through September 30, 2022. To further alleviate the impact of COVID-19, there will be no fee for one-year renewal of existing NDL permits. Fees will remain the same for new NDL permits, and the Program cap shall remain at two thousand (2,000) NDL permits for companies and operators.

## **II. DEFINITIONS**

“Home jurisdiction” – the jurisdiction, Maryland, or Virginia, where a limousine company or independent operator is based, and its vehicles are registered.

“NDL trip data” – trip data consisting of: (a) company or independent operator name; (b) pickup and drop off date, time, and location; (c) mileage (distance); (d) total fare; (e) payment method; (f) tag number; (g) number of passengers; and (h) unique trip number.

“NDL decal” – a decal that DFHV issues to each vehicle owner or operator participating in the NDL Program and which is activated through the Limo app.

“Limo app” – an app that validates the NDL decal on the vehicle participating in the NDL Program, displays an electronic manifest, and provides NDL trip data; operators must use the “DFHV Limo App,” which is available for free in the Apple App Store and Google Play store; additionally, operators may use an app approved by DFHV with equivalent functionality to perform trips, such as Curb. NDL operators can check this webpage to see a current list of approved apps: <https://dfhv.dc.gov/page/non-district-limousine-ndl-permit>

## **III. AUTHORITY**

Establishment Act, D.C. OFFICIAL CODE § 50-301, *et seq.*; 31 DCMR §§ 828, 1219, and 1402.

## **IV. PROCEDURES**

1. Each company or independent operator with a current and valid NDL decal as of September 30, 2022, may apply for a one-time renewal of that NDL decal for an additional year provided that the company or independent operator continues to use the Limo app and install and use any upgrades to the Limo app as they become available. An application for renewal must be received by DFHV prior to the expiration of the current NDL decal. There will be no fee for the renewal.
2. Each new non-District limousine or black car company or independent operator interested in participating in the NDL Program shall submit an online application located at [dfhv-site.secure.force.com/NDLNewApplication](https://dfhv-site.secure.force.com/NDLNewApplication). An applicant must submit proof of authorization to conduct business as a limousine company in Maryland or Virginia. Each application shall be made under oath, and shall include the company’s and applicant’s

contact information, tax ID number, evidence of the company's vehicle insurance, information for all associated operators and vehicles that will participate in the Program, and other reasonable administrative information as may be required. Operator information shall include name and driver's license number. Vehicle information shall include make, model, year, VIN, color, and body type. A company, vehicle, or operator not in good standing with the Department, including full compliance with all DFHV trip reporting requirements, or that does not meet the requirements of the Clean Hands Act is ineligible to participate in the NDL Program.

3. The Department shall issue a decision to approve or deny an application within five (5) business days of its receipt of a completed application. The NDL Program shall be open to no more than two thousand (2,000) non-District limousine and black car owners and approvals shall be issued on a first-come, first-served basis.
4. Each new company or independent operator shall pay \$650 per vehicle fee for one year or \$1000 for two years within five (5) business days of being approved for participation in the NDL Program. Payment must be made online; no payment will be accepted at DFHV's offices. A payment link will be included in the approval letter. Decals may be picked up at DFHV's offices once payment is made.
5. The Department shall issue one (1) NDL decal per vehicle. The NDL decal for that vehicle shall be always displayed on the vehicle, as directed by the Department, and may only be transferred between vehicles in the same company. A fee of \$50 shall be charged for the cost of replacing any decal.
6. A company or independent operator may apply for a replacement decal for a vehicle that is replacing a vehicle, which had a current and valid NDL decal, that must be removed from service due to damage or as required by law. A company or independent operator should contact DFHV's Account Manager for information on how to obtain a replacement decal. A transfer fee of \$50 will be incurred for each time a decal is transferred and the balance of time remaining on the original permit shall be transferred to the new vehicle.
7. In addition to displaying the decal, operators must also be logged into a Limo app (only one Limo app should be active at a time while performing NDL trips) that is capable of displaying all NDL Trip Data, upon demand of any DFHV Vehicle Inspection Officer or any other law enforcement officer at all times, a login for which shall be provided upon being approved for participation in the NDL Program. Failure to comply with this provision subjects the operator to the penalties set forth in Chapter 20 of Title 31 of the DCMR for violations of the Department's reciprocity regulations.
8. Each company or independent operator participating in the NDL Program shall report NDL trip data as directed by the Department.
9. Each company, vehicle and operator participating in the NDL Program shall at all times comply with this administrative issuance, all rules and regulations applicable to District-licensed limousines and District-licensed operators, including all applicable requirements

of Title 31 of the DCMR, and other applicable laws (including insurance requirements), to the extent the District laws are not inconsistent with the laws of the home jurisdiction in which they hold permanent for-hire licenses (Maryland or Virginia).

10. Each participating company shall suspend an operator or vehicle from the NDL Program upon reasonable notice by DFHV that the operator or vehicle is in violation of this administrative issuance or other applicable law. A participating company's or operator's failure to comply with this administrative issuance, other applicable District law, or the laws of its home jurisdiction shall result in its or their suspension from the NDL Program and the deactivation of its or their NDL decal(s) through the end of the NDL Program.

**ACCOUNT MANAGER:**

Karl Muhammad

(202) 316-0665

[Karl.muhammad@dc.gov](mailto:Karl.muhammad@dc.gov)

**SO ORDERED:**

**DEPARTMENT OF FOR-HIRE VEHICLES**

By:  \_\_\_\_\_

**DORY PETERS**

Interim Director