

## **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 Operators** to be added, *if no operators are to be added input a zero "0."*
5. Input the **number of Vehicles** to be added, *if no vehicles are to be added input a zero "0."*
6. For Decal Deliver choose either **"Mail or Pickup"** from the dropdown menu.
7. Choose the state (**Maryland or Virginia**) of your limousine authority from the dropdown menu.
8. Select your **state limousine authority** from the dropdown menu.
9. Input your limousine authority **number** provided to you by the state.
10. Input the **expiration date** of your state limousine authority.
11. Input the **date** of your **Certificate of Clean Hand** (*certificate of clean hands is only good for one-year*).
12. Select **yes** or **no** for your attestation.
13. Click **"Next."**
14. Input **"vehicle identification number (VIN)."**
15. Select vehicle type (**Limousine or Sedan**) from the dropdown menu.
16. Input vehicle **"Tag number"** (ex. H111111 or 11111B).
17. Input the **Make, Model, and Year** of the vehicle.
18. Select the **permit duration (one or two years)**.
19. Input the **name** of your **"Vehicle Insurance Company."**
20. Input insurance policy **"binder number."**
21. Input Insurance **"expiration date."**
22. Input the **"vehicle registration expiration date."**
23. Upload **proof of insurance** document.
24. Upload **"vehicle registration."**
25. Click **"Next."**
26. Upload **"state limousine authority."**
27. Upload **"certificate of clean hands."**
28. Click **"Next."**
29. Application Completed.

Commonwealth of Virginia driver-and-vehicle-search - Carrier List Application

https://migration-dfhv.cs132.force.com/driver/s/application

Search... SEARCH

HOME COMPANIES APPLICATIONS VEHICLES OPERATORS CASES

Choose list view  
NDL Permit Applications

New NDL Application

Applications  
NDL Permit Applications

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

Search this list...

	Application...	Application Type	Application...	Created Date	Owner Alias	Total Perm...	Numb...
1	<input type="checkbox"/> A065482	NDL Permit - Replacement	Received	12/6/2021 11:13 AM	Warner20	\$50.00	1
2	<input type="checkbox"/> A065479	NDL Permit - Replacement	Denied	11/3/2021 9:44 AM	Warner20	\$50.00	1
3	<input type="checkbox"/> A065478	NDL Permit - Replacement	Denied	11/3/2021 9:33 AM	Warner20	\$50.00	1
4	<input type="checkbox"/> A065477	NDL Permit - Renewal	Denied	11/3/2021 8:12 AM	Warner20	\$650.00	1
5	<input type="checkbox"/> A065474	NDL Permit - Add Vehicle Or Operator	Paid	10/27/2021 11:26 AM	Warner20	\$650.00	1

Load More

11:20 AM  
Monday  
12/6/2021

Commonwealth of Virginia driver-and-vehicle-search - Carrier List Application

https://migration-dfhv.cs132.force.com/driver/s/application

Search... SEARCH

HOME COMPANIES APPLICATIONS VEHICLES OPERATORS CASES

Application Type

NDL Permit - Renewal  
NDL Permit - Replacement  
NDL Permit - Add Vehicle Or Operator

Next

11:21 AM  
Monday  
12/6/2021

Commonwealth of Virginia

driver-and-vehicle-search - Carrier List

Application

https://migration-dfhv.cs132.force.com/driver/s/application

1

\* Number of Operator's to add  
0

\* Decal Delivery  
Pickup

\* Limo Authority License State  
VA

\* Select State Limo Authority License  
Commonwealth of Virginia Contract Passenger Carrier Certificate of Fitness authorization

\* State Limo Authority License Number  
654321

\* State Limo Authority License Expiration Date  
Dec 31, 2021

\* Certificate of Clean Hands Issue Date  
Dec 25, 2021

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

No

Next

Commonwealth of Virginia driver-and-vehicle-search - Carrier List Application

https://migration-dfhv.cs132.force.com/driver/s/application

### Add Vehicle 1

NDL Permit Cost For Each Vehicle: \$650 For One Year and \$1000 For Two Years.

\*Vin Number  
0123456789101112

\*Vehicle Type  
Sedan  
Limousine

\*Tag#

\*Make

\*Model

\*Year

\*Permit Duration  
1 Year

\*Insurance Company

\*Policy Binder Number

\*Insurance Expiration Date

Commonwealth of Virginia driver-and-vehicle-search - Carrier List Application Application

https://migration-dfhv.cs132.force.com/driver/s/application

\*Tag#  
0654321

\*Make  
Ford

\*Model  
Expedition

\*Year  
2022

\*Permit Duration  
1 Year

\*Insurance Company  
Allstate  
Please enter some valid input. Input is not optional.

\*Policy Binder Number  
12345  
Please enter some valid input. Input is not optional.

\*Insurance Expiration Date  
Jan 1, 2022

\*Registration Expiration Date  
Jan 1, 2022

Next

January 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Today



