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.”
**Add Vehicle 1**

- **NOL Permit Cost For Each Vehicle**: $650 For One Year and $1000 For Two Years.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vin Number</td>
<td>0023456789101112</td>
</tr>
<tr>
<td><strong>Vehicle Info</strong></td>
<td></td>
</tr>
<tr>
<td><strong>License Plate</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Make</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Model</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Year</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Permit Duration</strong></td>
<td>1 Year</td>
</tr>
<tr>
<td><strong>Insurance Company</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Policy/Binder Number</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Insurance Expiration Date</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Note:**
- Please enter some valid input, input is not optional.
- *Insurance Company:
  - Allstate

**Date:**
- **Jan 1, 2022**
NDL Add Vehicle/Operator Application

Thank you for completing your Non-District Liability (NDL) Permit Application. Please check your email for further instructions.