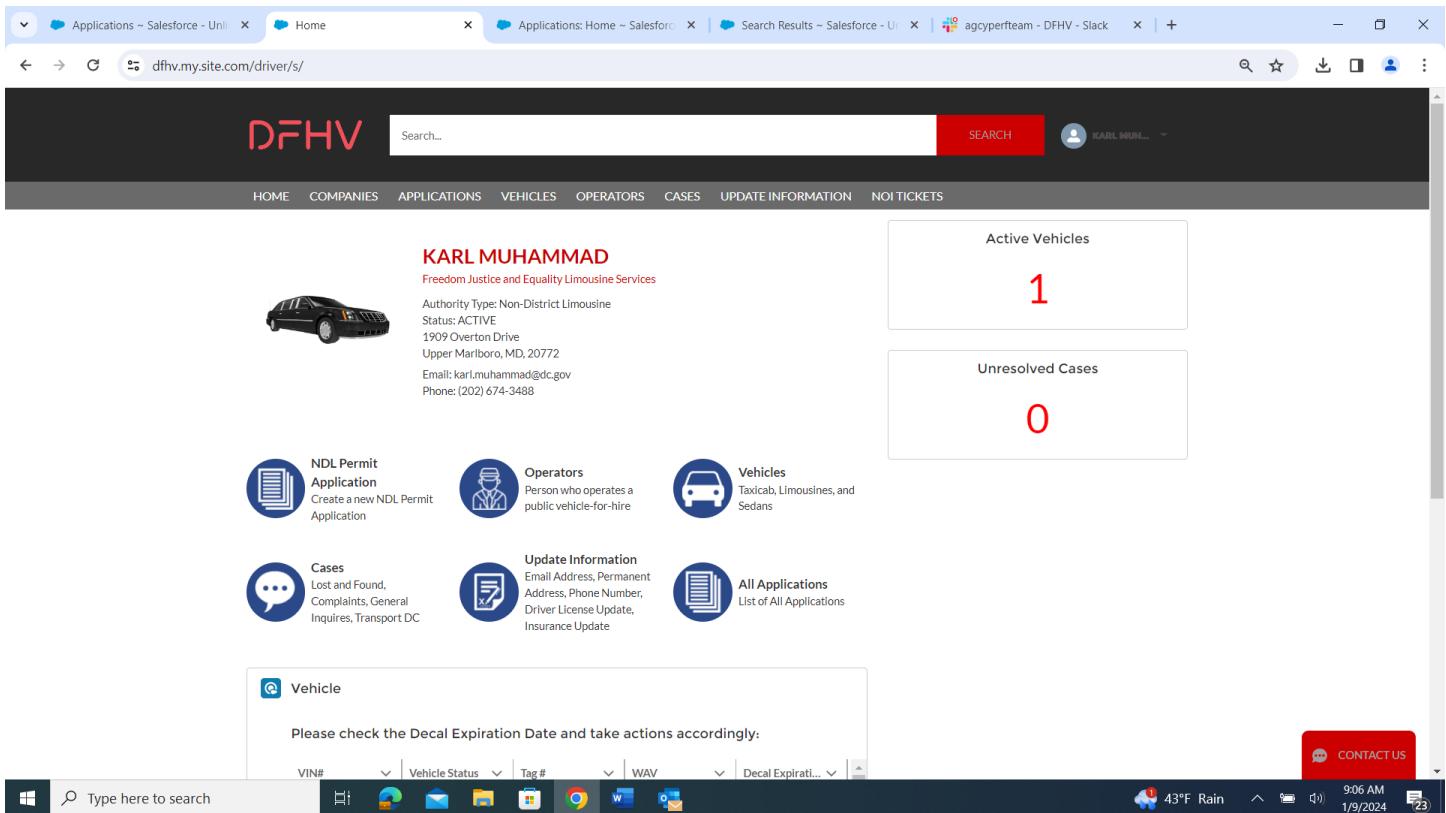


Add Vehicle and Add Operator Instructions

NDL Decal Stickers are no longer issued. All Non-District Limousine (NDL) permits will now be delivered electronically via email. This change ensures faster delivery, improved convenience, and reduced environmental impact.



The screenshot shows a web browser with multiple tabs open, including 'dfhv.my.site.com/dfhv/s/'. The main content area displays a user profile for 'KARL MUHAMMAD' from 'Freedom Justice and Equality Limousine Services'. The profile includes a black limousine icon, address (1909 Overton Drive, Upper Marlboro, MD, 20772), email (karl.muhammad@dc.gov), and phone (202) 674-3488. Below the profile are six application categories: 'NDL Permit Application', 'Operators', 'Vehicles', 'Cases', 'Update Information', and 'All Applications'. To the right, there are two summary boxes: 'Active Vehicles' (1) and 'Unresolved Cases' (0). At the bottom, a 'Vehicle' search bar is shown with fields for VIN#, Vehicle Status, Tag #, WAV, and Decal Expiration. The Windows taskbar at the bottom includes a search bar, a red 'CONTACT US' button, and system icons.

1. Log into your company portal and click the “**APPLICATIONS**” tab.
2. Click “**New NDL Application (Red Box)**.”

Search... **SEARCH** DAVID Web... **New NDL Application**

Applications **NDL Permit Applications**

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

Application...	Application Type	Created Date	Owner Alias	Total Perm...	Num...	
1 A065482	NDL Permit - Replacement	Received	12/6/2021 11:13 AM	Warner20	\$50.00	1
2 A065479	NDL Permit - Replacement	Denied	11/3/2021 9:44 AM	Warner20	\$50.00	1
3 A065478	NDL Permit - Replacement	Denied	11/3/2021 9:33 AM	Warner20	\$50.00	1
4 A065477	NDL Permit - Renewal	Denied	11/3/2021 8:12 AM	Warner20	\$650.00	1
5 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

- Click the dropdown menu under Application Type and select “Add Vehicle or Operator” then click “Next.”

Search... **SEARCH** DAVID Web... **Next**

Application Type

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

11:21 AM Monday 12/6/2021

- Input the **number of Vehicles** to be added, *if no vehicles are to be added input a zero “0.”*
- Input the **number of Operators** to be added (*if no new operator is to be added, input a zero “0”*).
- Enter your “**Email Address**.”
- Choose the state (**Maryland** or **Virginia**) of your limousine authority from the dropdown menu.
- Select your **state limousine authority** from the dropdown menu.
- Input your limousine authority **number** provided to you by the state.
- Input the **expiration date** of your state limousine authority.

11. Enter the “**Certificate of Clean Hands Issue Date**” (*A certificate of clean hands is only good for one-year from the date of issuance*).
12. Select Identification Type “**SSN** (social security number)” or “**EIN** (Employment Identification Number).”
13. Enter “**Last Four (4) Digits**” of Identification Type.
14. Enter Certificate of Clean Hands “**Notice Number**.”
15. Select “**Preferred Language**” from the dropdown list.
16. Select **yes** or **no** for your attestation.
17. Click “**Next**.”

Company: MAVAV TRANSIT | Applications ~ Salesforce | Vehicle: 1GNSKEKDXPR10 | Application: A100350 ~ S... | Application

dfhv.my.site.com/driver/s/application

Add Vehicle Or Operator

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

Company: Freedom Justice and Equality Limousine Services

*Number of Vehicles to add: 0

*Number of Operator's to add: 0

*Email: you@example.com

*Limo Authority License State: MD

*Select State Limo Authority License: Maryland Public Service Commission (PSC) authorization I.D.

*State Limo Authority License Number:

*State Limo Authority License Expiration Date:

CONTACT US

35° F Partly sunny

Search

2:06 PM 2/4/2026

Company: MAVA TRANSIT | Applications ~ Salesforce | Vehicle: 1GNSKEKDPR105 | Application

dfhv.my.site.com/driver/s/application

OCTOHelps | Results: Non-District... | The Non-District Li... | NDL Call Log | Vehicle Edit: 1GNSK...

* State Limo Authority License Expiration Date

* Certificate of Clean Hands Issue Date

* Select Identification Type

SSN

* Last 4 Digits of Identification Type

* Notice Number From Certificate of Clean Hands

* Preferred Language

Amharic

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

Next

CONTACT US

ADD VEHICLE (skip this section if no Vehicle is being added)

18. Input **“vehicle identification number (VIN).”**
19. Select vehicle type **(Limousine or Sedan)** from the dropdown menu.
20. Input vehicle **“Tag number”** (ex. H111111 or 11111B).
21. Input the **Make, Model, and Year** of the vehicle.
22. Input **Color** of the vehicle.
23. Select the **permit duration (one or two years)**.
24. Input the **name** of your **“Vehicle Insurance Company.”**
25. Input insurance policy **“binder number.”**
26. Input **insurance “expiration date.”**
27. Input the **“vehicle registration expiration date.”**
28. Click **“Next.”**

Company: MAVA TRANSIT | Applications ~ Salesforce | Vehicle: 1GNSKEKDPR10 | Application | Application

dfhv.my.site.com/driver/s/application

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

* Vin Number

Complete this field.

* Vehicle Type

* Tag#

* Make

* Model

* Year

* Color

* Permit Duration

CONTACT US



Company: MAVA TRANSIT | Applications ~ Salesforce | Vehicle: 1GNSKEKDPR10 | Application | Application

dfhv.my.site.com/driver/s/application

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

* Vin Number

Complete this field.

* Vehicle Type

* Tag#

* Make

* Model

* Year

* Color

* Permit Duration

CONTACT US



29. Upload **proof of insurance** document.

30. Upload **“vehicle registration.”**

31. Click **“Next.”**

The screenshot shows a web browser with multiple tabs open, including 'Company: MAVA TRANSIT', 'Applications ~ Salesforce', 'Vehicle: 1GNSKEKDPR105', 'Application: A100350 ~ Sa...', and 'Application'. The main content area is the DFHV application. The top navigation bar includes 'DFHV', a search bar, and a user profile for 'KARL MUM...'. Below the navigation is a secondary menu with links: HOME, COMPANIES, APPLICATIONS (which is selected), VEHICLES, OPERATORS, CASES, UPDATE INFORMATION, and NOI TICKETS. The main content area displays two sections for file uploads: 'Insurance for Vehicle 1' and 'Registration for Vehicle 1'. Each section has a 'Upload Files' button and a message indicating a file was uploaded successfully ('Insurance.pdf is uploaded successfully!' and 'Registration.pdf is uploaded successfully!'). A 'Next' button is located at the bottom of the page, and a 'CONTACT US' button is in the top right corner. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

ADD OPERATOR (skip this section if no Operator is being added)

32. Enter **Operator's "First Name, Middle Name, and Last Name."**
33. Enter **Operator's "cell phone number."**
34. Enter **Operator's "email address."**
35. Select the **"Driver's License State."**
36. Enter the **"Operator's Date of Birth."**
37. Enter the **"Operator's Driver's License Number."**
38. Enter the **"Operator's Driver's License Expiration Date."**
39. Click **"Next."**

Company: MAVA TRANSIT | Applications ~ Salesforce | Vehicle: 1GNSKEKDPR105 | Application: A100350 ~ Sa | Application

dfhv.my.site.com/driver/s/application

OCTOHelps | Results: Non-District Li... | The Non-District Li... | NDL Call Log | Vehicle Edit: 1GNSK...

DFHV Search... SEARCH KARL MUH...

HOME COMPANIES APPLICATIONS VEHICLES OPERATORS CASES UPDATE INFORMATION NO TICKETS

Add Operator 1

* First Name: Karl

Middle Name:

* Last Name: Muhammad

Phone: 202-645-4435

Email: karl.muhammad@dc.gov

CONTACT US

36°F Mostly sunny Search 2:51 PM 2/4/2026

Company: MAVA TRANSIT | Applications ~ Salesforce | Vehicle: 1GNSKEKDPR105 | Application: A100350 ~ Sa | Application

dfhv.my.site.com/driver/s/application

OCTOHelps | Results: Non-District Li... | The Non-District Li... | NDL Call Log | Vehicle Edit: 1GNSK...

* Last Name: Muhammad

Phone: 202-645-4435

Email: karl.muhammad@dc.gov

* State: VA

* Date of Birth: Dec 25, 1957

* Driver's License Number: ABCDEFGHIJK12345

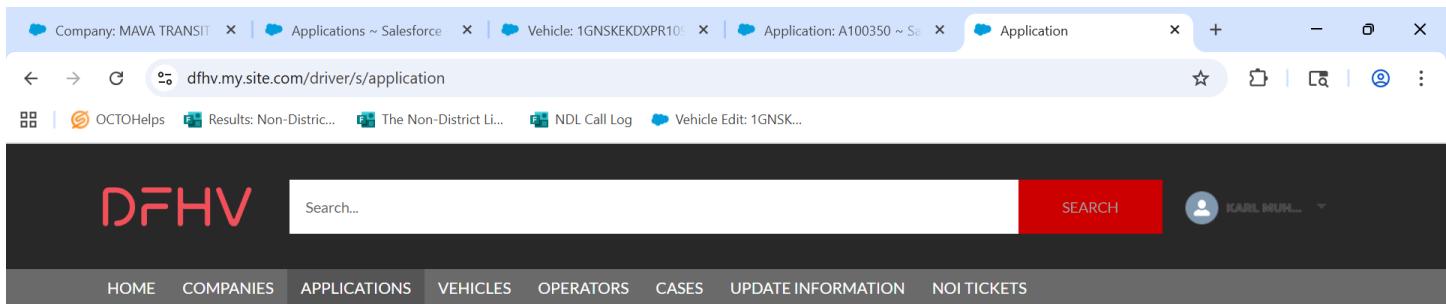
* Driver's License Expiration Date: 12/25/2033

Format: Dec 31, 2024

Next **CONTACT US**

36°F Mostly sunny Search 2:53 PM 2/4/2026

40. Upload “**Operator’s Driver’s License.**”



Company: MAVA TRANSIT | Applications ~ Salesforce | Vehicle: 1GNSKEKDPR10 | Application | + - ×

dfhv.my.site.com/driver/s/application

OCTOHelps | Results: Non-District Li... | The Non-District Li... | NDL Call Log | Vehicle Edit: 1GNSK...

DFHV Search... SEARCH KARL MUM...

HOME COMPANIES APPLICATIONS VEHICLES OPERATORS CASES UPDATE INFORMATION NOI TICKETS

Upload Attachment for Operator 1

Driver License for Operator 1

Or drop files

 DLicense.pdf is uploaded successfully!



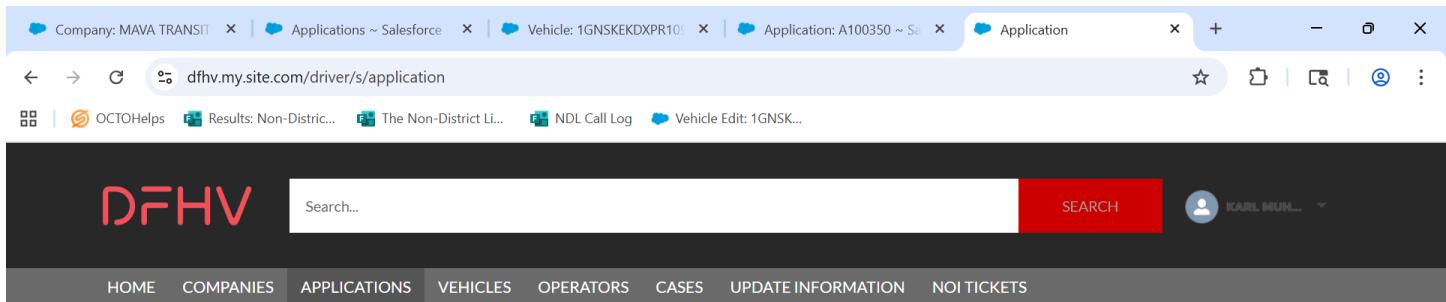
36°F Mostly sunny

Search

File Explorer Edge Mail OneDrive OneNote OneDrive Photos OneDrive Photos

2:56 PM 2/4/2026

41. Upload “**state limousine authority.**”
42. Upload “**certificate of clean hands.**”
43. Click “**Next.**”
44. Thank you for completing your Non-District Limousine Application.



Company: MAVA TRANSIT | Applications ~ Salesforce | Vehicle: 1GNSKEKDPR10 | Application | + - ×

dfhv.my.site.com/driver/s/application

OCTOHelps | Results: Non-District Li... | The Non-District Li... | NDL Call Log | Vehicle Edit: 1GNSK...

DFHV Search... SEARCH KARL MUM...

HOME COMPANIES APPLICATIONS VEHICLES OPERATORS CASES UPDATE INFORMATION NOI TICKETS

Upload State Limo Authority License & Certificate of Clean Hands

State Limo Authority License

Or drop files

 Authority.pdf is uploaded successfully!

Certificate of Clean Hands

Or drop files

 Clean Hands.pdf is uploaded successfully!



36°F Mostly sunny

Search

File Explorer Edge Mail OneDrive OneNote OneDrive Photos OneDrive Photos

2:57 PM 2/4/2026

