

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 window with multiple tabs. The active tab is 'dfhv.my.site.com/driver/s/'. The website header features the DFHV logo, a search bar, and a user profile for 'KARL MUHAMMAD'. The navigation menu includes: HOME, COMPANIES, APPLICATIONS, VEHICLES, OPERATORS, CASES, UPDATE INFORMATION, and NOI TICKETS.

The main content area displays the user's profile for **KARL MUHAMMAD**, associated with 'Freedom Justice and Equality Limousine Services'. The profile details include: Authority Type: Non-District Limousine, Status: ACTIVE, 1909 Overton Drive, Upper Marlboro, MD, 20772, Email: karl.muhammad@dc.gov, and Phone: (202) 674-3488.

Summary boxes on the right show: Active Vehicles: 1 and Unresolved Cases: 0.

A grid of icons provides quick access to various functions: NDL Permit Application (Create a new NDL Permit Application), Operators (Person who operates a public vehicle-for-hire), Vehicles (Taxicab, Limousines, and Sedans), Cases (Lost and Found, Complaints, General Inquires, Transport DC), Update Information (Email Address, Permanent Address, Phone Number, Driver License Update, Insurance Update), and All Applications (List of All Applications).

A 'Vehicle' section is partially visible, prompting the user to 'Please check the Decal Expiration Date and take actions accordingly:'. Below this, there are dropdown menus for VIN#, Vehicle Status, Tag #, WAV, and Decal Expirati....

The Windows taskbar at the bottom shows the search bar, taskbar icons, system tray with weather (43°F Rain), and date/time (9:06 AM 1/9/2024).

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

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 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

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

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

4. Input the **number** of **Vehicles** to be added, *if no vehicles are to be added input a zero “0.”*
5. Input the **number** of **Operators** to be added (*if no new operator is to be added, input a zero “0”*).
6. Enter your “Email Address.”
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. 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: MAVA TRANSIT | Applications ~ Salesforce | Vehicle: 1GNSKEKDXPR10 | Application: A100350 ~ S | Application

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

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

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 x Applications ~ Salesforce x Vehicle: 1GNSKEKDXPR10 x Application: A100350 ~ S x 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

35°F Partly sunny 2:08 PM 2/4/2026

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 x Applications ~ Salesforce x Vehicle: 1GNSKEKDXP10 x Application: A100350 ~ S x Application x + -

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

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

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

* Vin Number

Complete this field.

* Vehicle Type
 Limousine

* Tag#

* Make

* Model

* Year

* Color

* Permit Duration
 2 Years

CONTACT US

35°F Partly sunny Search 2:26 PM 2/4/2026

Company: MAVA TRANSIT x Applications ~ Salesforce x Vehicle: 1GNSKEKDXP10 x Application: A100350 ~ S x Application x + -

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

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

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

* Vin Number

Complete this field.

* Vehicle Type
 Limousine

* Tag#

* Make

* Model

* Year

* Color

* Permit Duration
 2 Years

CONTACT US

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29. Upload **proof of insurance** document.
30. Upload **“vehicle registration.”**
31. Click **“Next.”**

Company: MAVA TRANSIT x Applications ~ Salesforce x Vehicle: 1GNSKEKDXP10 x Application: A100350 ~ S x Application

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

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

DFHV Search... SEARCH KARL MUHL...

HOME COMPANIES APPLICATIONS VEHICLES OPERATORS CASES UPDATE INFORMATION NOI TICKETS

Upload Attachment for Vehicle 1

Insurance for Vehicle 1

Upload Files Or drop files

Insurance.pdf is uploaded successfully!

Registration for Vehicle 1

Upload Files Or drop files

Registration.pdf is uploaded successfully!

Next

CONTACT US

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

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 x Applications ~ Salesforce x Vehicle: 1GNSKEKDXP10 x Application: A100350 ~ S x Application x + -

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

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

DFHV Search... SEARCH KARL MUHAMMAD

HOME COMPANIES APPLICATIONS VEHICLES OPERATORS CASES UPDATE INFORMATION NOI TICKETS

Add Operator 1

* First Name
Karl

Middle Name

* Last Name
Muhammad

Phone
202-645-4435

Email
karl.muhammad@dc.gov

CONTACT US

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Company: MAVA TRANSIT x Applications ~ Salesforce x Vehicle: 1GNSKEKDXP10 x Application: A100350 ~ S x Application x + -

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

OCTOHelps Results: Non-District... 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

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

40. Upload "Operator's Driver's License."

Company: MAVA TRANSIT x Applications ~ Salesforce x Vehicle: 1GNSKEKDXP10 x Application: A100350 ~ S x Application

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

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

DFHV Search... SEARCH KARL MUH...

HOME COMPANIES APPLICATIONS VEHICLES OPERATORS CASES UPDATE INFORMATION NOI TICKETS

Upload Attachment for Operator 1

Driver License for Operator 1

Upload Files Or drop files

DLicense.pdf is uploaded successfully!

Next

CONTACT US

36°F Mostly sunny Search 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 x Applications ~ Salesforce x Vehicle: 1GNSKEKDXP10 x Application: A100350 ~ S x Application

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

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

DFHV Search... SEARCH KARL MUH...

HOME COMPANIES APPLICATIONS VEHICLES OPERATORS CASES UPDATE INFORMATION NOI TICKETS

Upload State Limo Authority License & Certificate of Clean Hands

State Limo Authority License

Upload Files Or drop files

Authority.pdf is uploaded successfully!

Certificate of Clean Hands

Upload Files Or drop files

Clean Hands.pdf is uploaded successfully!

Next

CONTACT US

36°F Mostly sunny Search 2:57 PM 2/4/2026

