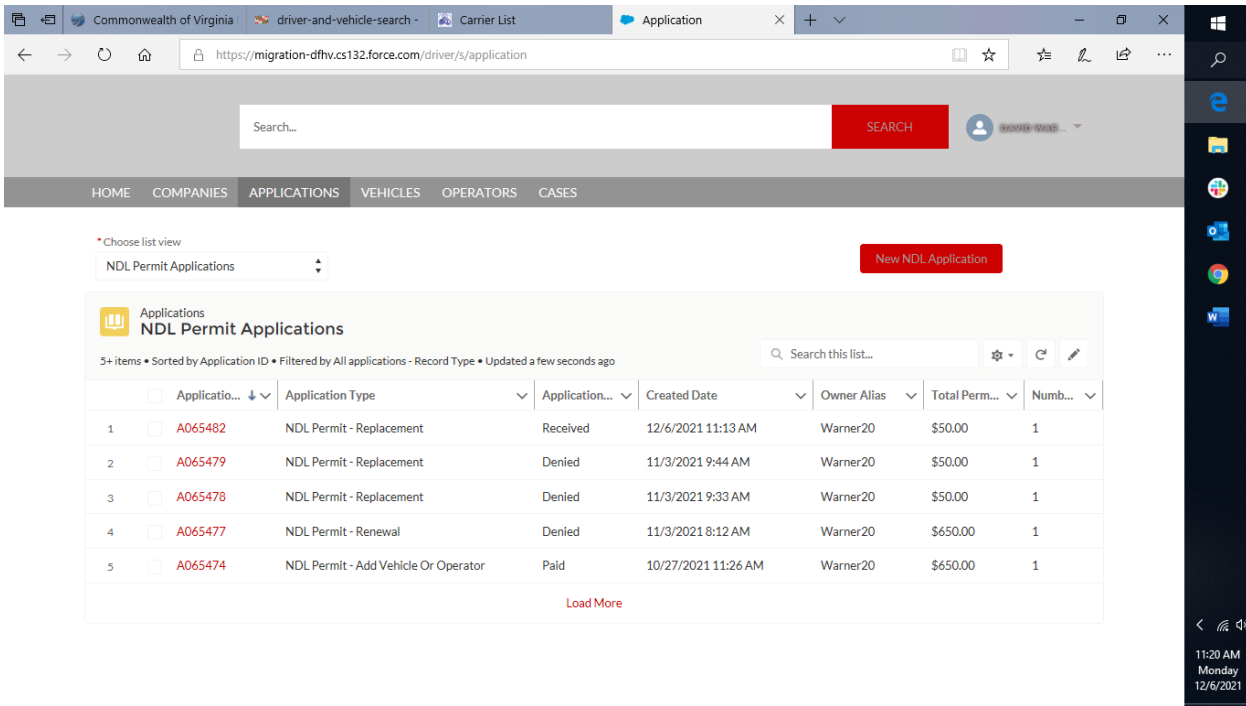


Add Vehicle and Add Operator Instructions

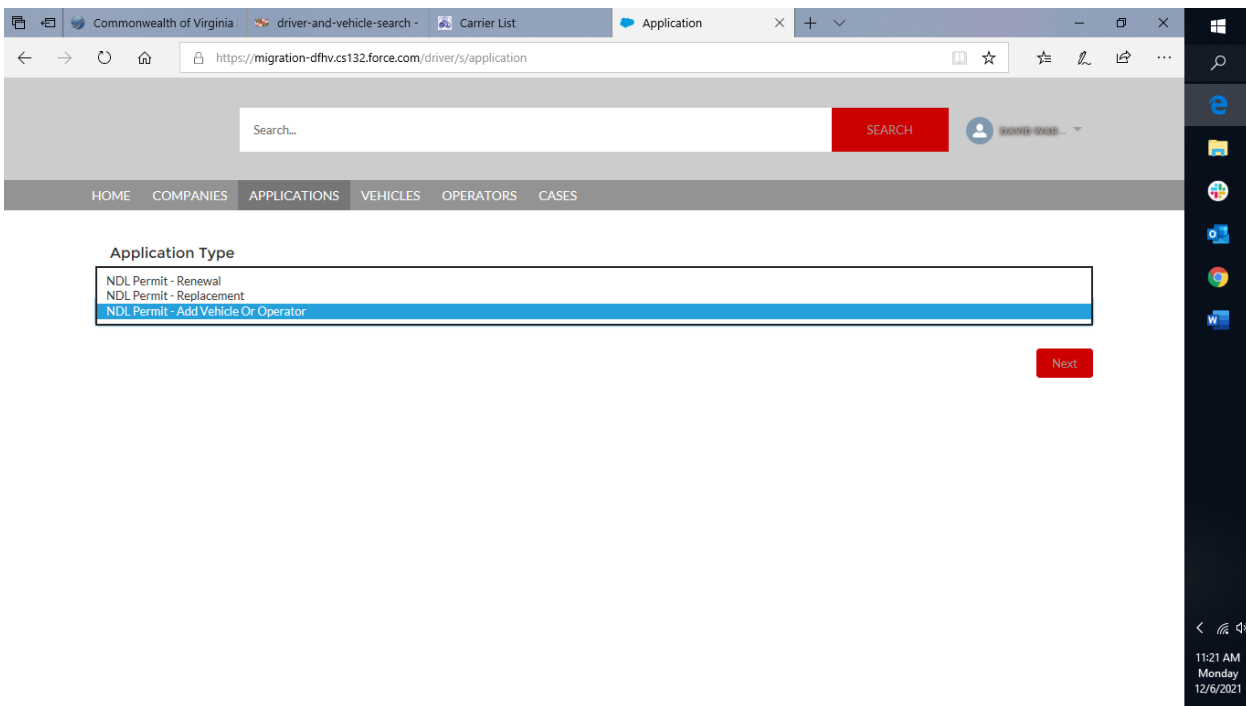
NDL Decal Stickers are no longer issued. All Non-District Limousine (NDL) permits will now be delivered electronically via email. This change ensures faster delivery, improved convenience, and reduced environmental impact.

The screenshot shows a web browser window displaying the DFHV website. The user is logged in as Karl Muhammad. The main content area shows the user's profile information, including a photo of a black limousine, and statistics for Active Vehicles (1) and Unresolved Cases (0). Below the profile, there are several navigation icons: NDL Permit Application, Operators, Vehicles, Cases, Update Information, and All Applications. At the bottom, there is a 'Vehicle' section with a message: 'Please check the Decal Expiration Date and take actions accordingly:'. The browser's address bar shows 'dfhv.my.site.com/driver/s/'. The Windows taskbar at the bottom indicates the system time is 9:06 AM on 1/9/2024, with a weather forecast of 43°F Rain.

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



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



4. Enter your “Email Address.”
5. Choose the state (**Maryland** or **Virginia**) of your limousine authority from the dropdown menu.
6. Select your **state limousine authority** from the dropdown menu.
7. Input your limousine authority **number** provided to you by the state.
8. Input the **expiration date** of your state limousine authority.
9. Enter the “**Certificate of Clean Hands Issue Date**” (*A certificate of clean hands is only good for one-year from the date of issuance*).
10. Select Identification Type “**SSN** (social security number)” or “**EIN** (Employment Identification Number).”

11. Enter “**Last Four (4) Digits**” of Identification Type.
12. Enter Certificate of Clean Hands “**Notice Number.**”
13. Select “**Preferred Language**” from the dropdown list.
14. Select **yes** or **no** for your attestation.
15. Click “**Next.**”

The screenshot shows a web browser window with the URL dfhv.my.site.com/driver/s/application. The page title is "Add Vehicle / Operator Application". The form contains the following fields:

- NDLP Permit Cost For Each Vehicle: \$650 For One Year and \$1000 For Two Years.
- Company: Freedom Justice and Equality Limousine Services
- * Email: karl.muhammad@dc.gov
- * Limo Authority License State: MD
- * Select State Limo Authority License: Maryland Public Service Commission (PSC) authorization I.D.
- * State Limo Authority License Number: 11111
- * State Limo Authority License Expiration Date: Dec 25, 2026
- * Certificate of Clean Hands Issue Date: (empty)

A red "CONTACT US" button is located in the bottom right corner of the form area. The browser's taskbar at the bottom shows the date and time as 8:24 AM on 5/28/2026, and the weather as 72°F Sunny.

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...

* 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 | Search | 2:08 PM 2/4/2026

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...

DFHV Search... SEARCH

KARL MUM...

HOME COMPANIES APPLICATIONS VEHICLES OPERATORS CASES UPDATE INFORMATION NOI TICKETS

What Would You Like To Add?

Add Vehicle(s)

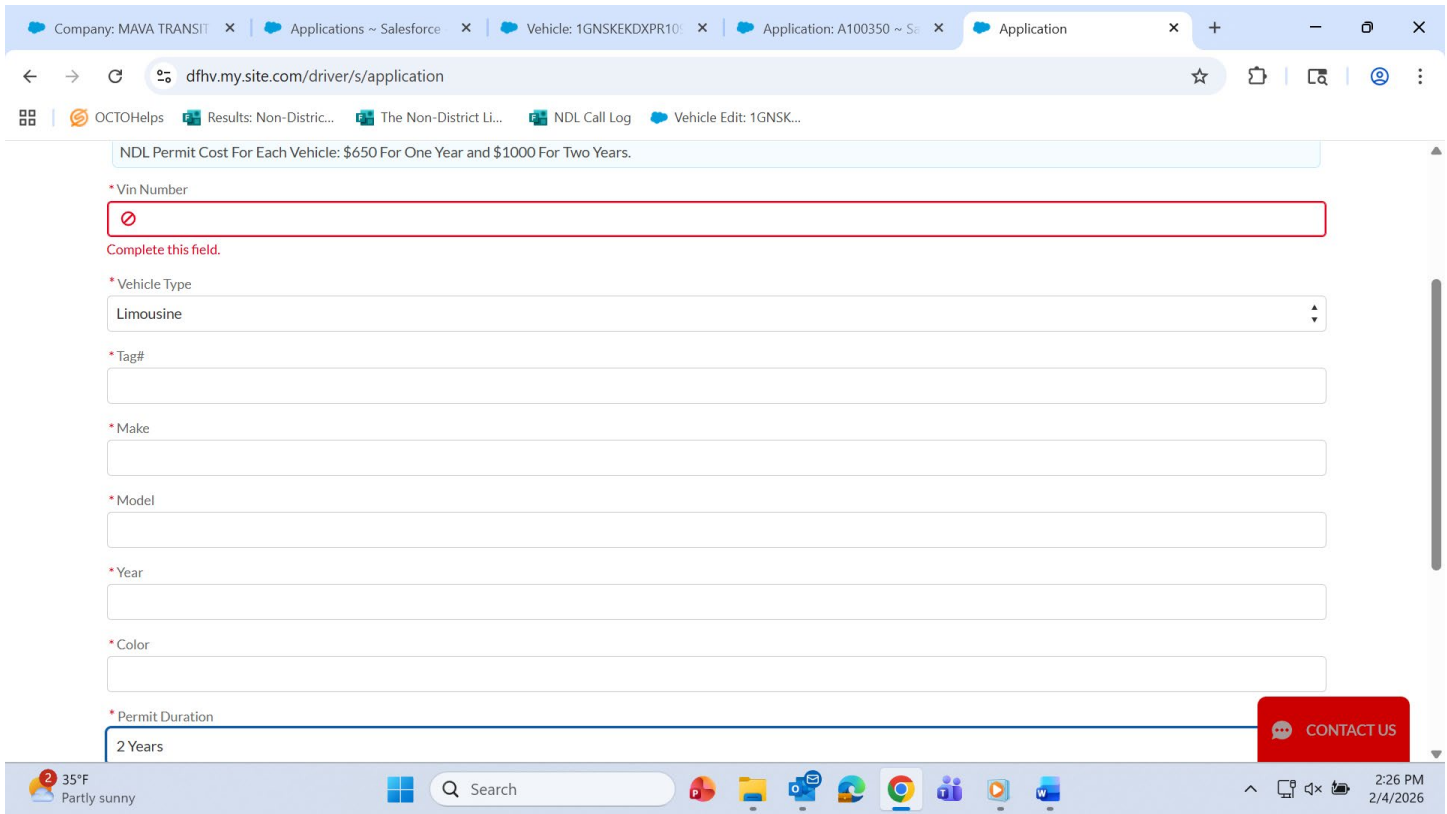
Add Operator(s)

Please select at least one option to continue.

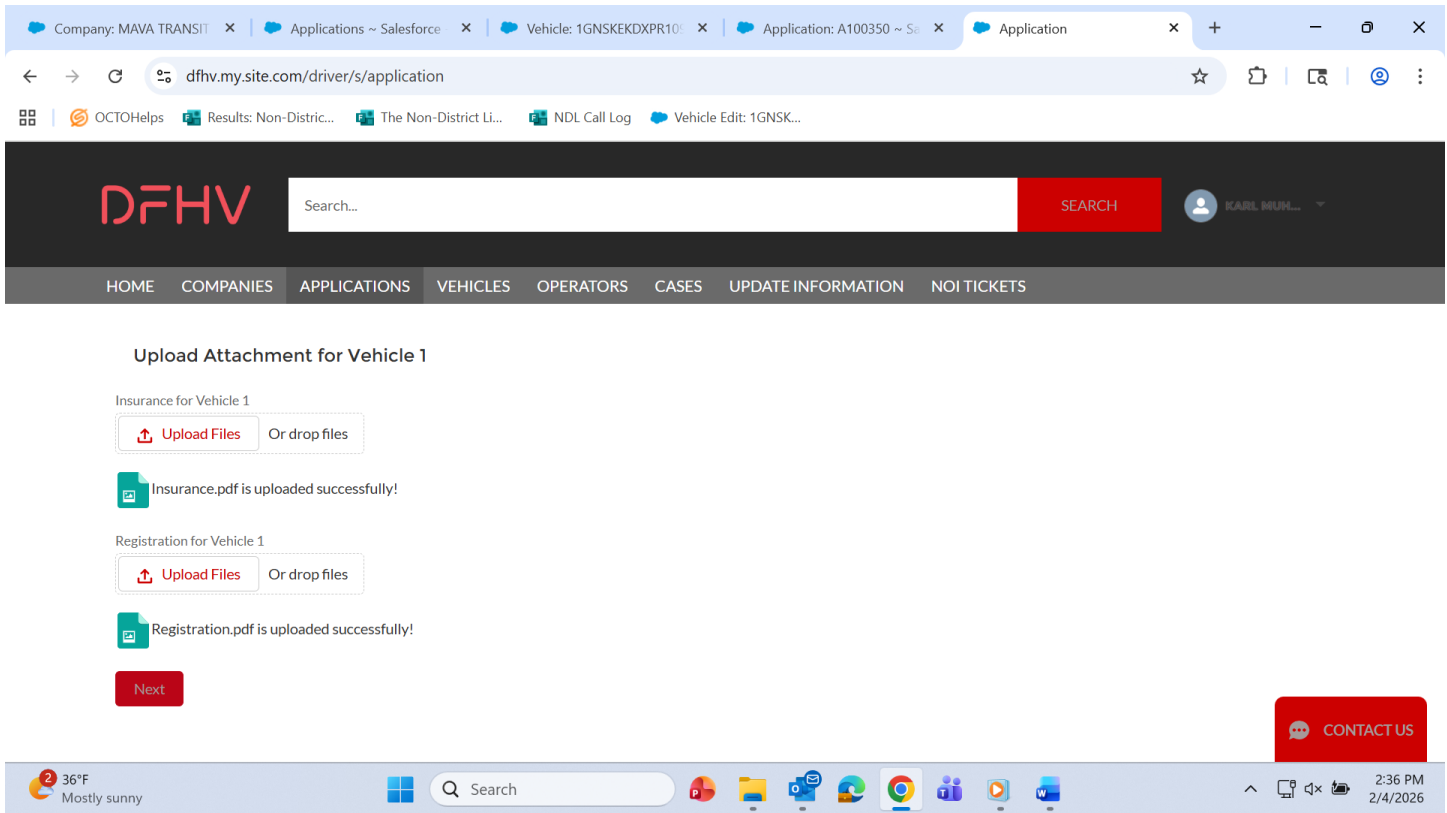
Next

CONTACT US

72°F Sunny | Search | 8:35 AM 5/28/2026



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



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."**

The screenshot displays a web browser window with the following elements:

- Browser Tabs:** Company: MAVIA TRANSIT, Applications ~ Salesforce, Vehicle: 1GNSKEKDXPR10, Application: A100350 ~ S..., Application.
- Address Bar:** dfhv.my.site.com/driver/s/application
- Page Header:** DFHV logo, Search bar, SEARCH button, User profile: KARL MUHAM...
- Navigation Menu:** HOME, COMPANIES, APPLICATIONS, VEHICLES, OPERATORS, CASES, UPDATE INFORMATION, NOI TICKETS
- Form Title:** Add Operator 1
- Form Fields:**
 - First Name: Karl
 - Middle Name: (empty)
 - Last Name: Muhammad
 - Phone: 202-645-4435
 - Email: karl.muhammad@dc.gov
- Footer:** CONTACT US button
- Windows Taskbar:** Weather: 36°F Mostly sunny, Search bar, System tray: 2:51 PM, 2/4/2026

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...

* Last Name

Phone

Email

* State

* Date of Birth

* Driver's License Number

* Driver's License Expiration Date

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: 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...

DFHV Search... [SEARCH](#) [KARL MUHAMMAD](#)

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 | Applications ~ Salesforce | Vehicle: 1GNSKEKDXP10 | Application: A100350 ~ Se | 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 KABL MUM...

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

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

NDL Add Vehicle/Operator Application

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

11:42 AM Monday 12/6/2021