

## Renewal NDL Application Instructions

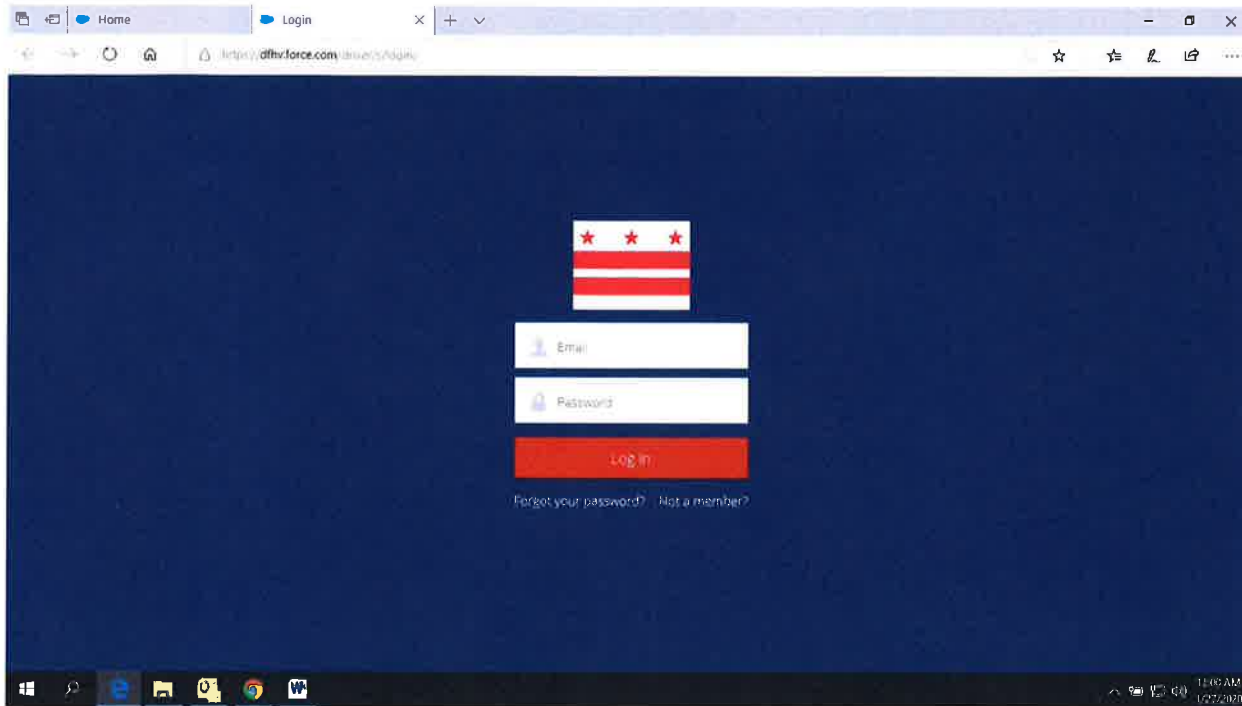
Each non-District limousine or black car company or independent operator interested in participating in the NDL Pilot shall submit an online application located at <https://dfhv-site.secure.force.com/NDLNewApplication/>. An applicant must submit proof of authorization to conduct business as a limousine company in Maryland or Virginia (*WMATC, PSC License or Department of Motor Vehicles Contract Carrier Certificate of Fitness*). Each application shall be made under oath (**Attestation**) and shall include the company's and applicant's contact information, tax ID number, and evidence of the company's vehicle insurance, information for all associated operators and vehicles that will participate in the Program, and other reasonable administrative information as may be required. *Attestation is defined as the act of attending the execution of a document and bearing witness to its authenticity, by signing one's name to it to affirm that it is genuine and the certification by a custodian of records that a copy of an original document is a true copy that is demonstrated by his or her signature on a certificate.* Operator information shall include name and driver's license number. Vehicle information shall include make, model, year, Vehicle Identification Number (VIN), color, and body type. A company, vehicle, or Operator not in good standing with the Department, including full compliance with all DFHV trip reporting requirements, or that does not meet the requirements of the Clean Hands Act is ineligible to participate in the NDL Pilot.

- **How to obtain a Clean Hands Certificate / Business Tax Registration Form?**

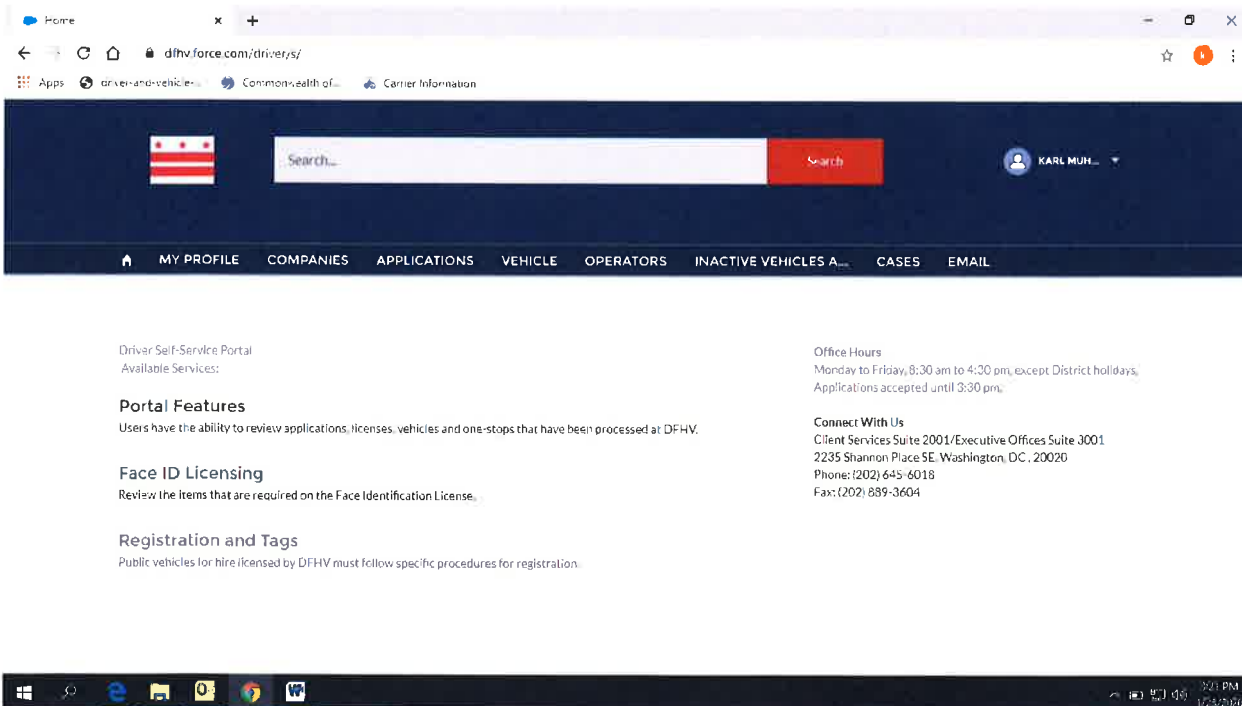
Visit the Office of Tax and Revenue at 1101 4<sup>th</sup> Street, SW Suite 270 West, Washington, DC 20024 (202)727-4829 or <https://otr.cfo.dc.gov/page/online-clean-hands-application>

## STEP-BY-STEP NDL RENEWAL APPLICATION PROCESS

To begin the NDL application process one must be the company owner or administrator and begin by logging into their “Company Portal” using the company email and password and following the step-by-step instructions below. (Contact DFHV ([dfhv.ndl@dc.gov](mailto:dfhv.ndl@dc.gov) or 202-645-6012) if you are not able to access your company portal)



### 1. Click “APPLICATIONS”



## 2. Click “NEW NDL APPLICATIONS”

The screenshot shows a web browser window with the URL `dfhw.force.com/driver/s/application`. The page header includes a search bar and a user profile for 'KARL MURL'. The navigation menu is active on 'APPLICATIONS'. Below the menu, there is a 'Choose list view' dropdown set to 'NDL Permit Applications' and a red button labeled 'New NDL Application'. A table of applications is displayed with the following data:

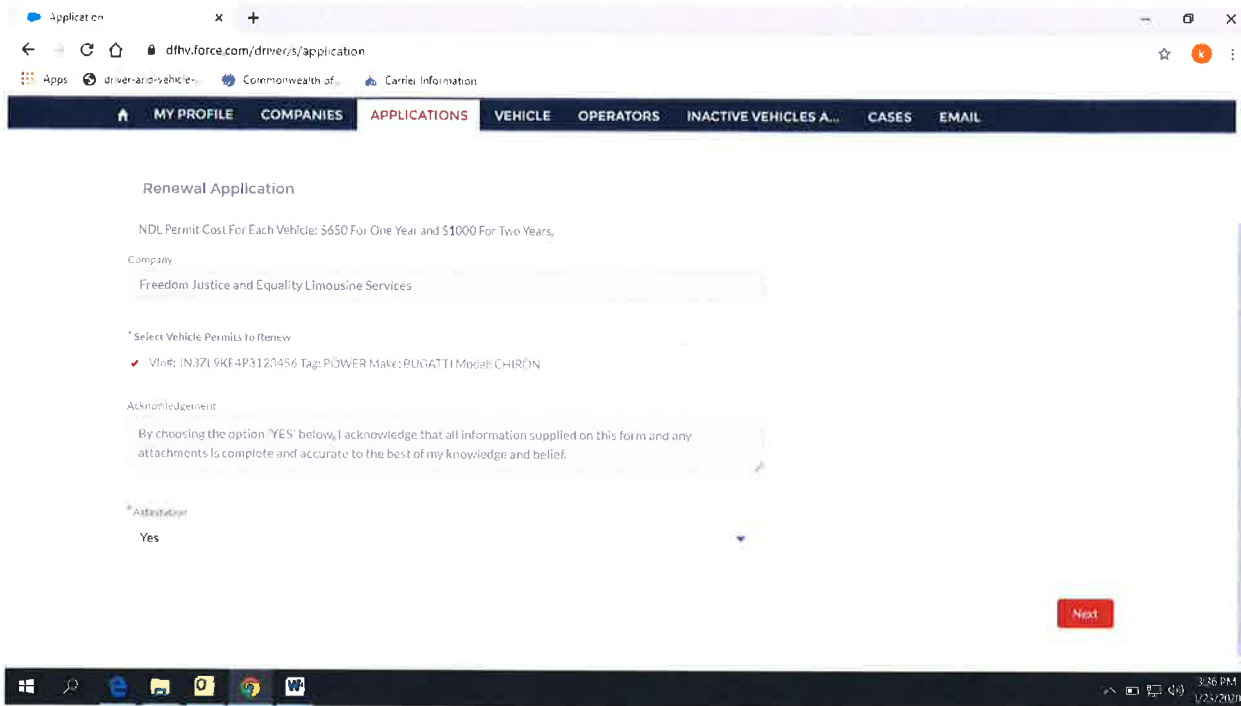
Application ID	Application Type	Application St...	Created Date	Owner Alias	Total Permits Fee	Number of Pe...
A059538	NDL Permit - New	Paid	1/23/2020 10:42 AM		\$1,000.00	1

The Windows taskbar at the bottom shows the time as 3:24 PM on 1/23/2020.

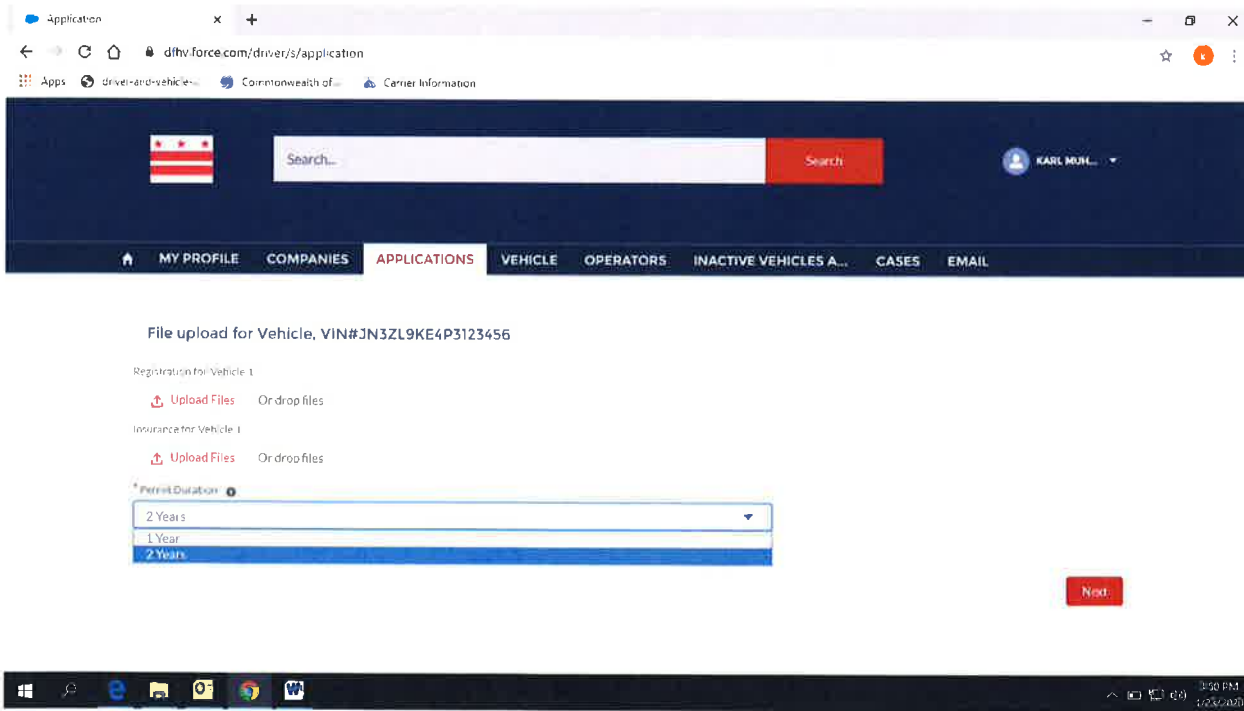
## 3. SELECT “NDL Permit - Renewal” then click “Next”

The screenshot shows the same web browser window, but the 'Application Type' dropdown is now open, showing 'NDL Permit - Renewal' selected. A red button labeled 'Next' is visible at the bottom right of the page. The Windows taskbar at the bottom shows the time as 3:27 PM on 1/23/2020.

4. Place a **“CHECK MARK”** [ ✓ ] in the box to the left of the vehicle to be renewed
5. Attestation: Select **“YES”** then click **“NEXT”**



6. Upload **“VEHICLE REGISTRATION”**
7. Upload **“PROOF OF VEHICLE INSURANCE”**
8. Select **“PERMIT DURATION”** (1 year or 2 years) then click **“NEXT”**



9. Upload **“BUSINESS LICENSE”** (*WMATC license , PSC license, or Contract Carrier Certificate of Fitness*) then click **“NEXT”**

