

## Add-Vehicle and/or Add-Operator NDL Application Instructions

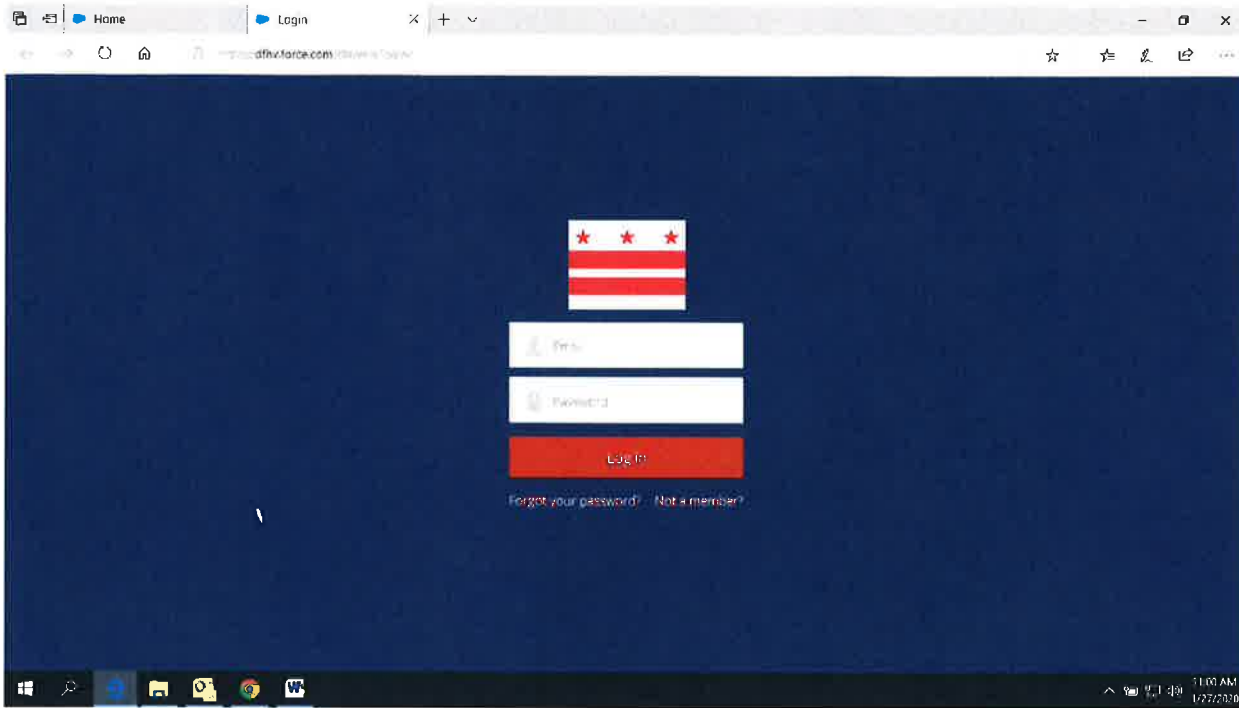
Each non-District limousine or black car company or independent operator interested in participating in the NDL Pilot shall submit an online application located at <https://dfhv-site.secure.force.com/NDLNewApplication/>. An applicant must submit proof of authorization to conduct business as a limousine 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?**

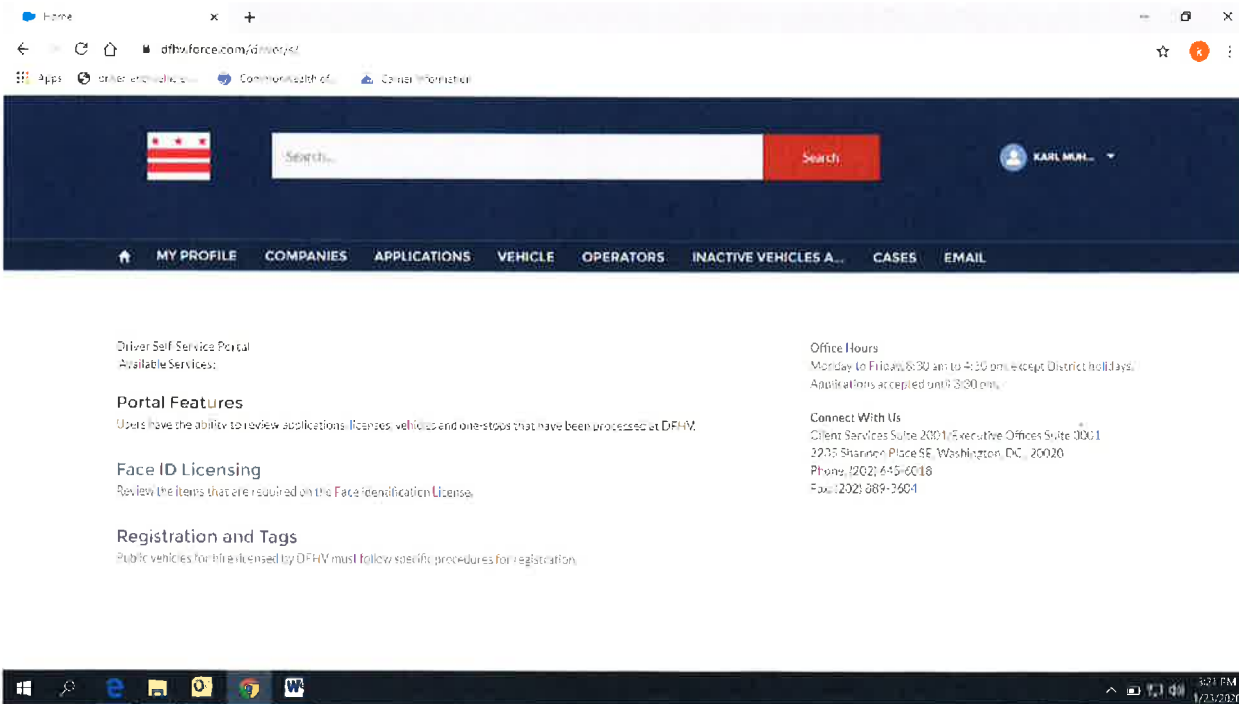
*Visit the Office of Tax and Revenue at 1101 4<sup>th</sup> Street, SW Suite 270 West, Washington, DC 20024 (202)727-4829 or <https://otr.cfo.dc.gov/page/online-clean-hands-application>*

# STEP-BY-STEP NDL ADD OPERATOR AND VEHICLE 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 `dfw.force.com/ndl/ndl/application`. The page header includes a search bar and a user profile for 'KARL MULL'. The navigation menu is active on the 'APPLICATIONS' tab. Below the navigation, there is a 'New NDL Application' button. The main content area displays 'NDL Permit Applications' with a table of application records.

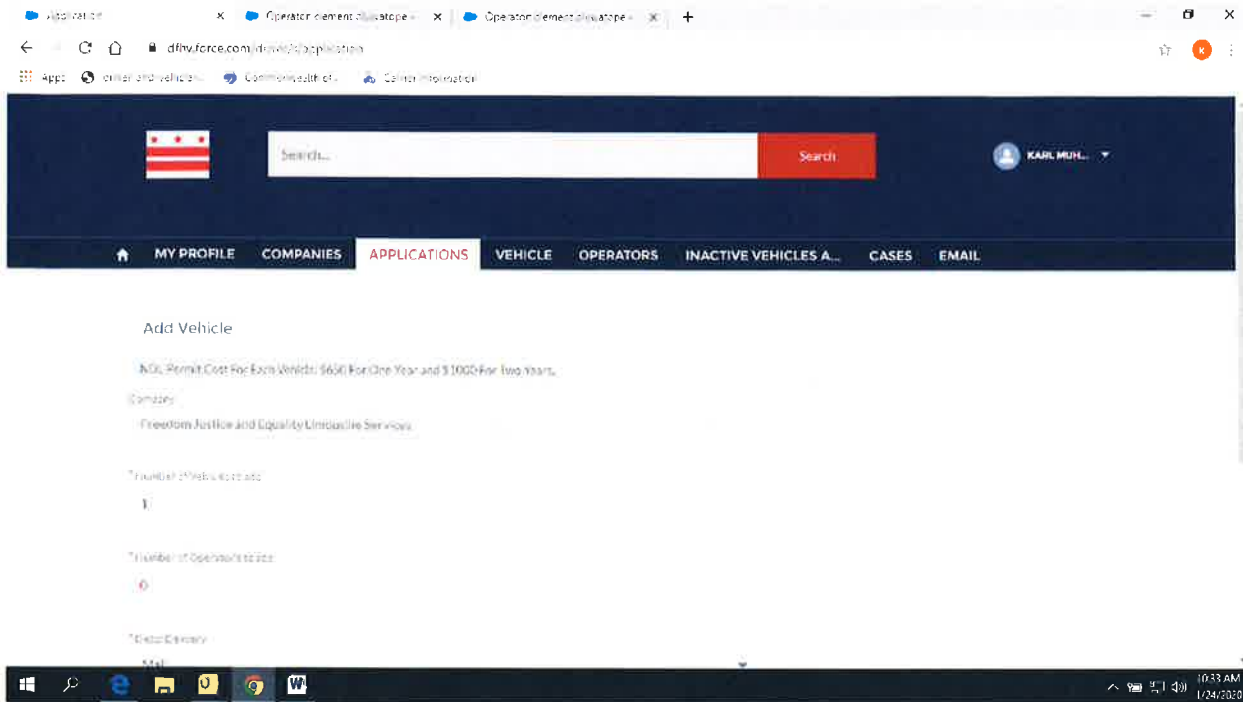
| Application ID | Application Type | Application Status | Created Date       | Owner Alias | Total Permits Fee | Number of Permits |
|----------------|------------------|--------------------|--------------------|-------------|-------------------|-------------------|
| A059538        | NDL Permit - New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

## 3. Select **“Add Vehicle or Operator”** then click **“NEXT”**

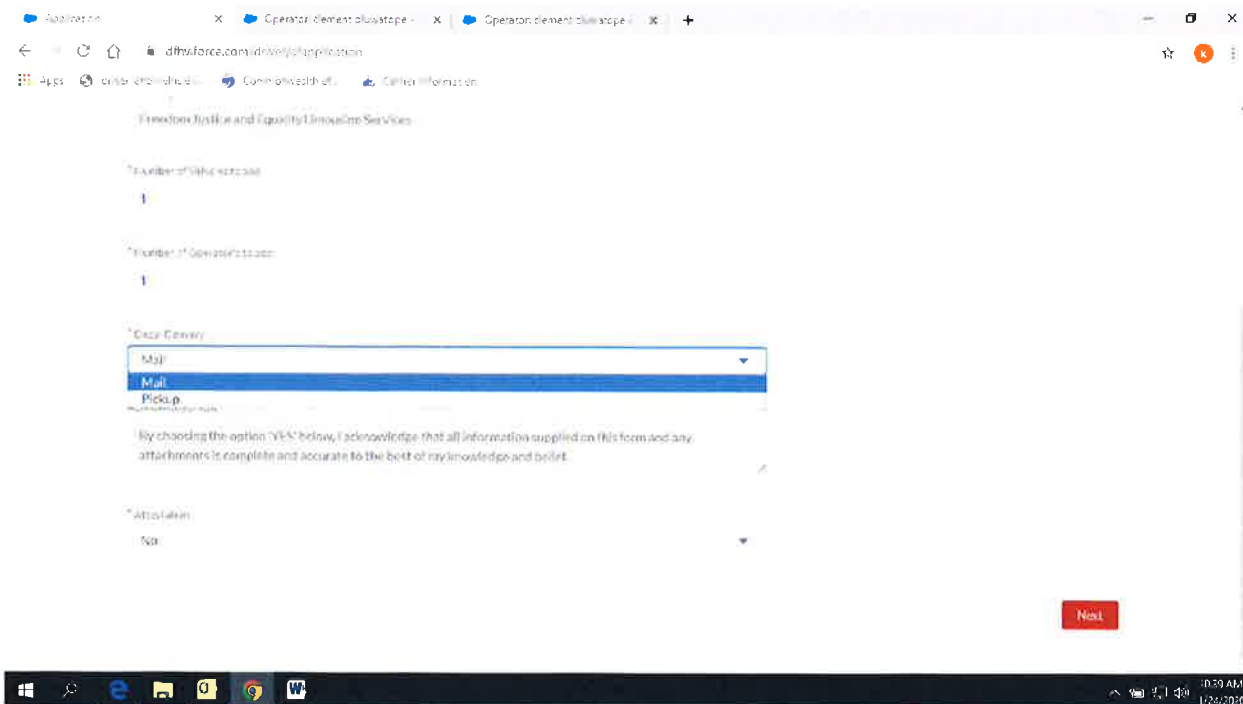
The screenshot shows the same web browser window, but the 'APPLICATIONS' tab is now expanded to show the 'Application Type' dropdown menu. The dropdown is open, and 'NDL Permit - Add Vehicle Or Operator' is selected. A 'Next' button is visible to the right of the dropdown.

4. Enter **“Number of Vehicles”** to be added (if no vehicles are being added enter the number 0)  
Enter **“Number of Operators”** to be added (if no Operators are being added enter the number 0)

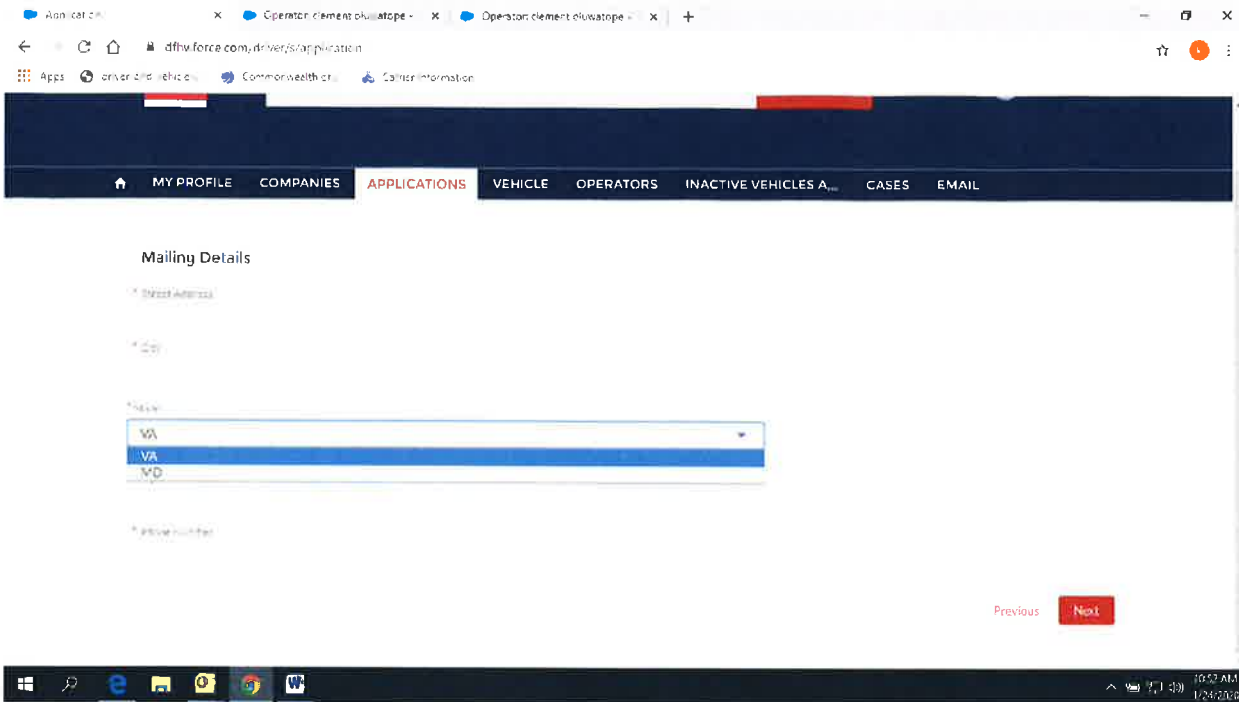
*If no vehicles are being added go **item number 13 on page 6** to add Operators*



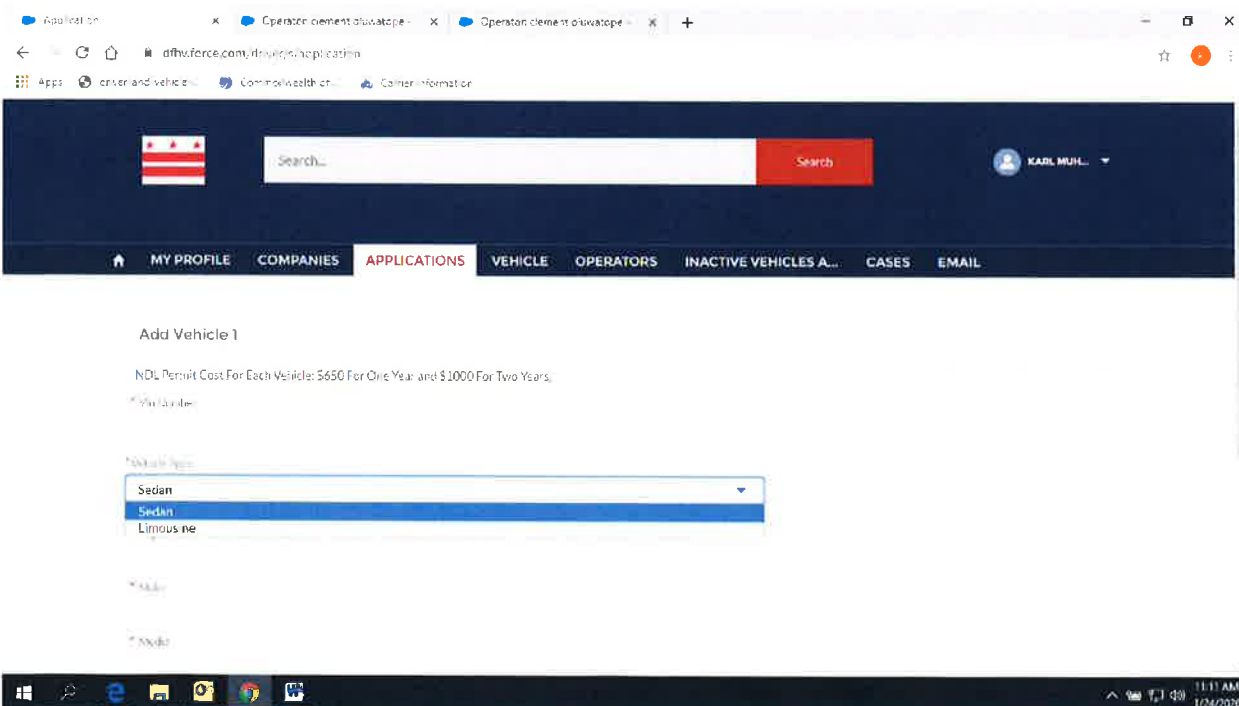
5. Select **“Mail or Pickup”** for delivery of NDL decal sticker
6. Attestation: Select **“YES”** then click **“NEXT”**

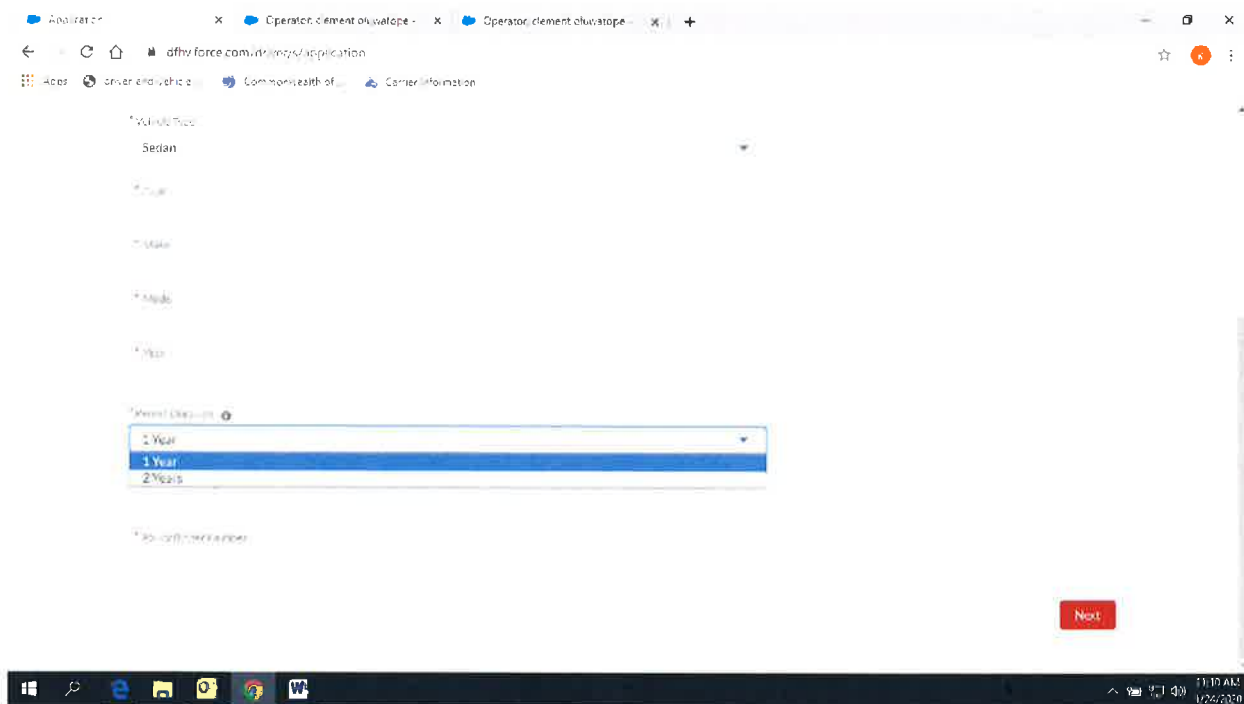


7. Enter the Company **“Street Address, City, State, Zip Code, and Telephone Number”** for added Operator then click **“NEXT”**

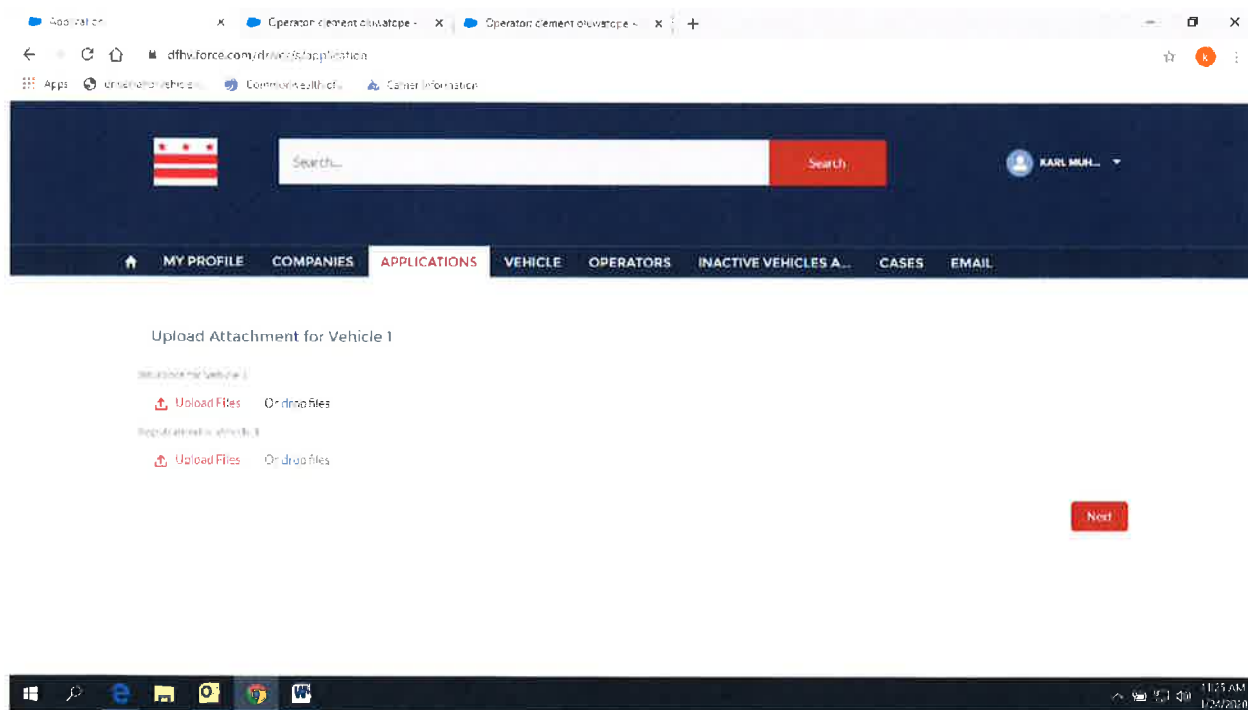


8. Enter **“Vehicle Identification Number, Vehicle Type (Sedan or Limousine), Tag #, Vehicle Make and Model, and Year”**
9. Select **“Permit Duration”** (1 year or 2 years) then click **“NEXT”**
10. Enter **“Insurance Company Name”** and **“Insurance Policy Binder Number”** then click **“NEXT”**





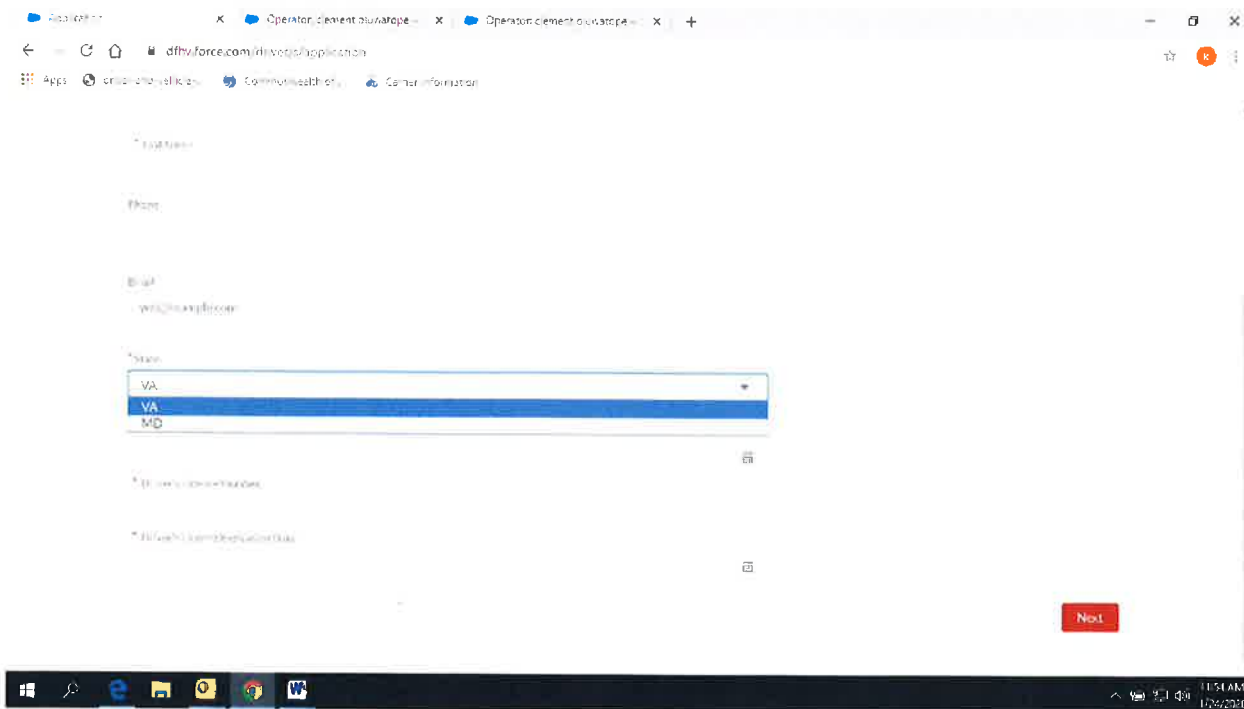
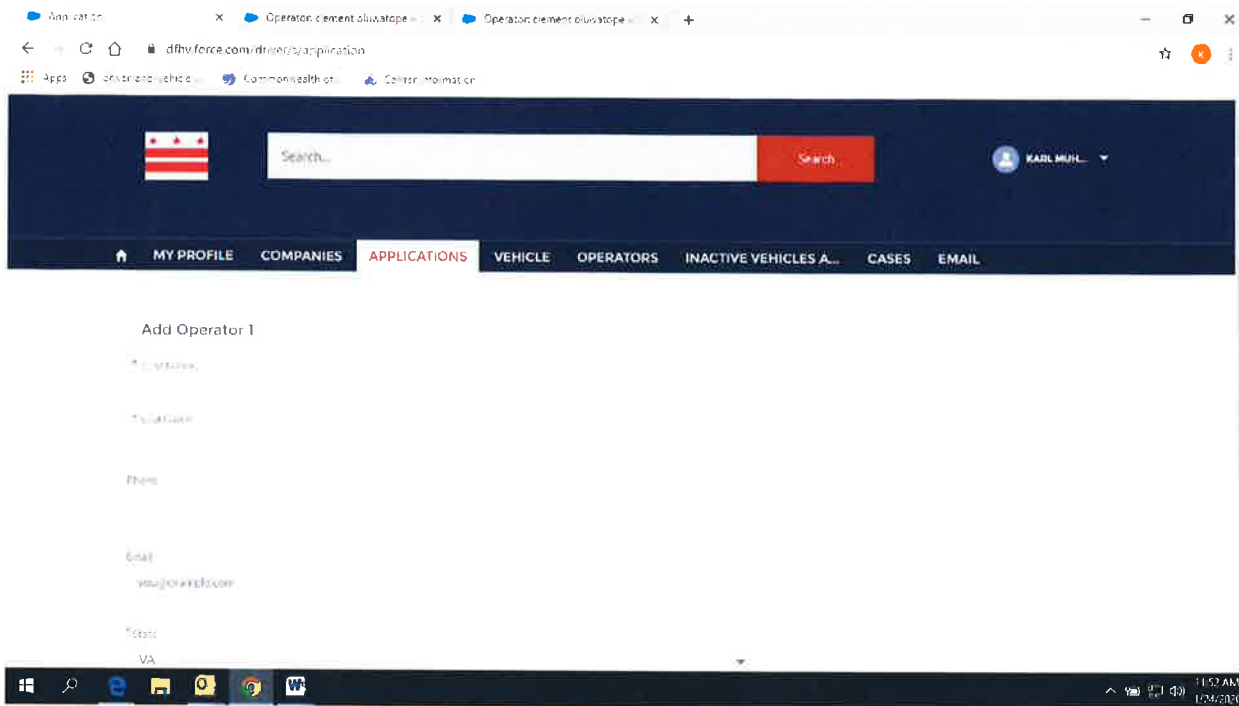
- 11. Upload **“VEHICLE INSURANCE”**
- 12. Upload **“VEHICLE REGISTRATION”** then click **“NEXT”**



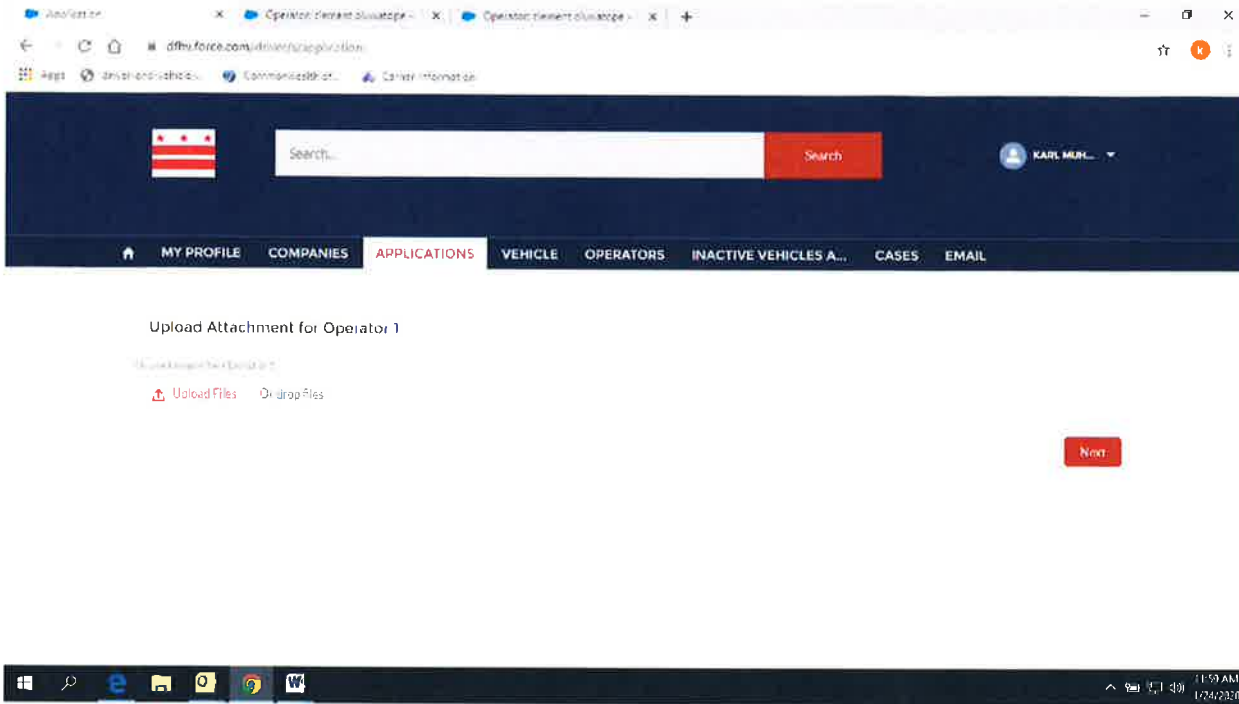
## **ADD OPERATOR**

- 13. Enter Operator’s **“FIRST NAME, LAST NAME”**
- 14. Enter Operator’s **“TELEPHONE NUMBER and EMAIL ADDRESS”**

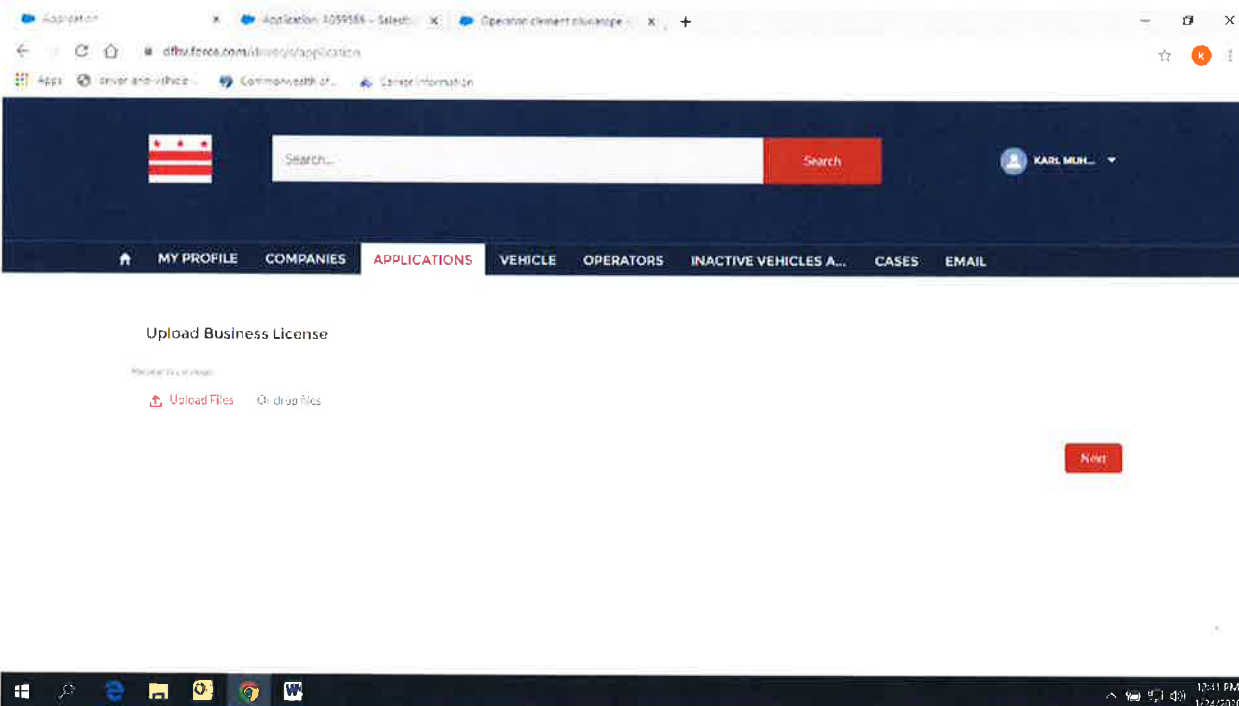
15. Enter Operator's Driver's License "STATE, DATE OF BIRTH, LICENSE NUMBER, DRIVER'S LICENSE EXPIRATION DATE" then click "NEXT"



16. Upload “**OPERATOR’S DRIVE’S LICENSE**” then click “**NEXT**”



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





Application x Application: A059506 - Jalef... x Operator element... x +

dfny.force.com/identity/application

Search

KARL MUR... ▾

MY PROFILE COMPANIES APPLICATIONS VEHICLE OPERATORS INACTIVE VEHICLES A... CASES EMAIL

**Success**

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

Windows taskbar with icons for File Explorer, Chrome, Word, and system tray showing 12:49 PM on 1/24/2020.