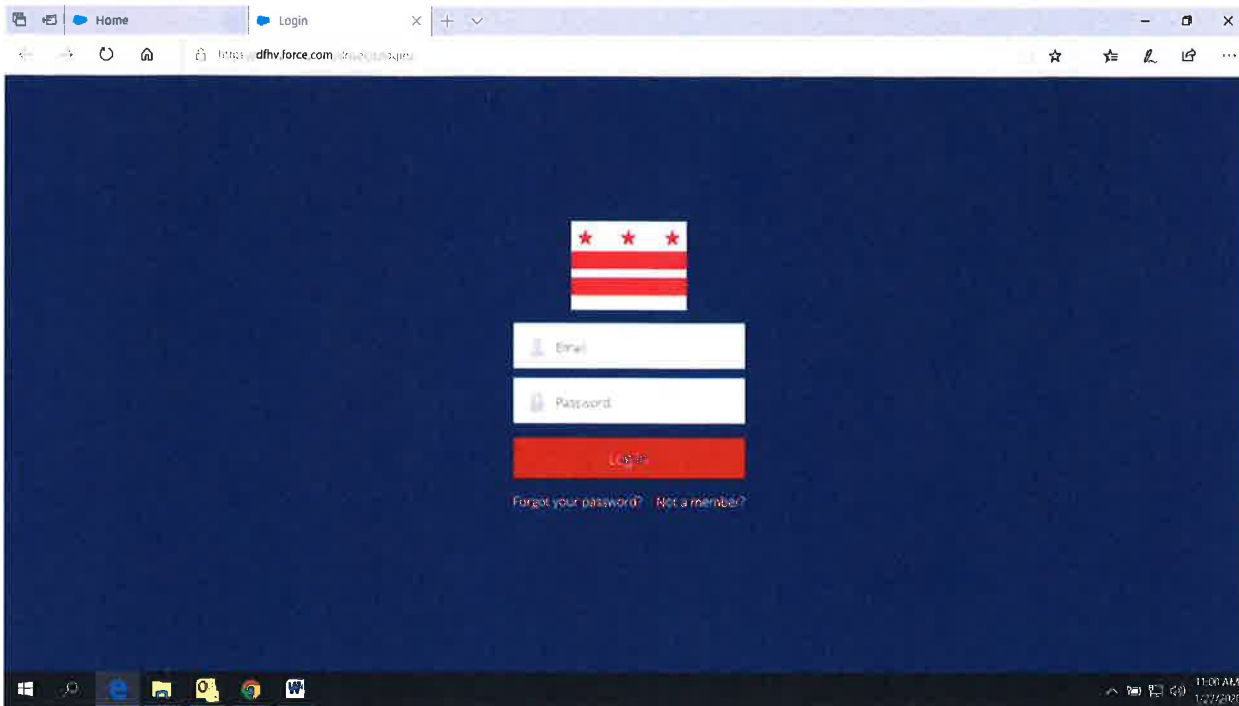


Permit Replacement NDL Application Instructions

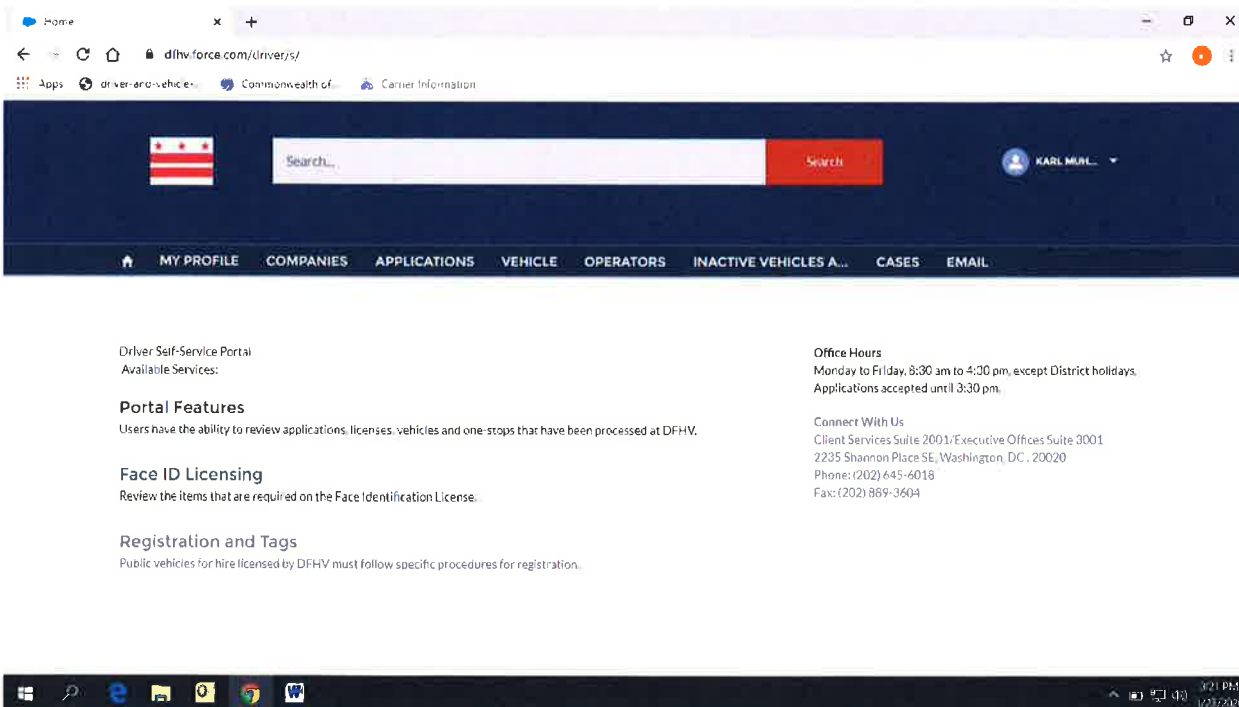
Each non-District limousine or black car company or independent operator interested in participating in the NDL Pilot shall submit an online application located at <https://dfhv-site.secure.force.com/NDLNewApplication/>. An applicant must submit proof of authorization to conduct business as a limousine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

STEP-BY-STEP NDL PERMIT REPLACEMENT 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 or 202-645-6012) if you are not able to access your company portal)



1. Click “APPLICATIONS”



2. Click “NEW NDL APPLICATIONS”

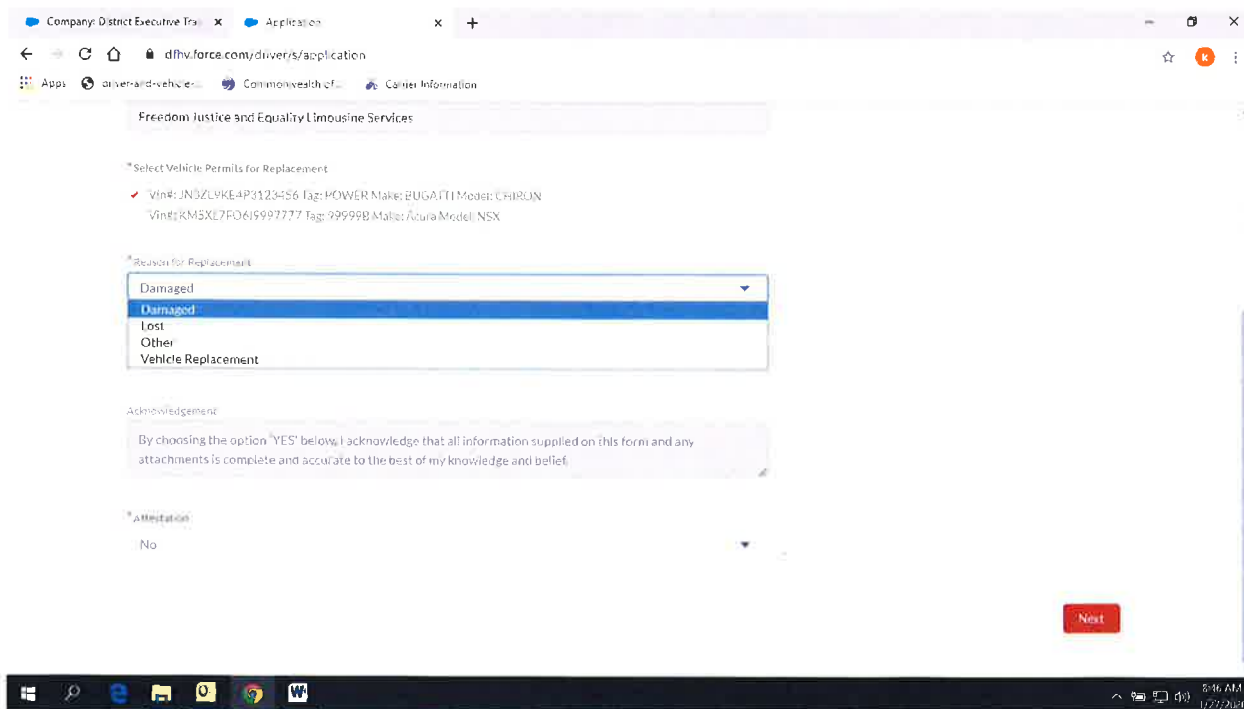
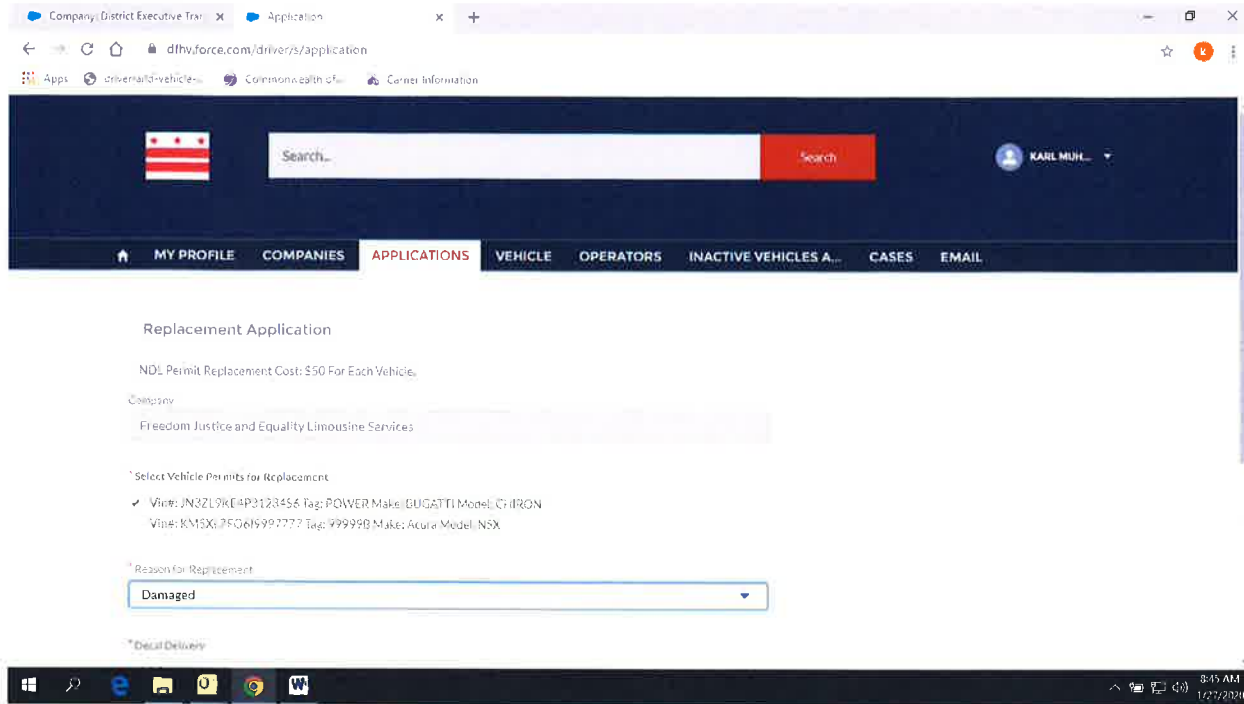
The screenshot shows a web browser window with the URL `dfhv.force.com/driver/s/application`. The page header includes a search bar and a user profile for KARL MULL. The navigation menu is active on the "APPLICATIONS" tab. Below the navigation, there is a "New NDL Application" button. The main content area displays "NDL Permit Applications" with a table of one application.

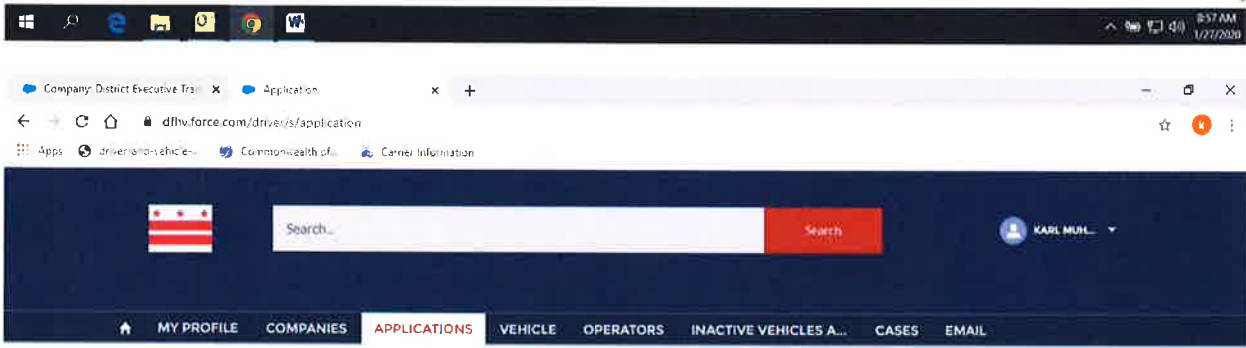
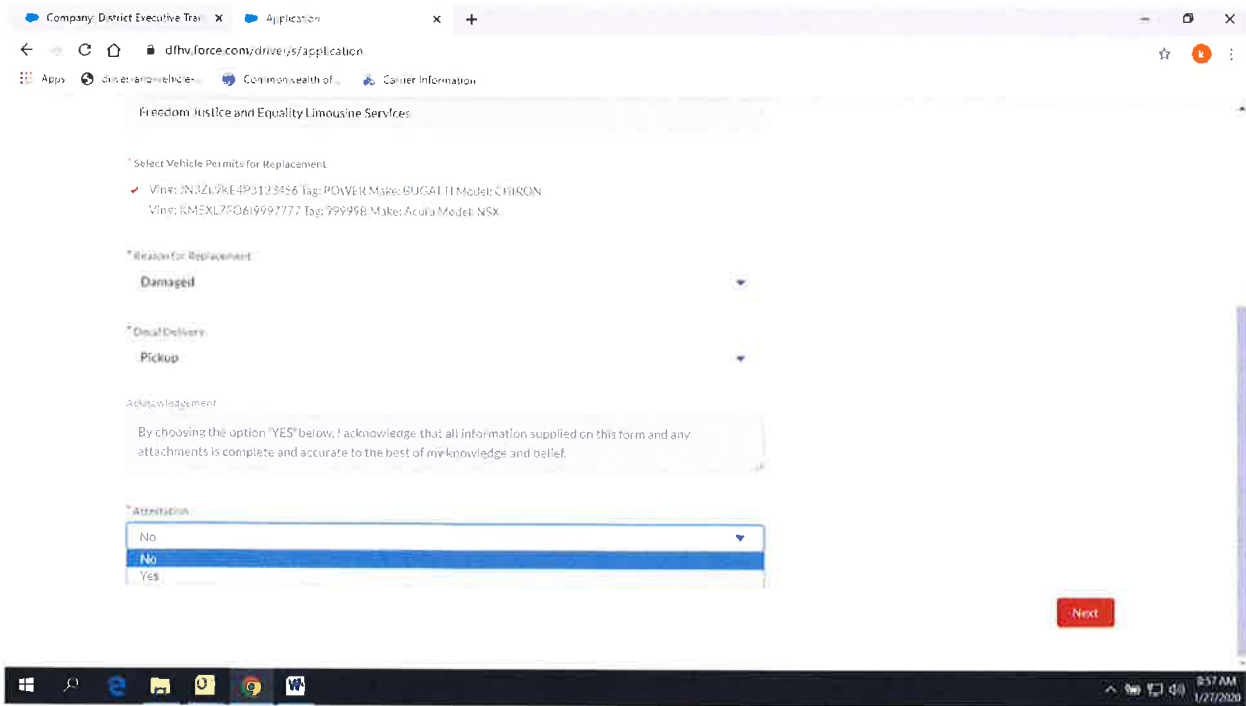
Application ID	Application Type	Application St...	Created Date	Owner Alias	Total Permits Fee	Number of Pe...
A059538	NDL Permit - New	Paid	1/23/2020 10:42 AM		\$1,000.00	1

3. SELECT “NDL Permit - Replacement” then click “Next”

The screenshot shows the same web browser window as above, but with the "Application Type" dropdown menu open. The menu options are "NDL Permit - Renewal", "NDL Permit - Replacement", and "NDL Permit - Add Vehicle Or Operator". The "Next" button is visible to the right of the dropdown.

4. Place a “CHECK MARK” [✓] in the box to the left of the vehicle for Permit Replacement
5. Select “Reason for Replacement” (*Damaged, Lost, Other, Vehicle Replacement*)
6. Select “Decal Delivery” (*Mail or Pickup*)
7. Attestation: Select “YES” then click “NEXT”





Replacement Application

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

