

Vehicle Replacement NDL Application Instructions

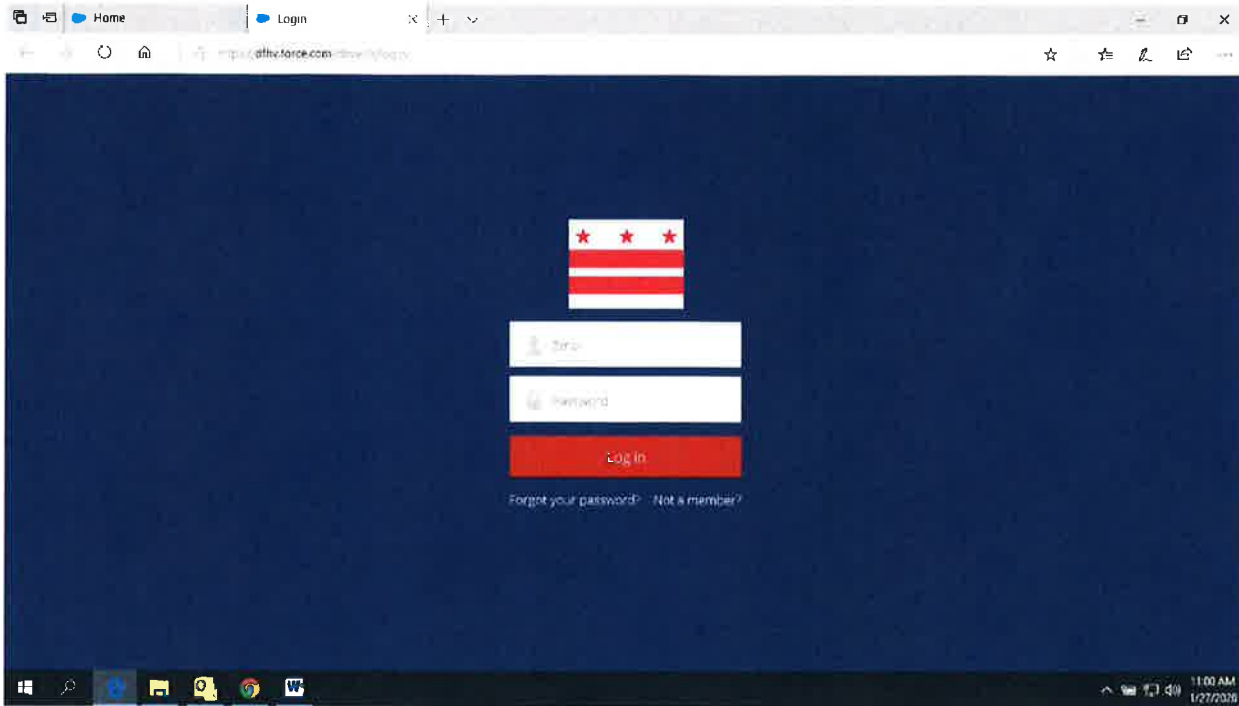
Each non-District limousine or black car company or independent operator interested in participating in the NDL Pilot shall submit an online application located at <https://dfhv-site.secure.force.com/NDLNewApplication/>. An applicant must submit proof of authorization to conduct business as a limousine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

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

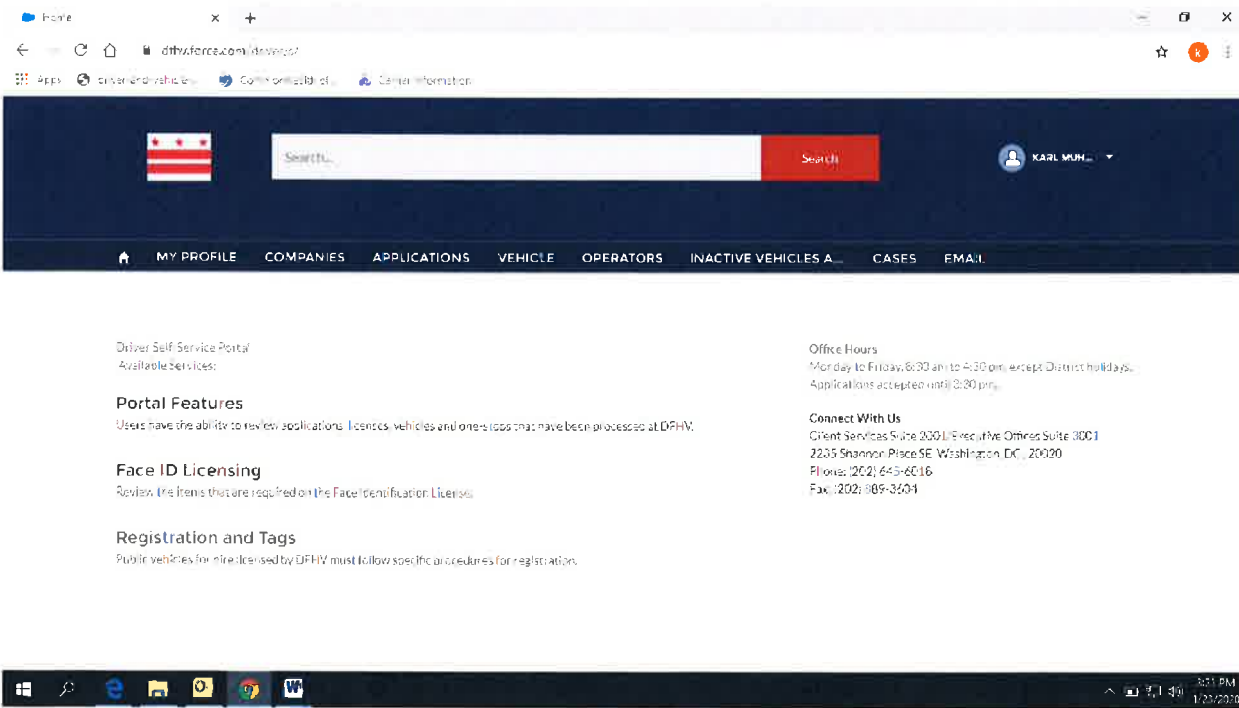
Visit the Office of Tax and Revenue at 1101 4th Street, SW Suite 270 West, Washington, DC 20024 (202)727-4829 or <https://otr.cfo.dc.gov/page/online-clean-hands-application>

STEP-BY-STEP NDL VEHICLE 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”

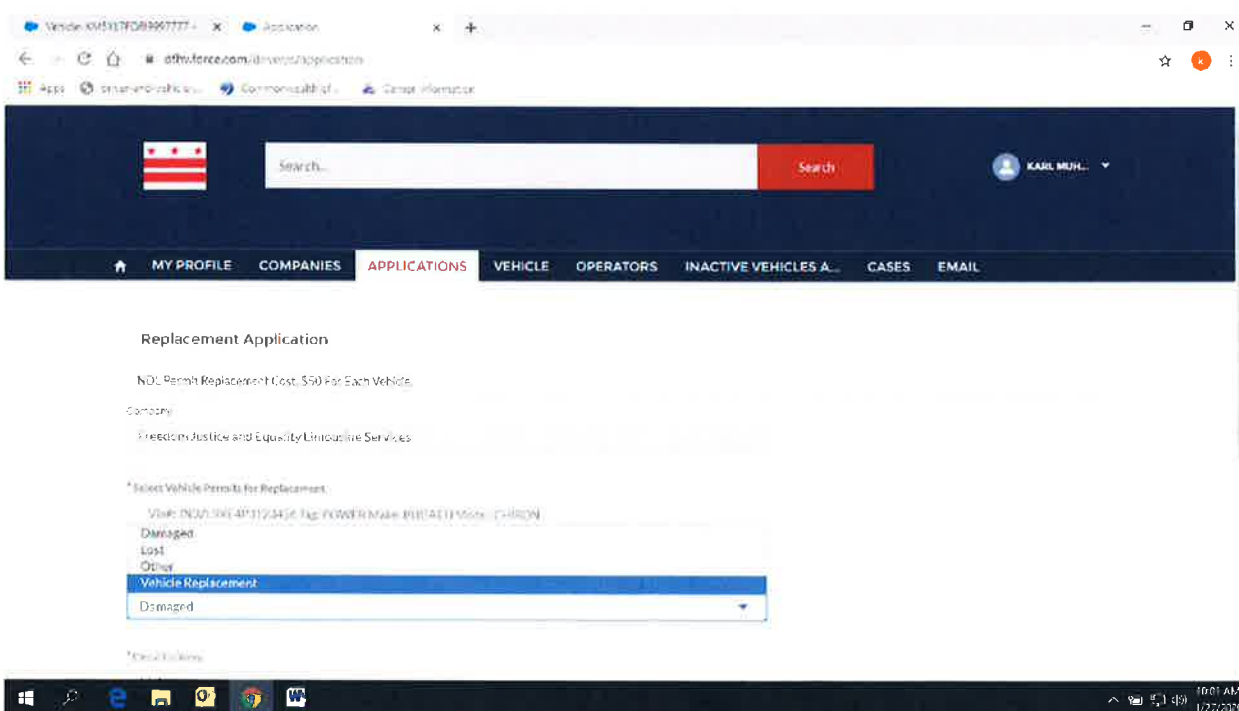
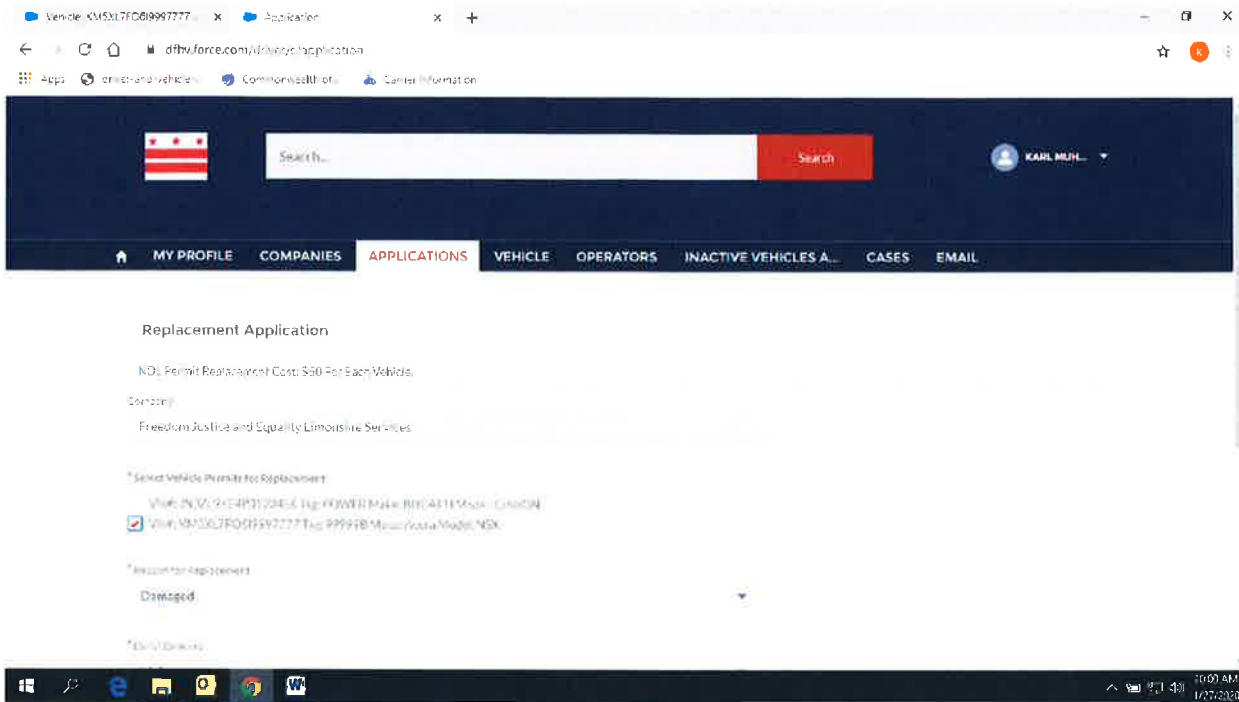
The screenshot shows a web browser window with the URL `dfw.force.com/dfw/ndl/applications`. The user is logged in as KARL MULL. The navigation menu includes MY PROFILE, COMPANIES, APPLICATIONS (selected), VEHICLE, OPERATORS, INACTIVE VEHICLES A..., CASES, and EMAIL. The main content area displays a 'New NDL Application' button and a table of applications. The table has columns for Application ID, Application Type, Application Status, Created Date, Owner Alias, Total Permit Fee, and Number of Permits. One application is listed with ID A059538, Type NDL Permit - New, Status Paid, Created Date 1/25/2020 10:42 AM, Total Permit Fee \$1,000.00, and Number of Permits 1.

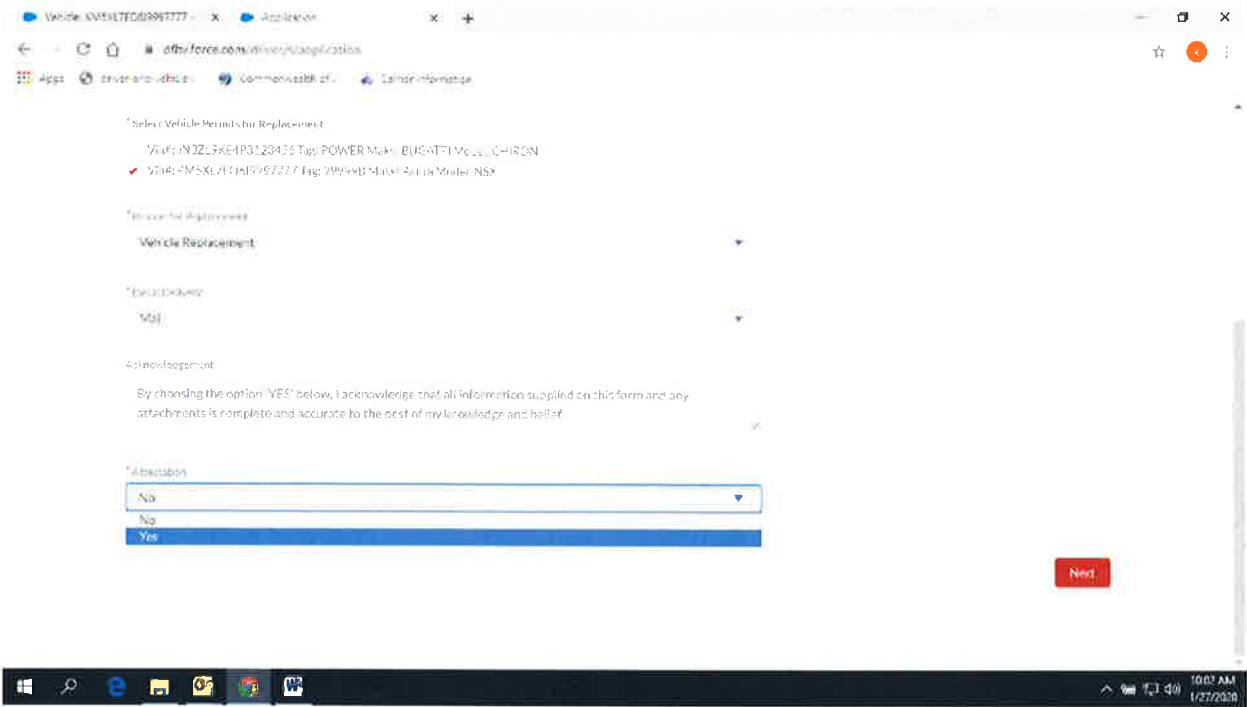
Application ID	Application Type	Application Status	Created Date	Owner Alias	Total Permit Fee	Number of Permits
A059538	NDL Permit - New	Paid	1/25/2020 10:42 AM		\$1,000.00	1

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

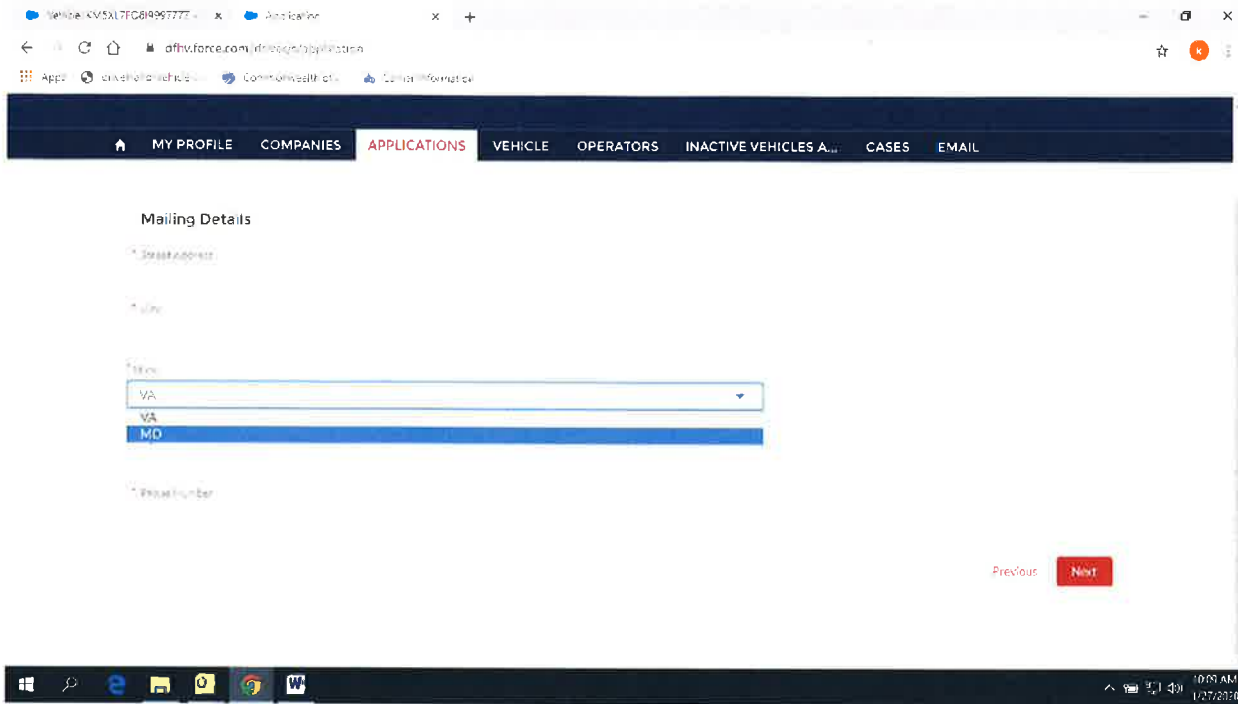
The screenshot shows the 'Application Type' dropdown menu open, with options: NDL Permit - Renewal, NDL Permit - Renewal, NDL Permit - Replacement (highlighted), and NDL Permit - Add Vehicle Or Operator. A 'Next' button is visible to the right of the dropdown.

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”

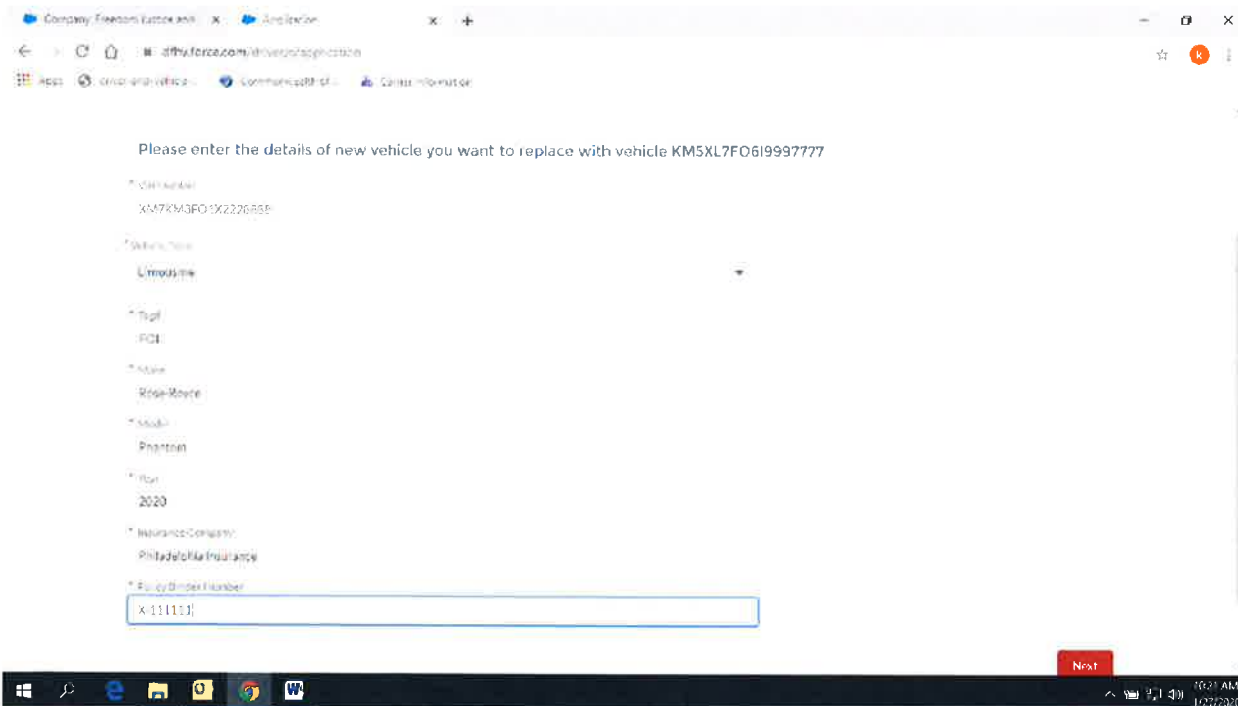




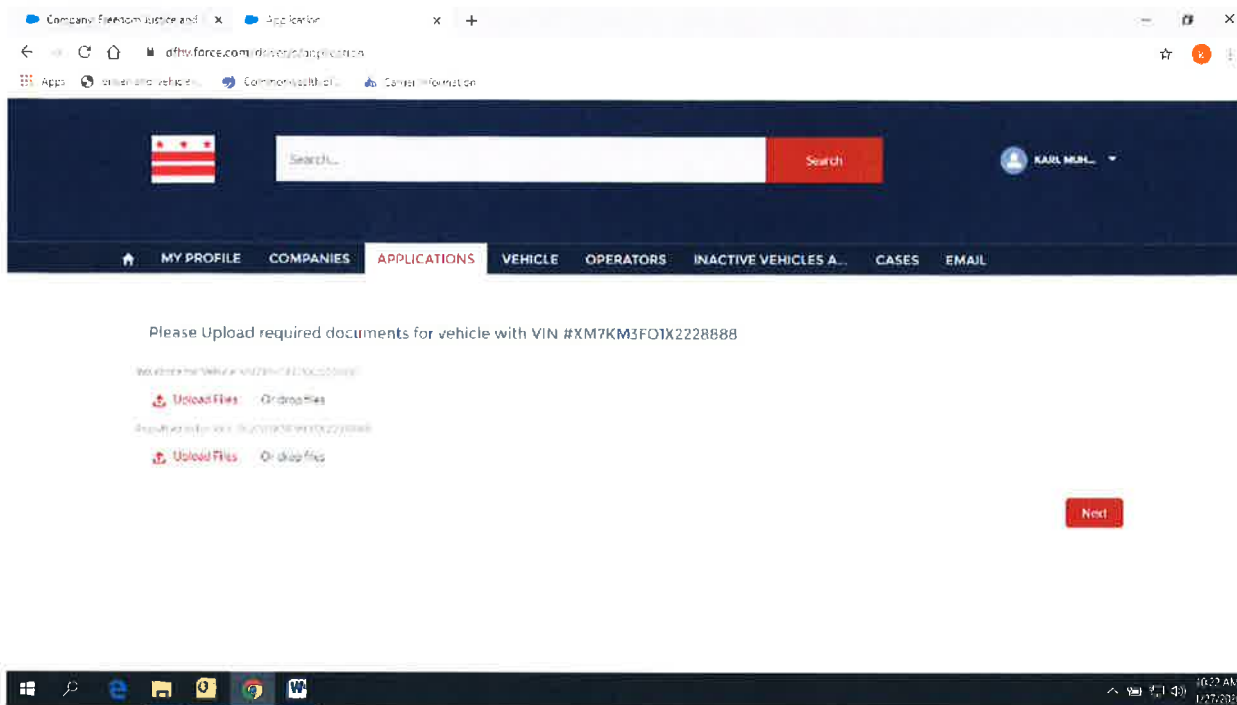
8. Enter **“Mailing Details”** for the permit (Street address and City)
9. Select **“State”**
10. Enter **“Zip Code”**
11. Enter **“Telephone Number”** then click **“NEXT”**



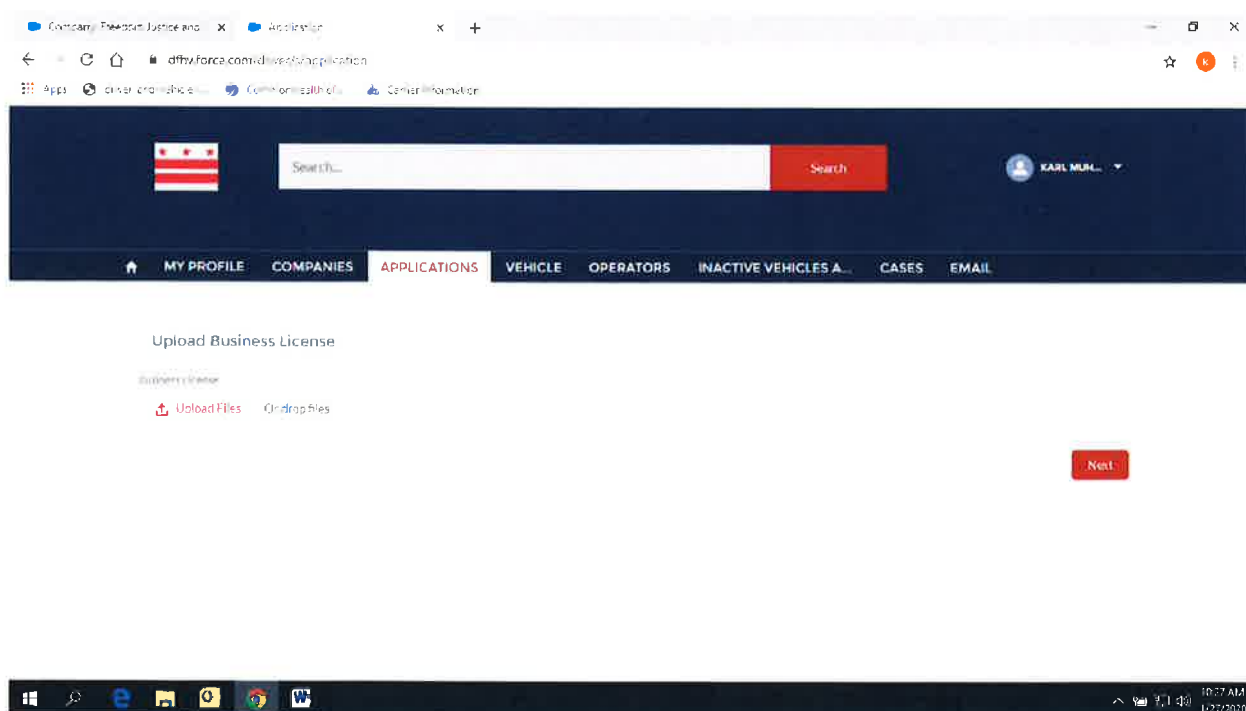
12. Enter **“Details for New Vehicle”** (VIN#, Vehicle Type, Make, Model, Year, Insurance Company, and Policy Binder Number) then click **“NEXT”**



13. Upload “**VEHICLE INSURANCE**”
14. Upload “**VEHICLE REGISTRATION**”
15. then click “**NEXT**”



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



Company Freedom License and Application

dfw.force.com/vehicles/application

Search

KARL MUNL...

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

Replacement Application

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

Windows taskbar with icons for File Explorer, Microsoft Word, and Google Chrome. System tray shows 10:28 AM and 1/27/2020.