**Permit Replacement Instructions**

1. Log into your company portal and click the “APPLICATIONS” tab.
2. Click “New NDL Application.”
3. Click the dropdown menu under Application Type and select “NDL Permit Replacement” then click “Next.”
4. Select the vehicle for the permit replacement by selecting the box to the left of the VIN#.
5. Select mail or pickup for Decal Delivery.
6. Select the “Reason for Replacement” in the dropdown menu.
7. Select the state (Maryland or Virginia) of your Limousine Authority from the dropdown menu.
8. Select your “state limousine authority type” from the dropdown menu.
9. Input your “state limousine authority license number.”
10. Input your state limousine authority “expiration date.”
11. Input the “date” of your certificate of clean hands (certificate of clean hands is only good for one-year).
12. Acknowledgment / Attestation – Select yes or no, then click “Next.”
13. If you selected mail for decal deliver, input street address and city.
14. Select state (Maryland or Virginia) from the dropdown menu.
15. Input zip code and telephone number, then click “Next.”
16. Upload “state limousine authority.”
17. Upload “certificate of clean hands.”
18. Click “Next.”
19. Application Completed.
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.

* Acknowledgement

Yes
Upload State Limo Authority License & Certificate of Clean Hands

State Limo Authority License

- Upload Files
- Or drag/drop files

Certificate of Clean Hands

- Upload Files
- Or drag/drop files

Replacement Application

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