

## 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.

The screenshot shows a web browser window with the URL <https://migration-dfhv.cs132.force.com/driver/s/application>. The page has a navigation bar with tabs: HOME, COMPANIES, APPLICATIONS (selected), VEHICLES, OPERATORS, and CASES. Below the navigation bar, there is a search bar and a "SEARCH" button. A red button labeled "New NDL Application" is visible. The main content area displays a list of "NDL Permit Applications" with 5 items. The list is sorted by Application ID and filtered by All applications. The table below shows the details of these applications.

	Applicatio...	Application Type	Applicatio...	Created Date	Owner Alias	Total Permi...	Numbe...
1	<input type="checkbox"/> A065479	NDL Permit - Replacement	Denied	11/3/2021 9:44 AM	Warner20	\$50.00	1
2	<input type="checkbox"/> A065478	NDL Permit - Replacement	Denied	11/3/2021 9:33 AM	Warner20	\$50.00	1
3	<input type="checkbox"/> A065477	NDL Permit - Renewal	Denied	11/3/2021 8:12 AM	Warner20	\$650.00	1
4	<input type="checkbox"/> A065474	NDL Permit - Add Vehicle Or Operator	Paid	10/27/2021 11:26 AM	Warner20	\$650.00	1
5	<input type="checkbox"/> A065473	NDL Permit - Replacement	Paid	10/27/2021 11:21 AM	Warner20	\$50.00	1

Load More

Commonwealth of Virginia driver-and-vehicle-search - Carrier List Application

https://migration-dfhv.cs132.force.com/driver/s/application

Search... SEARCH

HOME COMPANIES APPLICATIONS VEHICLES OPERATORS CASES

### Application Type

NDL Permit - Renewal
NDL Permit - Replacement
NDL Permit - Add Vehicle Or Operator

Next

10:59 AM  
Monday  
12/6/2021

Commonwealth of Virginia driver-and-vehicle-search - Carrier List Application

https://migration-dfhv.cs132.force.com/driver/s/application

NDL Permit Replacement Cost: \$50 For Each Vehicle.

Company  
Test NDL Company

\*Select Vehicle Permits for Replacement

☒ Vin#: 7H6G7H6G6F5G6H7J8 Tag: UHU6636\_Old Make: Model:

☐ Vin#: 4f5g6h7j5g6h5g6t5 Tag: 45dd Make: erfaef Model: sfdvc

☐ Vin#: 3d4f5g6h7j8k7h6yt Tag: 43234 Make: eagfagsfs Model: fdszcvc

\*Reason for Replacement

Damaged
Lost
Other
Vehicle Replacement
Lost/Stolen

\*Limo Authority License State  
MD

\*Select State Limo Authority License  
Maryland Public Service Commission (PSC) authorization I.D.

\*State Limo Authority License Number

\*State Limo Authority License Expiration Date

\*Certificate of Clean Hands Issue Date

Acknowledgement  
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

11:01 AM  
Monday  
12/6/2021

Commonwealth of Virginia driver-and-vehicle-search - Carrier List Application

https://migration-dfhv.cs132.force.com/driver/s/application

NDL Permit Replacement Cost: \$50 For Each Vehicle.

Company

Test NDL Company

\*Select Vehicle Permits for Replacement

☒ Vin#: 7H6G7H6G6F5G6H7J8 Tag: UHU6636\_Old Make: Model:

☐ Vin#: 4f5g6h7j5g6h5g6t5 Tag: 45dd Make: erlaef Model: sfdvc

☐ Vin#: 3d4f5g6h7j8k7h6yt Tag: 43234 Make: eagfagsfs Model: fdszcvx

\*Reason for Replacement

Damaged

\*Decal Delivery

Mail

\*Limo Authority License State

MD

\*Select State Limo Authority License

Maryland Public Service Commission (PSC) authorization I.D.

Washington Metropolitan Area Transit Commission authority

\*State Limo Authority License Number

\*State Limo Authority License Expiration Date

\*Certificate of Clean Hands Issue Date

Acknowledgement

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

Commonwealth of Virginia driver-and-vehicle-search - Carrier List Application

https://migration-dfhv.cs132.force.com/driver/s/application

Vin#: 4f5g6h7j5g6h5g6t5 Tag: 45dd Make: erlaef Model: sfdvc

☐ Vin#: 3d4f5g6h7j8k7h6yt Tag: 43234 Make: eagfagsfs Model: fdszcvx

\*Reason for Replacement

Damaged

\*Decal Delivery

Mail

\*Limo Authority License State

MD

\*Select State Limo Authority License

Maryland Public Service Commission (PSC) authorization I.D.

\*State Limo Authority License Number

\*State Limo Authority License Expiration Date

\*Certificate of Clean Hands Issue Date

Acknowledgement

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.

\*Attestation

Yes

Next

Commonwealth of Virginia driver-and-vehicle-search - Carrier List Application

https://migration-dfhv.cs132.force.com/driver/s/application

Search... SEARCH

HOME COMPANIES APPLICATIONS VEHICLES OPERATORS CASES

### Mailing Details

\*Street Address

Complete this field.

\*City

VA  
MD

\*Zip

\*Phone Number

Previous Next

11:09 AM  
Monday  
12/6/2021

Commonwealth of Virginia driver-and-vehicle-search - Carrier List Application

https://migration-dfhv.cs132.force.com/driver/s/application

Search... SEARCH

HOME COMPANIES APPLICATIONS VEHICLES OPERATORS CASES

### Mailing Details

\*Street Address

2235 Shannon Place, SE 2nd Floor

\*City

Frederick

\*State

MD

\*Zip

20020

\*Phone Number

(202)645-7300

Previous Next

11:12 AM  
Monday  
12/6/2021

Commonwealth of Virginia | driver-and-vehicle-search - | Carrier List | Application

https://migration-dfhv.cs132.force.com/driver/s/application

Search... SEARCH

HOME COMPANIES APPLICATIONS VEHICLES OPERATORS CASES

### Upload State Limo Authority License & Certificate of Clean Hands

State Limo Authority License

Upload Files Or drop files

8E8D901E-28A5-45E2-87B4-C078FBD9A9.jpeg is uploaded successfully!

Certificate of Clean Hands

Upload Files Or drop files

6FDF42B6-BFA1-481C-B587-20658E0CDD6C.png is uploaded successfully!

Next

11:14 AM  
Monday  
12/6/2021

Commonwealth of Virginia | driver-and-vehicle-search - | Carrier List | Application

https://migration-dfhv.cs132.force.com/driver/s/application

Search... SEARCH

HOME COMPANIES APPLICATIONS VEHICLES OPERATORS CASES

### Replacement Application

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

11:15 AM  
Monday  
12/6/2021