Renewal Application 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 Renewal” then click “Next.”
4. Select the vehicle for the permit renewal by selecting the box to the left of the VIN#.
5. Select the state (Maryland or Virginia) of your Limousine Authority from the dropdown menu.
6. Select your “state limousine authority type” from the dropdown menu.
7. Enter your “state limousine authority license number.”
8. Enter your state limousine authority “expiration date.”
9. Enter the “date” of your certificate of clean hands (certificate of clean hands is only good for one-year).
10. Acknowledgment / Attestation – Select yes or no, then click “Next.”
11. Upload proof of insurance for vehicle to be renewed.
12. Upload vehicle registration for the vehicle to be renewed.
13. Select permit renewal duration one year or two years.
14. Enter vehicle insurance expiration date.
15. Enter vehicle registration expiration date.
16. Click “Next.”
17. Upload “state limousine authority.”
18. Upload “certificate of clean hands.”
19. Click “Next.”
20. Application Completed.
NDL Renewal Application

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