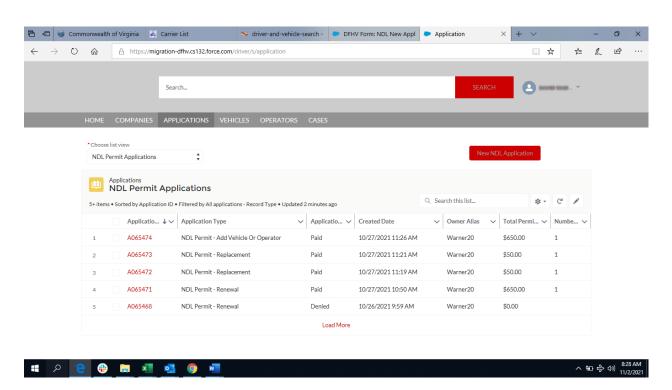
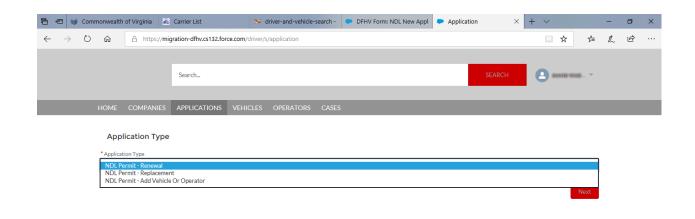
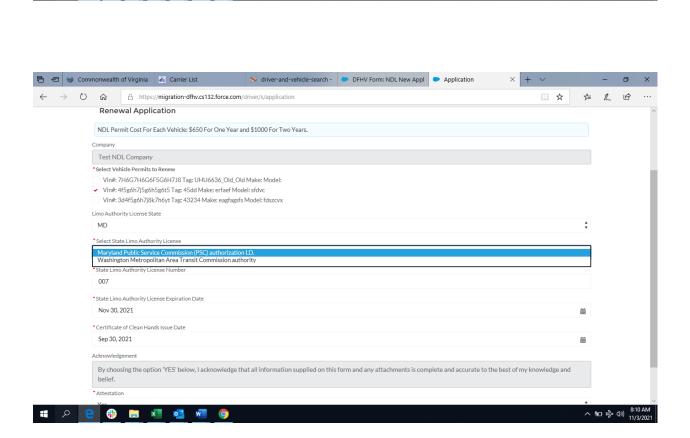
Renewal Application Instructions

- 1. Log into your company portal and click the "APPLICATIONS" tab.
- 2. Click "New NDL Application."
- 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.

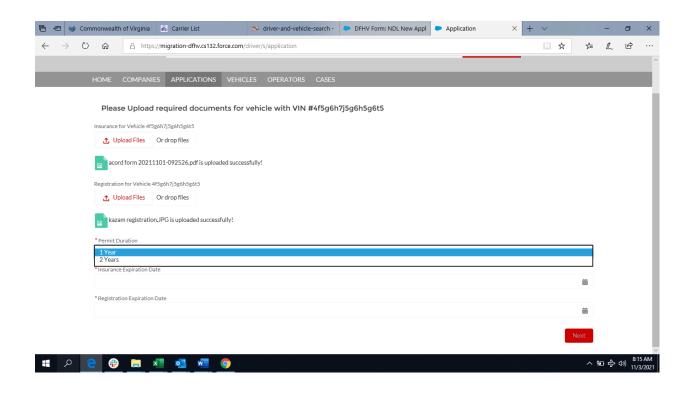


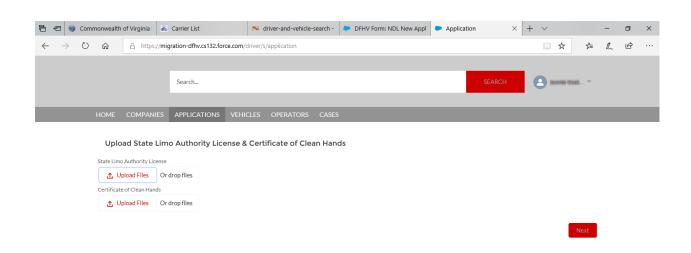




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NDL Renewal Application

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

