

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF FOR-HIRE VEHICLES**

2235 Shannon Place, SE, Washington, DC 20020  
(202) 645-6018, FAX (202) 645-3555, <http://dfhv.dc.gov>

**Luxury Class Service Operating Authority Application Instructions and Terms:**

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- The Operating Authority Application Form must be typed, notarized and returned to the DFHV beginning January 21, 2014.
- To be considered complete, the Application must include all items requested. Incomplete Applications will not be processed. Acceptance of your fee payment and issuance of a receipt for that payment by the DFHV does not constitute approval of your Application.
- If your Application is submitted on time and approved, you will receive an Operating Authority and decal for your vehicle(s). Normal processing time to review an application is ten (10) days.

**Application Checklist:**

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1. Completed Application Form
2. Attachment B-1: Copy of your current Occupancy Permit
3. Attachment B-2: Copy of DC Tax Letter/Coupon/Existing Companies Only
4. Attachment B-3: Copy of Federal Tax Return/Existing Companies Only
5. Attachment C-1: Current Certificate of Good-Standing from the DC Department of Consumer and Regulatory Affairs (DCRA) for each domestic and foreign corporation with vehicles in your fleet
6. Attachment C-2: A copy of the Articles and Certificate of Incorporation and By-laws; For Partnerships: An executed copy of the Partnership Agreement; Current By-laws and other Rules and Regulations relating to the organization and operation of the association; For unincorporated entity provide proof of Unincorporated Business status
7. Attachment C-3: Copy of Prior Year's Filed Federal and Local Income Tax Returns/Existing Companies Only
8. Attachment E-1: Itemized schedule of all customer fees or rate schedule
9. Attachment E-2: Vehicle Inventory
10. Attachment E-3: A list of all licensed drivers (employees, lessees, or contractors)
11. Clean Hands Certification and DC Business Tax Registration
12. Copy of current digital dispatch service contract
13. Final review vehicle inspection registration required permit approval by DFHV

# LUXURY CLASS SERVICE (LCS) OPERATING AUTHORITY LICENSE APPLICATION FORM

**SECTION A: OPERATING AUTHORITY TYPE & FEE INFORMATION**

**TYPE OF AUTHORITY SOUGHT/FEE (Check one):**

DC based LCS Company (2 or more vehicles).....\$475       DC based LCS Independent (1 vehicle).....\$250

**VEHICLE LICENSE FEE:**

Number of vehicles  Total Vehicle license fee \$100 per vehicle

**SECTION B: GENERAL INFORMATION**

Applicant \_\_\_\_\_  
(Corporate / Individual Name)

Trading As \_\_\_\_\_  
(For-Hire Business Name)

Business Address \_\_\_\_\_  
Street (P.O. Box prohibited)

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

Fax No. \_\_\_\_\_ E-Mail Address \_\_\_\_\_

DC Tax ID No. \_\_\_\_\_ Federal Tax ID No. \_\_\_\_\_

Provide a copy of your current occupancy permit. Identify as Attachment B-1. Provide a copy of the tax letter or coupon for the DC and Federal Tax return as Attachments B-2 and B-3 respectively

**SECTION C: BUSINESS STRUCTURE**

(Check only **one** type of business per application):

**1.  Corporation.**

- a. State where incorporated: \_\_\_\_\_ Year of Incorporation: \_\_\_\_\_
- b. Attach a current Certificate of Good Standing from the D. C. Department of Consumer & Regulatory Affairs for all domestic & foreign corporations. Identify as Attachment C-1
- c. Attach a copy of articles of incorporation, certificate of incorporation and bylaws. Identify as Attachment C-2

- 2.  **Partnership.** Attach an executed copy of partnership agreement bylaws Identify as Attachment C-2.
- 3.  **Sole Proprietorship.**
- 4.  **Unincorporated Association.** Attach a copy of current by-laws and other rules. Identify as Attachment C-2.

**SECTION D: DC RESIDENT AGENT FOR SERVICE OF LEGAL PROCESS**

Name (applicant or authorized representative) \_\_\_\_\_

(Area Code) Telephone \_\_\_\_\_ (Area Code) FAX \_\_\_\_\_

\_\_\_\_\_ D C Street Address and Zip code

Email \_\_\_\_\_ Agent Signature \_\_\_\_\_

**SECTION E: OPERATIONS**

- 1. Attach an itemized schedule of all customer fees including but not limited to the list provided below. Identify as Attachment E-1.

Membership Fee  
 Dispatch Fee  
 Insurance Fee  
 Rental Fee  
 Time or Distance Fee

- 2. A list of all licensed drivers (employees, lessees, or contractors), who use, own or operate any vehicle affiliated with your operating authority. The list shall include the driver’s full name, date of birth, operator’s permit number, licensing state and vehicle tag number. Companies with 20 or more vehicles must be identified separately. Identify as Attachment E-4.

**SECTION F: AUTHORIZED OFFICIALS**

The persons whose names and signatures appear below are authorized to sign for all licenses, permits, and official documents on behalf of the business named on this application.

| TITLE | PRINTED NAME | SIGNATURE | DATE | HOME ADDRESS | PHONE | FAX | EMAIL |
|-------|--------------|-----------|------|--------------|-------|-----|-------|
| CEO   |              |           |      |              |       |     |       |
| COO   |              |           |      |              |       |     |       |
| Other |              |           |      |              |       |     |       |

**SECTION G: APPLICANT ATTESTATION**

I, \_\_\_\_\_, hereby certify under penalty of perjury, under the laws of the District of Columbia and the United States of America that all information supplied on this form and any attachments hereto is true and correct to the best of my knowledge and belief. I further certify that there is/are no proceeding(s), either completed or pending, in which the applicant has been found unfit, had articles of incorporation or business license revoked by this Commission, the District of Columbia Office of Consumer and Regulatory Affairs or any other regulatory body in the District of Columbia or any other jurisdiction or any court of law in the District of Columbia or any other jurisdiction. Note: If there are or were such proceedings, provide the following for all proceedings whether completed or pending:

Description \_\_\_\_\_  
 Case No & Name \_\_\_\_\_  
 Regulatory Body \_\_\_\_\_  
 Date Instituted \_\_\_\_\_ Date Completed \_\_\_\_\_

I, the applicant, hereby certify that I have access to and am familiar with the requirements of the laws, rules and regulations applicable to public vehicles-for-hire, public vehicle-for-hire licenses, public vehicle-for-hire operating authorities and any and all other applicable requirements. I certify that I will comply with these laws, rules and regulations, specifically Title 31 DCMR, and all Commission orders and requirements.

Applicant's Name \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION G: VEHICLE REGISTRATION**

Type of Service       Sedan                       Limousine

VIN \_\_\_\_\_ Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model \_\_\_\_\_ Tag# \_\_\_\_\_ Name of registered owner \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_ Policy Effective Date \_\_\_\_\_ Policy Expiration Date \_\_\_\_\_

DMV Inspection report # \_\_\_\_\_ Overall result \_\_\_\_\_ Inspection Date \_\_\_\_\_

If more than one vehicle add the line for each vehicle