

NON-EXCLUSIVE LICENSE AGREEMENT APPLICATION

CHECK LIST

The following items must be submitted to apply for a Non-Exclusive License Agreement for Charter Party Carrier Transportation Services to and from LAX:

Step 1:

- Ground Transportation License Agreement Application form**
- Copy of Corporate Documentation: Articles of Incorporation/Organization, *if applicable***
- Copy of Fictitious Business Name Statement, *if applicable***
- Copy of California Public Utilities Commission (CPUC) Certificate**
- Copy of City of Los Angeles Business Tax Registration Certificate (BTRC)**
- City of Los Angeles Non-Discrimination, Equal Employment Practices, Affirmative Action Plan**
- Ground Transportation Vehicle List**
- DMV Commercial Registration for each vehicle listed**
- Administrative Fee - \$120.00**
Make company check or money order payable to *LAWA (Los Angeles World Airports)*; personal checks are not accepted.

Step 2:

A Non-Exclusive License Agreement specific to your organization will be prepared and sent to you for execution. Subsequently, the following items must be received and approved before Landside Operations will issue the required AVI transponder and permit decal per vehicle.

- Executed Non-Exclusive License Agreement (2)**
 - Exhibit A: Insurance Requirements**
 - Exhibit B: Certification of Compliance with Child Support Obligations**
 - Exhibit C: Alternative Fuel Vehicle Program Vehicle list, *if applicable***

- Insurance Requirements (per *Exhibit A* of the Agreement)**
Send directly to:

LAWA Insurance Compliance Office
P.O. Box 92216
Los Angeles, CA 90009-2216
Phone: (424) 646-5480
Fax: (310) 215-5300

- Insurance Vehicle Schedule**
Must be faxed directly by insurance company/broker to LAX Landside Operations at (310) 646-5024 or emailed to infolandside@lawa.org. This Vehicle Schedule must be sent to both LAWA Insurance Compliance and Landside Operations.