



**LAX**

*Los Angeles World Airports*

**LAX ANNUAL GROUND TRANSPORTATION LICENSE AGREEMENT REVIEW  
AND VEHICLE DECAL RENEWAL**

**CHECK LIST OF REQUIRED DOCUMENTS**

The purpose of the annual review program is to: (1) Update company information, (2) Verify company status with the California Public Utilities Commission (PUC), (3) Conduct an annual vehicle inspection, (4) Verify DMV vehicle registration, (5) Verify LAWA insurance requirements compliance, (6) Collect the annual \$120.00 administrative fee, and (7) Issue new 2010/2011 annual decals.

The following items must be properly completed and submitted for the review:

- Ground Transportation Agreement Update form**  
(form included and also available at [www.LAWA.org/LAXLandside/CharterPermits](http://www.LAWA.org/LAXLandside/CharterPermits))
- Copy of current PUC certificate**
- Copy of current DMV commercial registration for each vehicle on your account**

If applicable, for changes in your vehicle fleet,

- Ground Transportation Vehicle List Add/Delete form**  
List complete vehicle information. (form included and also available at [www.LAWA.org/LAXLandside/CharterPermits](http://www.LAWA.org/LAXLandside/CharterPermits))

For each vehicle **added**:

- Copy of DMV Commercial Registration**  
*A copy of PUC Livery Plate Authorization Letter and DMV Temporary Operating Permit may be submitted pending receipt of license plate and valid DMV Commercial Registration.*

For each vehicle **deleted**:

- Return corresponding AVI transponder**  
*A \$45 fee will be charged for each outstanding AVI transponder. Fee payment, by company check or money order, must accompany the required paperwork by the due date specified in your notification letter or your application will be considered delinquent.*

- Insured Vehicle Schedule**  
Current Vehicle Schedule must be faxed or emailed by your insurance company/broker to LAX Landside Operations at 310-646-5024 or [INFOLANDSIDE@LAWA.ORG](mailto:INFOLANDSIDE@LAWA.ORG).

- Non-Refundable Annual Administrative Fee of \$120.00**  
Make company check or money order payable to “Los Angeles World Airports” or “LAWA”

Submit required documents and payment to:

By mail:

Los Angeles World Airports  
Regulatory Compliance and Standards  
Ground Transportation Permits Office  
P.O. Box 92216  
Los Angeles, CA 90009-2216

OR

In person:

LAX Ground Transportation Permits Office  
7301 World Way West, 1<sup>st</sup> Floor  
Los Angeles, CA 90045  
*Office Hours: M-F, 7:30am-3:30pm,  
excluding City holidays*