

COURTESY VEHICLE TRANSPORTATION SERVICES
NON-EXCLUSIVE LICENSE AGREEMENT**Application Instructions & Checklist**

A copy of this Checklist and the following items must be properly completed and submitted to apply for a Non-Exclusive License Agreement for Courtesy Vehicle Transportation Services to and from LAX. The Permit process may take **90 days or more** to complete once all documents are properly submitted.

STEP 1:

- 1. Ground Transportation License Agreement Information Form**
Complete form stating type of operator, State/Federal authority, legal company name, DBA (doing business as) if applicable, and contact information.
(Fillable form available at www.LAWA.org/GTPermits)
 - A valid email address.**

 - 2. Copy of Corporate Documentation, if applicable***
A Corporation, Limited Liability Company or Limited Partnership must be registered and have an approved status with the California Secretary of State. A Statement of Information must accompany all who are either a Corporation or an LLC.
 - Articles of Incorporation/Organization**
 - Copy of Statement of Information**
 - Copy of Certificate of Registration** (Companies Incorporated outside of California)

 - 3. Copy of Fictitious Business Name Statement, if applicable***
For entities operating under a name other than the legal name, (i.e. "doing business as (DBA)", provide a copy of the Fictitious Business Name Statement filed with the County Clerk.

 - 4. Copy of California Public Utilities Commission (PUC) Certificate***
Provide a copy of current CPUC certificate for Charter Party operations.

 - 5. Copy of City of Los Angeles Business Tax Registration Certificate (BTRC)***
Provide a copy of the company's current BTRC issued by the City of Los Angeles Office of Finance, Tax and Permit Division. For questions regarding the BTRC, including how to obtain one, contact the Tax and Permit Division at: (213) 473-5901 or www.lacity.org/finance.
- *NOTE: The legal business name and operating name must be consistent on ALL documents submitted.
- 6. Ground Transportation Vehicle List**
Complete the Vehicle List with the vehicle information on all company owned vehicles.
(Fillable form available at www.LAWA.org/GTPermits)
 - Copy of DMV Commercial Registration for each vehicle listed**
Provide a copy of current DMV commercial registration for each vehicle. All vehicles must be registered in the company name; no private vehicles will be permitted. A copy of CPUC Acknowledgement of Vehicle Added Letter and DMV Temporary Operating Permit may be submitted pending receipt of license plate and valid DMV Commercial Registration.

- 7. Administrative Fees – Non-refundable**
 - Application/Annual Fee - \$150.00, **and**
 - Vehicle Transponder Rental/User Fee - \$50.00 for **each** transponder

Company check or money order payable to *Los Angeles World Airports (LAWA)*, no temporary checks or cash is accepted.

Any application with missing or incomplete documents will be returned to the applicant.

STEP 2:

After receipt and approval of items 1-7 above, a Non-Exclusive License Agreement specific to the applicant will be prepared and sent with further instructions. The following items must be received and approved before the required vehicle transponder and permit decal to operate at LAX will be issued.

- 8. Executed Non-Exclusive License Agreement (2)**
Submit two (2) original executed Agreements with required Exhibits.
- 9. Insurance Requirements**
Insurance must be approved by LAWA’s Insurance Compliance Office. Each organization is required to procure at its expense, and keep in effect at all times during the term of the Permit, the types and amounts of insurance specified in Exhibit A of the Non-Exclusive License Agreement. Requirements are generally consistent with the requirements of the CPUC.

Instructions on how to submit insurance will be emailed to the applicant. All insurance documentation will be stored in the LAWA internet based tracking system. Hardcopy documentation will not be accepted.

- 10. Security Deposit/Faithful Performance Guarantee**
Remit an initial amount of \$1,000 or three (3) times the highest estimated monthly payment.

Other requirements as determined by the LAX Ground Transportation Permits Office staff may be needed to complete the license and permit process. Staff will advise of any additional requirements upon review of the application request.

Once all documents are received and processed, an appointment will be made for an Introduction Briefing and issuance of vehicle transponder(s) and permit decal(s).

All operators and their drivers must abide by the LAX Commercial Vehicle Rules and Regulations. A copy of these Rules and Regulations are available at <http://www.lawa.org/GTPermits>.

Documents, and any permit questions, should be directed to:

By mail:
Los Angeles World Airports
LAX 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, 1st Floor
Los Angeles, CA 90045

Phone: (424) 646-6460

Fax: (424) 646-9253

Email: infolandside@lawa.org

Office Hours: Monday-Thursday, 7:30am-3:30pm; Friday, 7:30am-12:00pm, excluding City holidays

Office Use:			
Date Received: _____	Staff Initials: _____	Date Reviewed: _____	Staff Initials: _____