

**COURTESY/PASSENGER STAGE CORPORATION (PSC)
VEHICLE TRANSPORTATION SERVICES
NON-EXCLUSIVE LICENSE AGREEMENT
Application Checklist & Instructions**

This checklist and instructions will guide you to apply online for a Non-Exclusive License Agreement (NELA) for Courtesy/PSC Vehicle Transportation Services to and from LAX. Once all documents are properly submitted at <http://lax.to/Permits>, the Permit process may take up to **4 weeks** to complete.

STEP 1: DOCUMENTS

Before beginning your application online, you should have all the following documents, if applicable, available to upload in digital format (pdf or jpg). The legal business name and operating name must be consistent on ALL documents submitted.

1. 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. The documents **MUST** have the seal stamped to verify they are approved and on file with the California Secretary of State.

- Articles of Incorporation/Organization**
- Copy of Statement of Information** (Names must match the CPUC listing)
- Partnership Agreement**
- Copy of Certificate of Registration** (Companies Incorporated outside of California)

A sole proprietor does not require corporate documents if using just the person's legal name.

2. Fictitious Business Name Statement (FBNS), 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 stamped as filed with the **Los Angeles** County Clerk. The Statement is valid for 5 years from the date of filing. Filings from other counties are not accepted. <https://lavote.net/home/county-clerk/fictitious-business-names/general-info>.

3. California Public Utilities Commission (CPUC) Certificate

Provide a copy of current CPUC certificate for Charter Party operations. It must have **Active** status. Status can be verified at <https://apps.cpuc.ca.gov/apex/f?p=203:35:0::NO:RP>.

- a) If your company is a Passenger Stage Corporation (PSC), you will need **your Local Passenger Tariff including the Timetable** for scheduled service to upload when applying.

4. 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. The BTRC must list *L194 -Transporting Persons for Hire*. and have **Active** status.

To obtain one, apply online at <https://latax.lacity.org> select On-line Services Business Registration or email the completed online "BTRC Application (New Businesses)" form to the Office of Finance at Finance.CustomerService@lacity.org.

To obtain an exemption for the BTRC, please email the City of Los Angeles Office of Finance at finance.nonprofit@lacity.org.

□ **5. Vehicle Registration**

Provide a copy of current DMV commercial registration for each vehicle. All vehicles must be registered in the company name; no private vehicles are permitted. A copy of CPUC Acknowledgement of Vehicle Added and DMV Temporary Operating Permit may be submitted pending receipt of license plate and valid DMV Commercial Registration.

□ **6. Letter(s) of Verification/Letter of Intent, *if applicable***

If the transportation is provided on behalf of another business entity (e.g. hotel or parking lot), the applicant must submit a Letter of Verification from each entity served, on the entity's official letterhead, verifying the transportation operator and dates/duration of the transportation service to and from LAX. A sample template is available at <http://lax.to/gtforms>.

The letter of intent identifies what entity has contracted you for shuttle service to and from LAX, and outlines the length of the contract. This letter must be on your company's letterhead. A sample template is available at <http://lax.to/gtforms>.

STEP 2: ONLINE APPLICATION

Once you have all the documents above ready in digital format (pdf or jpg), you are ready to go the online application portal at <http://lax.to/Permits>. The process may take 10 minutes or more to complete. Select "**Courtesy**" or "**PSC**" as the type of NELA requested.

Follow the instructions to:

1. Enter your company contact information,
2. Upload the required documents,
3. List the vehicle(s) to be permitted
4. Electronically sign the application
5. Submit the non-refundable \$150.00 application fee

After completing these steps, click



STEP 3: LAWA REVIEW

LAWA GTS staff will review your completed online application and documents. If there are any corrections needed, a notice will be emailed from SmartIQ. Please check spam/junk mail for notifications.

STEP 4: NELA/CONTRACT EXECUTION

Upon LAWA approval of the application, a Non-Exclusive License Agreement (NELA) specific to the applicant will be prepared and sent electronically for digital signatures. You will receive an email from *DocuSign* to review and sign the NELA.

- Sole Proprietor requires one signature
- All other types of entities require two separate signatures

Once the applicant has signed and LAWA has also signed, the applicant will receive an email from *DocuSign* that the document has been completed.

STEP 5: INSURANCE APPROVAL FROM LAWA RISK MANAGEMENT

After the execution of the NELA, an email will be sent from LAWA Risk Management with instructions for your insurance agent to provide insurance documents through the online portal of PinsAdvantage. Documentation to the Ground Transportatin Office is not accepted.

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 NELA, the types and amounts of insurance specified in Exhibit A of the NELA. Requirements are generally consistent with the requirements of the CPUC.

STEP 6: NEW COMPANY ORIENTATION

Concurrently after the NELA is executed, GTS will notify the Licensee and provide a mandatory New Company Orientation that will review the requirements to operate at LAX including the LAX Ground Transportation Rules and Regulations. <http://lax.to/gtrules>

STEP 7: SECURITY DEPOSIT/FAITHFUL PERFORMANCE GUARANTEE (FPG)

The Licensee must remit a FPG in the amount of One Thousand Dollars (\$1000) or three (3) times the highest monthly payment prescribed. Deposit is accepted by credit card, company check or money order. Amounts required greater than \$10,000 must be provided by a Letter of Credit.

STEP 8: VEHICLE APPROVAL THROUGH LAX ALTERNATIVE FUEL REQUIREMENT

The Licensee must submit the specifications of each vehicle to the Alternative Fuel Program coordinator for approval. The LAX Alternative Fuel vehicle requirement applies to all operators of on-road (street-licensed) medium and heavy-duty vehicles at LAX, including all airport contractors, lessees, permittees, and licensees.

STEP 9: VEHICLE INSPECTION, ISSUANCE OF TRANSPONDER AND DECAL PERMIT

After steps 6 through 8 have been completed, make an appointment(s) to bring in each vehicle for an inspection and issuance of the vehicle transponder and permit decal. An appointment is required – no walk ins. Vehicle Transponder Rental/User Fee of \$50.00 is required for **each** transponder. Transponder payments are accepted by credit/debit card, company check or money order payable to *Los Angeles World Airports (LAWA)*; *no temporary checks or cash is accepted.*

For questions: Email: infolandside@lawa.org