

**METROPOLITAN WASHINGTON AIRPORTS AUTHORITY  
PERMIT APPLICATION FOR  
LIMOUSINE TRANSPORTATION SERVICES  
AT  
WASHINGTON DULLES INTERNATIONAL AIRPORT  
AND  
RONALD REAGAN WASHINGTON NATIONAL AIRPORT**

**Date:** \_\_\_\_\_

**Application Fee: \$250 plus \$20 per AVI Tag**

**Limousine Applicant Type:**

Individual Passenger Carrier/Public For Hire

Broker Company                       Other \_\_\_\_\_

**Permit Applicant:**

Name of Company or Individual: \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Person (see Section 3.12 of the Permit):** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Government Authorization:**

Virginia                       Maryland                       District of Columbia                       West Virginia

Other \_\_\_\_\_

**Government Authorization License/Certificate Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

Please certify by checking each box below that the applicant has performed each permit requirement. If all requirements are not checked, the Permit Application will be denied:

- Permit Applicant is in compliance with the terms, conditions and requirements of the Governmental Authorization(s) to provide Limousine Service in the jurisdiction of the Governmental Authority issuing the authorization including without limitation those terms, conditions and requirements that relate to the following matters:
  - (a) the possession of the type and required amount of insurance coverages;
  - (b) the review of records showing the criminal histories of Limousine Drivers operating Vehicles under the Governmental Authorization(s) and this Permit;
  - (c) the possession of motor vehicle operating licenses by Limousine Drivers operating Vehicles under the Governmental Authorization(s) and this Permit;
  - (d) the review of records showing the motor vehicle driving histories of Limousine Drivers operating Vehicles under the Governmental Authorization(s) and this Permit; and
  - (e) the safety inspections of the Vehicles operated by Limousine Drivers operating the Vehicles under the Governmental Authorization(s) and this Permit;
  
- Permit Applicant is in compliance with all insurance requirements as required by the Government Authorization(s) (a copy of the certificate(s) of insurance on the industry standard form (ACORD 25) with the Metropolitan Washington Airports Authority and its directors, officers, employees, agents and volunteers identified as additional insureds, is enclosed with this Permit Application).
  
- Permit Applicant is in compliance with all federal, state and local laws and regulations applicable to the Limousine Service that is provided under this Permit.
  
- Permit applicant has provided training to all Limousine Drivers who will operate under this Permit at the Airports which shall include but not be limited to instructions regarding:
  - (a) the roadway system on the Airports, Designated Waiting Areas, and Pick-Up and Drop-Off Areas;
  - (b) the requirements under any Government Authorization(s) regarding the display of decals, trade dress, or other form of visible identification;
  - (c) the requirements under any Government Authorization(s) regarding registration for providing Limousine Service authorized by this Permit; and
  - (d) the provisions of this Permit and the Metropolitan Washington Airports Regulations which place requirements, prohibitions, or other conditions upon Limousine Drivers operating at the Airports, including those regarding the use of the Airport roadways and facilities, the possession of a record of information available to Authority law enforcement officers and others upon their request, and Solicitation.

I hereby certify that \_\_\_\_\_ (Applicant Company Name) agrees to comply at all times with the requirements and conditions of the Permit issued in response to this Application and with the Metropolitan Washington Airports Regulations, as they may be amended.

I understand that any false or misleading, incomplete, or inaccurate information provided in this Permit Application shall constitute grounds for immediate termination or revocation of the Permit.

By: \_\_\_\_\_  
(Signature)

Print: \_\_\_\_\_

Title: \_\_\_\_\_

For: \_\_\_\_\_  
(Applicant Company Name)

Date: \_\_\_\_\_

**Please submit the items listed below by attaching to an email and sending to [Limo.Permit@mwa.com](mailto:Limo.Permit@mwa.com).**

**Or send via US mail to:**

P.O. Box 17045  
Airport Administration Department (MA-230)  
Metropolitan Washington Airports Authority  
Washington Dulles International Airport  
Washington, DC 20041-0045

- 1. Completed & Signed Permit Application**
- 2. Completed Vehicle Listing Sheet (Attachment A)**
- 3. Copy of Government Authorization for the provision of Limousine Services**
- 4. Certificate(s) of Insurance (form Acord 25 with the Metropolitan Washington Airports Authority identified as additional insured)**

Upon approval of the permit application by the Metropolitan Washington Airports Authority, the Permit Applicant will receive an email with instructions on how to obtain the executed Permit, vehicle decals, and Automated Vehicle Identification (AVI) tags. **Payment of the \$250 Application Fee and \$20 for each AVI tag must be collected from the Permit Applicant prior to issuing the executed Permit.**

If you have any questions regarding the Permit Application please call (703) 572-2900.

ATTACHMENT A

**VEHICLE LISTING SHEET**  
 (8 Passengers or Fewer ONLY)

NAME OF OPERATOR: \_\_\_\_\_

VEHICLE	YEAR	MAKE	MODEL	STATE REGISTERED	LICENSE PLATE NUMBER	VEHICLE IDENTIFICATION NUMBER	PASSENGER CAPACITY	AIRPORT VEHICLE NUMBER (for office use only)	AVI TAG NUMBER (for office use only)	AIRPORT DECAL NUMBER (for office use only)
1										
2										
3										
4										
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