

# Getting a License Agreement

Charter Party Carrier operations to and from LAX



# What is a NELA?

## Non-Exclusive License Agreement (NELA)

- A NELA is a contract to provide commercial ground transportation services at LAX. Every commercial ground transportation operator providing services at LAX must have a valid NELA on file with Los Angeles World Airports.
- Without this authority, and valid LAX permit on the vehicle, the operator is subject to citation and vehicle impound.



# How to get a NELA – Required Documents

In the following slides, we will review each document required to apply for a NELA at LAX:

1. Corporate Documents
2. Fictitious Business Name Statement (FBNS), if applicable
3. California Public Utilities Commission (CPUC) Certificate
4. City of Los Angeles Business Tax Registration Certificate (BTRC)
5. Valid DMV Registration(s) for each vehicle

All **MUST** be current and active. The legal and operating name **MUST** be identical on each document (i.e. spacing, punctuation, etc.).



# 1. Corporate Documents

The corporate documents to submit depends on your type of business

- **Sole Proprietor** (Not registered)
  - No corporate documents necessary if using legal, personal name only
- **Partnership**
  - Submit copy of Partnership Agreement-maximum 3 partners
- **Limited Liability Company (LLC)\***
  - Submit Articles of Organization, and
  - Submit Statement of Information (list of all members)
- **Corporation (Inc.)\***
  - Submit Articles of Incorporation, and
  - Submit Statement of Information (list of all officers)

Visit the CA Secretary of State site: <https://www.sos.ca.gov/business-programs/business-entities/forms/>

\* **IMPORTANT:** LLC and Inc. documents MUST have seal stamped to verify they are approved and on file with the California Secretary of State. Members/Officer names MUST be identical to listing with the California Public Utilities Commission (CPUC).



# SAMPLES – Corporate Documents

Documents submitted **MUST** have official **California** Secretary of State stamp showing file number and filing date

**Secretary of State** ARTS-PC  
**Articles of Incorporation of a Professional Corporation**

**FILED**  
 In the office of the Secretary of State of the State of California  
 This Space For Office Use Only

**IMPORTANT** — Read Instructions before completing this form.  
**Filing Fee** — \$100.00  
**Copy Fees** — First page \$1.00; each attachment page \$0.50; Certification Fee — \$5.00

Note: Corporations may have to pay a minimum \$800 tax to the California Franchise Tax Board each year. For more information, go to [ftb.ca.gov](http://ftb.ca.gov).

**1. Corporate Name** (Contact the California state board or agency that controls your profession to find out if your profession is authorized to be a corporation in California and if there are any specific corporate name style rules. Go to [www.sos.ca.gov/business/bai/name-reservations](http://www.sos.ca.gov/business/bai/name-reservations) for general corporate name requirements and restrictions.)

The name of the professional corporation is \_\_\_\_\_

**2. Business Addresses** (Enter the complete business addresses. Item 2a cannot be a P.O.Box or "in care of" an individual or entity.)

a. Initial Street Address of Corporation - Do not enter a P.O. Box City (no abbreviations) State Zip Code

b. Initial Mailing Address of Corporation, if different than Item 2a City (no abbreviations) State Zip Code

**3. Service of Process** (Must provide either Individual OR Corporation.)  
**INDIVIDUAL** — Complete Items 3a and 3b only. Must include agent's full name and California street address.

a. California Agent's First Name (if agent is not a corporation) Middle Name Last Name Suffix

b. Street Address (if agent is not a corporation) - Do not enter a P.O. Box City (no abbreviations) State CA Zip Code

**CORPORATION** — Complete Item 3c. Only include the name of the registered agent Corporation.

c. California Registered Corporate Agent's Name (if agent is a corporation) — Do not complete Item 3a or 3b

**4. Shares** (Enter the number of shares the corporation is authorized to issue. Do not leave blank or enter zero (0).)  
 This corporation is authorized to issue only one class of shares of stock.  
 The total number of shares which this corporation is authorized to issue is \_\_\_\_\_

**5. Purpose Statement** (Contact the California state board or agency that controls your profession to find out if your profession is authorized to be a corporation in California. Go to [www.dca.ca.gov/about\\_dca/entities.shtml](http://www.dca.ca.gov/about_dca/entities.shtml) for more information.)  
 The purpose of the corporation is to engage in the profession of \_\_\_\_\_ and any other lawful activities (other than the banking or trust company business) not prohibited to a corporation engaging in such profession by applicable laws and regulations. This corporation is a **professional corporation** within the meaning of California Corporations Code section 13400 et seq.

**6. Read and Sign Below** (This form must be signed by each incorporator. See Instructions. Do not include a title.)

Signature \_\_\_\_\_ Type or Print Name \_\_\_\_\_  
 ARTS-PC (REV 12/2020) 2020 California Secretary of State [files.sos.ca.gov](http://files.sos.ca.gov)

**Secretary of State** SI-550  
**Statement of Information**  
 (California Stock, Agricultural Cooperative and Foreign Corporations)

**FILED**  
 In the office of the Secretary of State of the State of California  
 This Space For Office Use Only

**IMPORTANT** — Read Instructions before completing this form. **Fees (Filing plus Disclosure) — \$25.00;**  
**Copy Fees** — First page \$1.00; each attachment page \$0.50; Certification Fee — \$5.00 plus copy fees

**1. Corporation Name** (Enter the exact name of the corporation as it is recorded with the California Secretary of State. Note: If you registered in California using an assumed name, see instructions.)

**2. Business Addresses**

a. Street Address of Principal Executive Office - Do not list a P.O. Box City (no abbreviations) State Zip Code

b. Mailing Address of Corporation, if different than Item 3a City (no abbreviations) State Zip Code

c. Street Address of Principal California Office, if any and if different than Item 3a - Do not list a P.O. Box City (no abbreviations) State CA Zip Code

**4. Officers** (The Corporation is required to list all three of the officers set forth below. An additional title for the Chief Executive Officer and Chief Financial Officer may be added; however, the preprinted titles on this form must not be altered.)

a. Chief Executive Officer First Name Middle Name Last Name Suffix  
 Address City (no abbreviations) State Zip Code

b. Secretary First Name Middle Name Last Name Suffix  
 Address City (no abbreviations) State Zip Code

c. Chief Financial Officer First Name Middle Name Last Name Suffix  
 Address City (no abbreviations) State Zip Code

**5. Director(s)** (California Stock and Agricultural Cooperative Corporations ONLY. Item 5a: At least one name and address must be listed. If the Corporation has additional directors, enter the name(s) and address on Form SI-DGA (see instructions).)

a. First Name Middle Name Last Name Suffix  
 Address City (no abbreviations) State Zip Code

b. Number of Vacancies on the Board of Directors, if any

**6. Service of Process** (Must provide either Individual OR Corporation.)  
**INDIVIDUAL** — Complete Items 6a and 6b only. Must include agent's full name and California street address.

a. California Agent's First Name (if agent is not a corporation) Middle Name Last Name Suffix

b. Street Address (if agent is not a corporation) - Do not enter a P.O. Box City (no abbreviations) State CA Zip Code

**CORPORATION** — Complete Item 6c only. Only include the name of the registered agent Corporation.

c. California Registered Corporate Agent's Name (if agent is a corporation) — Do not complete Item 6a or 6b

**7. Type of Business**  
 Describe the type of business or services of the Corporation \_\_\_\_\_

**8. The information contained herein, including in any attachments, is true and correct.**

Date \_\_\_\_\_ Type or Print Name of Person Completing the Form \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_  
 SI-550 (REV 12/2020) Clear Form Print Form 2020 California Secretary of State [files.sos.ca.gov](http://files.sos.ca.gov)

**California Secretary of State**  
 Electronic Filing

**FILED**  
 Secretary of State  
 State of California

Corporation - Statement of Information

Entity Name: \_\_\_\_\_

Entity (File) Number: \_\_\_\_\_  
 File Date: \_\_\_\_\_  
 Entity Type: \_\_\_\_\_  
 Jurisdiction: \_\_\_\_\_  
 Document ID: \_\_\_\_\_

**Detailed Filing Information**

1. Entity Name: \_\_\_\_\_

2. Business Addresses:  
 a. Street Address of Principal Office in California: \_\_\_\_\_  
 b. Mailing Address: \_\_\_\_\_

The Statement of Information(SOI) submitted must list the names of all officers; *not just the renewal statement.*

**IMPORTANT:** Names, officer titles and address listed **MUST** match those listed with the CPUC.



## 2. Fictitious Business Name Statement (FBNS)

If you operate using a name other than the legal name, you must submit a copy of the FBNS with the NELA application.

Examples:

- Sole proprietor Joe Jonas doing business as (DBA) *Jonas Brothers Limousine*
- Jonas LLC DBA *Jonas Brothers Top Service*
- Jonas Brothers Inc. DBA *Bro Service*

If you use only your full legal name in your operations, this FBNS is not required.



# SAMPLE - Fictitious Business Name Statement

YOUR RETURN MAILING ADDRESS  
NAME: SUSAN ANN SMITH  
ADDRESS: 133 MAIN ST.  
CITY: ANYWHERE STATE: CA ZIP CODE: 12345

LOS ANGELES  
REGISTRAR-RECORDER/ COUNTY CLERK

**FICTITIOUS BUSINESS NAME STATEMENT**  
TYPE OF FILING AND FILING FEE (Check one)

Original: \$28.00 (FOR ORIGINAL FILING WITH ONE BUSINESS NAME ON STATEMENT)  
 New (Amended) Filing: \$28.00 (CHANGES IN FACTS FROM ORIGINAL FILING REQUIRES PUBLICATION)  
 Refile: \$28.00 (NO CHANGES IN THE FACTS FROM ORIGINAL FILING)  
\$6.00 FOR EACH ADDITIONAL BUSINESS NAME FILED ON SAME STATEMENT, DOMESTIC BUSINESS AT THE SAME LOCATION \$6.00 FOR EACH ADDITIONAL OWNER IN EXCESS OF ONE OWNER

The following person(s) is (are) doing business as:

\*1. **SMOOTH SAILING RENTALS** 2. \_\_\_\_\_  
Print fictitious Business Name(s)

\*\* 133 MAIN ST. P.O. BOX 100  
Street address of principal place of business Filing address if different  
ANYWHERE CA 12345 ANY COUNTY ANYWHERE CA 12345  
City State Zip County City State Zip

Articles of Incorporation or Organization Number (if applicable): All None

\*\*\* REGISTERED OWNER(S):

1. SUSAN ANN SMITH 2. \_\_\_\_\_  
Full Name/Corp/LLC (P.O. Box not accepted) Full Name/Corp/LLC (P.O. Box not accepted)  
248 OAK ST. Residence Address  
ANYWHERE CA 12345 City State Zip  
If Corporation or LLC - Print State of Incorporation/Organization If Corporation or LLC - Print State of Incorporation/Organization

3. \_\_\_\_\_ 4. \_\_\_\_\_  
Full Name/Corp/LLC (P.O. Box not accepted) Full Name/Corp/LLC (P.O. Box not accepted)  
Residence Address Residence Address  
City State Zip City State Zip  
If Corporation or LLC - Print State of Incorporation/Organization If Corporation or LLC - Print State of Incorporation/Organization

IF MORE THAN FOUR REGISTRANTS, ATTACH ADDITIONAL SHEET SHOWING OWNER INFORMATION

\*\*\*\* THIS BUSINESS IS CONDUCTED BY: (Check one)  
 an Individual  a General Partnership  a Limited Partnership  a Limited Liability Company  
 an Unincorporated Association other than a Partnership  a Corporation  a Trust  Copartners  
 a Married Couple  Joint Venture  State or Local Registered Domestic Partners  a Limited Liability Partnership

\*\*\*\*\* The date registrant commenced to transact business under the fictitious business name or names listed above on 3/1/2009  
(Print date above if you haven't started to transact business)

I declare that all information in this statement is true and correct.  
(A registrant who declares as true information which he or she knows to be false is guilty of a crime.)

REGISTRANT/CORP/LLC NAME (PRINT) SUSAN ANN SMITH TITLE OWNER

REGISTRANT SIGNATURE Susan Smith IF CORP. OR LLC, PRINT NAME \_\_\_\_\_

If corporation, also print corporate title of officer. If LLC, also print title of officer or manager.

NOTICE - BY ACCORDANCE WITH SUBDIVISION (b) OF SECTION 17900, A FICTITIOUS BUSINESS NAME STATEMENT GENERALLY EXPIRES AT THE END OF FIVE YEARS FROM THE DATE ON WHICH IT WAS FILED IN THE OFFICE OF THE COUNTY CLERK, EXCEPT AS PROVIDED IN SUBDIVISION (n) OF SECTION 17920, WHERE IT EXPIRES 90 DAYS AFTER ANY CHANGE IN THE FACTS SET FORTH IN THE STATEMENT PURSUANT TO SECTION 17910 OTHER THAN A CHANGE IN THE RESIDENCE ADDRESS OF A REGISTERED OWNER. A NEW FICTITIOUS BUSINESS NAME STATEMENT MUST BE FILED BEFORE THE EXPIRATION.

THE FILING OF THIS STATEMENT DOES NOT OF ITSELF AUTHORIZE THE USE IN THIS STATE OF A FICTITIOUS BUSINESS NAME IN VIOLATION OF THE RIGHTS OF ANOTHER UNDER FEDERAL, STATE, OR COMMON LAW (SEE SECTION 14411 ET SEQ., BUSINESS AND PROFESSIONS CODE).  
I HEREBY CERTIFY THAT THIS COPY IS A CORRECT COPY OF THE ORIGINAL STATEMENT ON FILE IN MY OFFICE.

DEAN C. LOGAN, LOS ANGELES COUNTY CLERK BY: \_\_\_\_\_ Deputy

Rev. 01/2013 P.O. BOX 1200, NORWALK, CA 90651-1200 PH: (909) 462-3177 WEB ADDRESS: LAVOTE.NET

Document submitted **MUST** be stamped as filed with the **Los Angeles County Clerk's Office**



## 2. Fictitious Business Name Statement (FBNS)

**NOTICE: Due to the ongoing COVID-19 health crisis, LA County Clerk's office is accepting Fictitious Business Name Statements for filing through the mail ONLY at this time.**

Mail requests are only processed at the Norwalk headquarters:

Los Angeles County Registrar-Recorder/County Clerk  
12400 Imperial Hwy., Room 1201  
Norwalk, CA 90650  
1(800) 815-2666

For more information, visit:

<https://lavote.net/home/county-clerk/fictitious-business-names/general-info>





# 3. CPUC Certificate

You must have a Charter Party Certificate from the California Public Utilities Commission (CPUC).

<https://www.cpuc.ca.gov/tcpforms/>

Submit a copy of your CPUC Charter Party Certificate

You must have **ACTIVE** status. Verify your status at:

<https://tcpportal.cpuc.ca.gov/TCP/s>



STATE OF CALIFORNIA  
PUBLIC UTILITIES COMMISSION  
505 Van Ness Avenue  
San Francisco, CA 94102-3298

GAVIN NEWSOM, Governor

CLASS B CHARTER-PARTY CERTIFICATE  
EXPIRES ON JUNE 2, 2022 - SEE PARAGRAPH (11)

CERTIFICATE NO. TCP

TERMINAL:  
The above-named Carrier, having made written application to the Public Utilities Commission of the State of California for a certificate to operate as a CHARTER-PARTY CARRIER OF PASSENGERS, pursuant to Sections 5351 through 5420 of the Public Utilities Code, is granted this certificate authorizing the transportation of passengers by motor vehicle over the public highways of the State of California as a CHARTER-PARTY CARRIER OF PASSENGERS, as defined in said Code, subject to the following conditions:

- (1) This certificate is issued pursuant to Public Utilities Code Section 5383, and said Carrier shall operate from a radius of no more than 125 air miles from the home terminal to any point in the state. This mileage restriction applies only to vehicles seating 10 or fewer, including the driver.
- (2) No vehicle or vehicles shall be operated by said Carrier unless adequately covered by a public liability and property damage insurance policy or surety bond as required by Public Utilities Code Section 5392.
- (3) Said Carrier shall comply with all Commission orders, decisions, rules, directions, and requirements governing the operations of said Carrier including General Order Series 115 and 157 and shall remit to the Commission the Transportation Reimbursement Fee required by Public Utilities Code Section 403.
- (4) All vehicles operated under this certificated authority shall comply with the requirements of the Motor Carrier Safety Section of the California Highway Patrol. No vehicle shall be operated unless it is named in the Carrier's most recent equipment list on file with this Commission. Written amendments to the equipment list shall be filed within ten days of the date the vehicle is put into or pulled out of service.
- (5) This certificate is subject to amendment, modification, suspension or revocation as provided in the Public Utilities Code and in Commission Resolutions PE-498, PE-501, and TL-18336.
- (6) This certificate may not be sold, assigned, leased, or otherwise transferred or encumbered without Commission authorization.
- (7) This certificate does not authorize the Carrier to conduct operations on the property of or into any airport unless such operation is authorized by the airport authority involved.
- (8) This certificate does not authorize round-trip sightseeing tour service.
- (9) The use of top lights and/or taxi meters in all vehicles operated under this certificate is prohibited (D 82-05-069).
- (10) Relocation of terminal is permitted upon notification to the Commission. However, any relocation and/or addition of terminal outside the 125-air mile limit requires a new certificate and 30-day notice/publication.
- (11) **This certificate expires June 2, 2022.** It may be renewed every three (3) years upon submission and approval of a renewal application. **This renewal application should be submitted 90-days prior to the expiration date.**

Dated this 19th day of April, 2019

BY *Jeff Kasmar*  
Jeff Kasmar  
Program Manager, Consumer Protection and Enforcement Division

HOME

Search...

Login / Register

Enter Carrier Name, PSG#, VCC#

CALIFORNIA  
Public Utilities Commission

# 4. City of Los Angeles Business Tax Registration Certificate (BTRC)

Your business **MUST** register with the City of Los Angeles, Office of Finance.

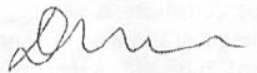
THIS CERTIFICATE MUST BE POSTED AT PLACE OF BUSINESS  
CITY OF LOS ANGELES TAX REGISTRATION CERTIFICATE  
THIS CERTIFICATE IS GOOD UNTIL SUSPENDED OR CANCELLED

Business TAX ISSUED: 02/16/2021

ACCOUNT NO.	FUND/CLASS	DESCRIPTION	STARTED	STATUS
	L194	Transporting Persons for Hire	01/15/2021	Active

ISSUED TO

**SAMPLE**

ISSUED FOR TAX COMPLIANCE PURPOSES ONLY  
NOT A LICENSE, PERMIT, OR LAND USE AUTHORIZATION  
ISSUED BY:   
DIRECTOR OF FINANCE

"No registration certificate or permit issued under the provisions of the Business Tax ordinances of the LAMC, or the payment of any tax required under the provisions of the Business Tax ordinances of the LAMC shall be construed as authorizing the conduct or continuance of any illegal business or of a legal business in an illegal manner."

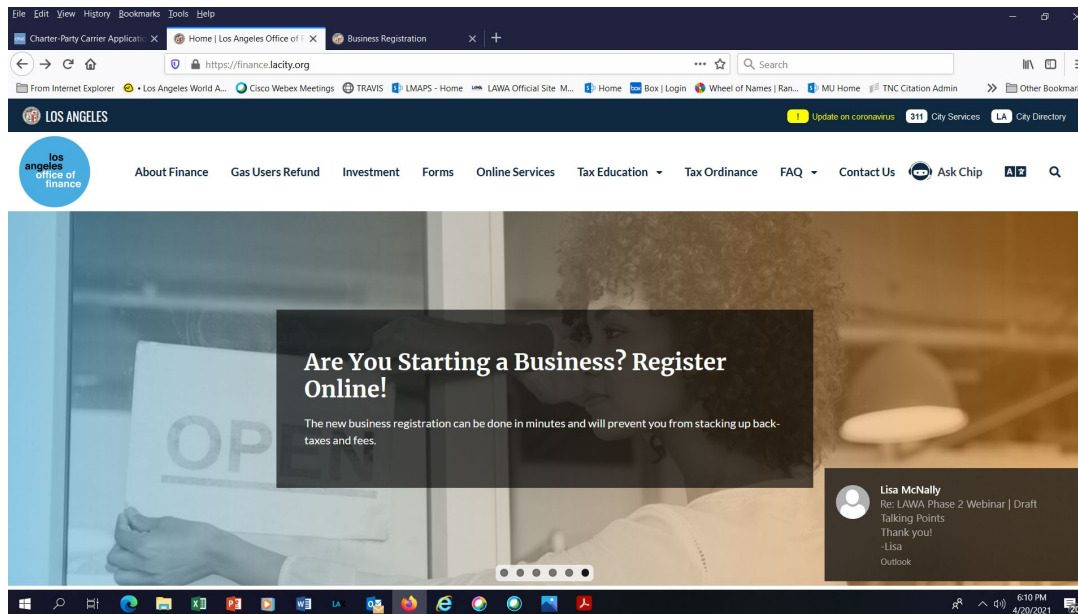
The Fund/Class and Description **MUST** be  
"L194 – Transporting Persons for Hire"

Submit a copy of your  
City of Los Angeles BTRC

# 4. City of Los Angeles Business Tax Registration Certificate (BTRC)

If you do not have a BTRC, you may register your business online with the City of Los Angeles by utilizing the [Online New Business Registration](#) service.

Apply online at <https://latax.lacity.org>



Scroll down to  
**Online Services**  
**Business Registration**

## Online Services



### Business Registration

If your business (from LLC to 1099) is within the City of Los Angeles, you must register for a Business Tax Registration Certificate. Avoid fines and register today.

# 5. Valid Vehicle Registration

Each vehicle **MUST** have valid DMV registration and be filed with the CPUC.



Your vehicle(s) **MUST** be filed with the CPUC using Form PL664

Submit a copy of the valid DMV registration for each vehicle. The company name **MUST** be listed as registered owner.

**CALIFORNIA PUBLIC UTILITIES COMMISSION  
PASSENGER CARRIER EQUIPMENT STATEMENT (Form PL-664)**

SECTION 1 - CARRIER INFORMATION																	
PSG/CP#		CARRIER NAME								FICTITIOUS BUSINESS NAME / DBA (IF ANY)							
BUSINESS ADDRESS			CITY			STATE		ZIP CODE		PHONE							
EMAIL ADDRESS										CA#							
SECTION 2 - EQUIPMENT																	
NEW APPLICATION		RENEWAL APPLICATION		REFILE APPLICATION		UPDATE (Add/Delete/Change)											
NOTE: In "SEATS" indicate the seating capacity (i.e., number of seats), including the driver.																	
ADD		DELETE		CHANGE		LICENSE PLATE		STATE		VEHICLE IDENTIFICATION NUMBER (VIN)		AUTONOMOUS VEHICLE					
												Yes No					
SEATS		BODY TYPE		YEAR		GVWR (LB)		CHASSIS STRETCH (INCHES)		HANDICAPPED ACCESSIBLE		MODIFIED LIMOUSINE		# of FIRE EXTINGUISHERS		# of EMERGENCY EXITS	
										Yes No		Yes No					
TERMINAL ADDRESS				CITY				STATE		ZIP		PHONE					
ADD		DELETE		CHANGE		LICENSE PLATE		STATE		VEHICLE IDENTIFICATION NUMBER (VIN)		AUTONOMOUS VEHICLE					
												Yes No					
SEATS		BODY TYPE		YEAR		GVWR (LB)		CHASSIS STRETCH (INCHES)		HANDICAPPED ACCESSIBLE		MODIFIED LIMOUSINE		# of FIRE EXTINGUISHERS		# of EMERGENCY EXITS	
										Yes No		Yes No					
TERMINAL ADDRESS				CITY				STATE		ZIP		PHONE					
ADD		DELETE		CHANGE		LICENSE PLATE		STATE		VEHICLE IDENTIFICATION NUMBER (VIN)		AUTONOMOUS VEHICLE					
												Yes No					
SEATS		BODY TYPE		YEAR		GVWR (LB)		CHASSIS STRETCH (INCHES)		HANDICAPPED ACCESSIBLE		MODIFIED LIMOUSINE		# of FIRE EXTINGUISHERS		# of EMERGENCY EXITS	
										Yes No		Yes No					
TERMINAL ADDRESS				CITY				STATE		ZIP		PHONE					
SECTION 3 - CERTIFICATION																	
I certify that the above information is accurate and that each vehicle listed is covered by an automobile liability insurance policy, which provides at least the following minimum amount of coverage based on vehicle seating capacity (not including the driver):																	
7 passengers or less - \$750,000 • 8 through 15 passengers - \$1.5 million • 16 passengers or more - \$5 million Note: Any vehicles operated under a TCP "C" Certificate only requires \$750,000																	
Signature				Print Name				Date									
CALIFORNIA HIGHWAY PATROL RECOMMENDATION (FOR CHP USE ONLY)																	
Signature				Date				<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> Other									
Remarks:																	
Division																	
<b>PLEASE ALLOW 7-10 BUSINESS DAYS FOR PROCESSING</b>																	
PL-004 (Rev. 10/2018)																	



# 5. Vehicle Registration

1L 09/30/2017 TO 09/30/2018 A0 TAXI

ODY TYPE MODEL	CYLS.	DATE FIRST SOLD	CLASS	MAKE	Yr. Model
M		00/00/2016	TX	CADI	2016

DATE ISSUED: 18/09/2017

TYPE VEH	MP	AX	WC	UNLADEN/GGW	TOTAL FEES PAID
32X	F	2	E	05549	\$737

1900

OWNER: XXXXX LIMOUSINE SVC INC 101

0 MD

W0154  
L0432  
21030 E0040  
141072820171619

STATE OF CALIFORNIA  
DEPARTMENT OF MOTOR VEHICLES  
VALIDATED REGISTRATION CARD  
READ REVERSE SIDE - IMPORTANT INSTRUCTIONS

The “Owner” listed on the registration may be any of the following:

- Company’s Legal Name or DBA
- Name of Owner/Sole Proprietor
- Name of Managing Member of LLC (If applicable)
- Name of Officer of Inc. (If applicable)

Other entity names are not accepted.

# How to get a NELA – Required Documents

1. Corporate Documents
2. Fictitious Business Name Statement (FBNS)
3. California Public Utilities Commission (CPUC) Certificate
4. City of Los Angeles Business Tax Registration Certificate (BTRC)
5. Valid DMV Registration(s) for each vehicle

Once you have obtained all required documents, have them ready in digital form (pdf or jpg) to begin the online application process.



# NELA Online Application

Once you have obtained all required documents, have them ready in digital format (pdf or jpg) and begin the online application process at <http://lax.to/Permits>



Apply for a Non-Exclusive License Agreement or Prepaid Invoices Agreement

Ground Transportation Applicant

Company Information

Required Documents

Vehicles

Submit Page

## Ground Transportation Applicant



### Rules and Regulations

All applicants must abide by the [LAX Ground Transportation Rules and Regulations](#).

### New Applicant

Welcome to the Los Angeles World Airports Ground Transportation Application site.

Here you can apply for a Non-Exclusive License Agreement (NELA) to conduct commercial ground transportation Charter-Party Carrier (TCP), Passenger Stage Corporation (PSC), or Courtesy Vehicle Transportation Services at Los Angeles International Airport (LAX).

Here you may also apply for the TCP prepayment/invoicing program.

This site will guide you through the process of renewing your NELA or applying for a Pre-paid Invoice. Once your application has been submitted, you will receive email updates on the status via the email address we have on file for you.

Before you get started on the application process, please enter your name and email so that you can return to this application if you decide to save your progress and return to complete it at a later time.

Select the type of ground transportation service you want to apply for. Then select next page (right arrow) to continue or use the left navigation menu to select "Company Information."



# Applicant Information

1. Enter your name and email address.

Reason for Form: select “Non-Exclusive License Agreement”

**LAWA**  
LOS ANGELES WORLD AIRPORTS

Apply for a Non-Exclusive License Agreement or Prepaid Invoices Agreement

**Ground Transportation Applicant**

**Rules and Regulations**

All applicants must abide by the LAX Ground Transportation Rules and Regulations.

**New Applicant**

Welcome to the Los Angeles World Airports Ground Transportation Application site.

Here you can apply for a Non-Exclusive License Agreement (NELA) to conduct commercial ground transportation Charter-Party Carrier (TCP), Passenger Stage Corporation (PSC), or Courtesy Vehicle Transportation Services at Los Angeles International Airport (LAX).

Here you may also apply for the TCP prepayment/invoicing program.

This site will guide you through the process of renewing your NELA or applying for a Pre-paid Invoice. Once your application has been submitted, you will receive email updates on the status via the email address we have on file for you.

Before you get started on the application process, please enter your name and email so that you can return to this application if you decide to save your progress and return to complete it at a later time.

Select the type of ground transportation service you want to apply for. Then select next page (right arrow) to continue or use the left navigation menu to select 'Company Information.'

Name \* ⓘ

This is a required field

Email \* ⓘ


This is a required field

Reason For Form \*

Non-Exclusive License Agreement  Pre-paid Invoice

This is a required field

<https://lawa-us-gov.intelldox.com/Produce/wizard/a7f594e3-f9fa-48cb-9c7a-835a6b5f1eed/#void>

Click  to save information and move to the next screen.





# Company Information

2. Type of Operator: select TCP/Transportation Charter Party

Green check indicates this section of the application is complete.

- Ground Transportation Applicant
- Company Information**
- Required Documents
- Vehicles
- Submit Page

## Company Information

Application Type:

Business Type

[Type of Operator](#)

Type of Operator \*

TCP/Transportation Charter Party  PSC/Passenger Stage Corporation  Courtesy

[State/Federal Authority](#)


[Operating Name](#)

[Type of Business](#)

[Company Contacts](#)

[Application Signer](#)



Click  to save information and move to the next section.

# Company Information

3. State/Federal Authority: select TCP and enter in your CPUC certificate number

Ground Transportation Applicant

Company Information

Required Documents

Vehicles

Submit Page

## Company Information

Application Type:

Business Type

Type of Operator ✓ ↓

State/Federal Authority ↑

TCP  PSC/MCC

Number ⓘ

Operating Name ↓

Type of Business ↓

Company Contacts ↓

Application Signer ↓

→

Click → to save information and move to the next section.

# Company Information

4. Business Legal Name: enter your legal business name

Operating Name ⓘ

**Operating Name**

Business Legal Name \*

Business Operating Name (DBA-Doing Business As)

Business Location Address 1 \*

Business Location Address 2

City \*

State \*

CA

Zip Code \*

Business Phone Number \*

(###) ###-####

Business Email \*

Business Tax Registration Certificate Number \*

#####-#### #

5. Business Operating Name: enter your operating name (i.e. DBA-doing business as)

*If your Operating Name is exactly the same as your Business Legal Name or you do not have a DBA, leave the line blank. Otherwise the application will be rejected.*



# Company Information

## 6. Type of Business: indicate the legal formation of the company

Type of Business

Individual/Sole Proprietor  Partnership  Limited Liability Company (LLC)/Limited Partnership (LP)  Corporation

Was the LLC/LP Formed outside of California \*

Yes  No

Business Legal Name

If this LLC has only one member, you may enter the same name twice but with two different titles

Managing Members			
	First Name	Last Name	Title
<input type="checkbox"/>	Ian	Ong	President
<input type="checkbox"/>	Chau	Nguyen	Chief Executive Officer

Add Business Member Remove Business Member

Email

iong@lawa.org

cmnguyen@lawa.org

*Partnerships, LLC/LPs and Corporations must list at least two members/officers from the Statement of Information and two unique emails.*

# Company Information

## 7. Contact Names

*The Contract Issues contact name will be the primary contact for the License Agreement and airport operations.*

Company Contacts

Contract Issues

First Name \*

Mai

Last Name \*

Ride

Title

Ms.  Miss  Mrs.  Mr.  Other

Address 1 \*

1 World Way

Address 2

City \*

Los Angeles

State \*

CA

Zip \*

90045

Phone

4246466460

Email

MaiRide@lawa.org

Add Contract Contact Remove Contract Contact

Finance Issues

Permit/Operations Issues

*Finance and Operations contact names are optional.*

If different from the Contract contact, enter Finance/Billing contact name and information and enter Operations/Permits contact information.



# Company Information – Remove Contact

## 7. \*Contact Names

To remove a contact entry, check the box in the upper left and click “Remove Contact”

Company Contacts

Contract Issues

First Name \*

Mai

Last Name \*

Ride

Title

Ms.  Miss  Mrs.  Mr.  Other

Address 1 \*

1 World Way

Address 2

City \*

Los Angeles

State \*

CA

Zip \*

90045

Phone

4246466460

Email

MaiRide@lan.org

Add Contract Contact Remove Contract Contact

Removal of Finance and Operations contact names may be done in the same way.

# Company Information

*The non-refundable application fee will be collected after the entire online application is finished.*

## 8. Application Signer

Application Signer ✓ ↕


Los Angeles uses DocuSign E-Signature for the signing of the Ground Transportation Application and the collection of fees.

Signer Full Name \* ⓘ

Signer Email Address \* ⓘ

Signer Title ⓘ

*This signer should be authorized to submit the application on the company's behalf.*

Click  to save information and move to the next screen.

# Required Documents

9. Upload the pdf or jpg digital copy of each required document listed.

**LAWA**  
LOS ANGELES WORLD AIRPORTS

Home Apply for a Non-Exclusive License Agreement or Prepaid Invoices Agreement

Log Out **10**

Ground Transportation Applicant  
Company Information  
**Required Documents**  
Vehicles  
Submit Page

### Required Documents


These are the documents that are required to be uploaded with your application. Vehicle registrations are uploaded on the Vehicles page.

Application Type:  
NELA

Business Type  
CORPORATION

**Documents to be uploaded**

CPUC Certificate *	Corporate Statement of Information *
<input type="checkbox"/> Show Sample	<input type="checkbox"/> Show Sample
Business Tax Registration Certificate *	Articles of Incorporation
<input type="checkbox"/> Show Sample	<input type="checkbox"/> Show Sample
	Foreign Corporation Certificate *
	<input type="checkbox"/> Show Sample

Click  to save information and move to the next screen.



# Required Documents

10. Vehicle Information: enter the details for each vehicle to add to your account and upload the current vehicle DMV registration for each vehicle listed

*There must be at least one vehicle entered to complete the application.*

***All vehicles must be listed with the CPUC.***

# Submit Application

11. To submit the information and documents, click the Submit button.

**LAWA**  
LOS ANGELES WORLD AIRPORTS

Apply for a Non-Exclusive License Agreement or Prepaid Invoices Agreement

**Submit Page**

When you submit this application:

- You will be sent to DocuSign to provide an E-signature.
- If the Application is for a Non-Exclusive License agreement, a non-refundable application fee of \$150.00 will be collected during the DocuSign session
- When the DocuSign session is complete, you will be sent to a confirmation page and your application will be forwarded to LAX Ground Transportation for Review

**Submit**

**There are still a few more steps to go.**

*The application fee will be collected in a separate section to follow in the application process.*

# DocuSign

## 12. Read and acknowledge the use of electronic records and signatures

Please Review & Act on These Documents

 **LAWA Ground Transportation**  
Los Angeles World Airports (LAWA)

NELA Application

**Check the box here**

I agree to use electronic records and signatures.

**CONTINUE** **OTHER ACTIONS** ▾

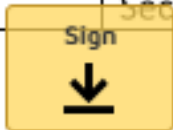
Date: 4/19/2021  
Travis Account No:  
GROUND TRANSPORTATION LICENSE AGREEMENT INFORMATION FORM

  
Powered by **DocuSign**

Click "Continue" to save information and move to the next screen.

# DocuSign

13. Click “Finish” to get to the application signature field.

Jocelyn Ong	Secretary	ianso@hotmail.com
		4/15/2021
Signature		Date Signed

Click on the “Sign” image and a screen will appear to confirm the signatory information.

*Select a style, draw your own signature, or upload a picture of your signature.*

**Adopt Your Signature** ×



Confirm your name, initials, and signature.

\* Required

Full Name\*  Initials\*

[SELECT STYLE](#) [DRAW](#) [UPLOAD](#)

PREVIEW [Change Style](#)

DocuSigned by:  DS   
8549DB36979A4ED...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

**ADOPT AND SIGN** CANCEL

If no corrections are needed, click “Adopt and Sign.”

# DocuSign

The signature is then inserted in the form – example below

Jocelyn Ong	Secretary	ianso@hotmail.com
	<small>DocuSigned by:</small> Jocelyn Ong <small>22400630979A4ED...</small>	4/15/2021
	Signature	Date Signed

**14. VERY IMPORTANT: Click “Finish” again.**



*The “Finish” button is located on the top right of the screen.*

# Application Fee

15. Submit \$150 non-refundable Application Fee



*LAWA only accepts credit card payments*

### Payment

**Pay Now** Total \$150.00 USD

Payment Method

CREDIT CARD  BANK ACCOUNT

First Name  Last Name

Debit/Credit Card

Expiration Date   Security Code

**NEXT**

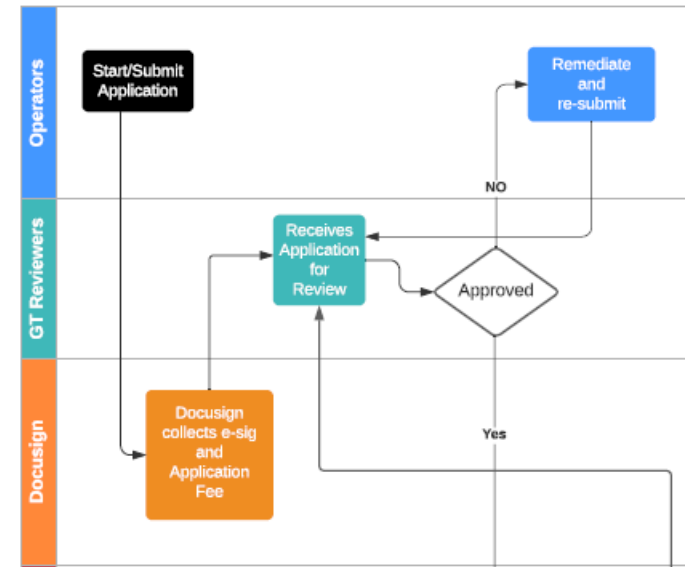
# Application Complete

Once your payment is accepted, your application submittal is complete.

Next, your application will then be reviewed by LAX Ground Transportation staff for completeness. If there are any corrections needed, a notice will be emailed from *SmartIQ* to the email provided in the application. Please check spam/junk mail for notifications.

This review process may take up to **4 weeks**.

After everything you provided is correct and complete, a Non-Exclusive License Agreement (NELA) document will be routed to the email(s) you provided for electronic signature.



# Sign NELA with DocuSign


Thu 4/15/2021 3:51 PM  
DocuSign NA3 System <dse\_NA3@docusign.net>  
Documents to be Signed

To: ONG, IAN S.  
[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

# LAWA

LOS ANGELES WORLD AIRPORTS

Click "Review Document"



LAWA Ground Transportation sent you a document to review and sign.

[REVIEW DOCUMENT](#)

LAWA Ground Transportation  
[GTApplications@lawa.org](mailto:GTApplications@lawa.org)  
Documents to be Signed

You will receive an email from *DocuSign* when it is time to review the License Agreement and electronically sign your NELA.





# Sign NELA with DocuSign

This is the next screen where you actually sign your contract.

Then click "Finish"

Click "Sign"


START

IN WITNESS WHEREOF, City has caused this License to be executed by the Executive Director and Licensee has caused the same to be executed by its duly authorized officers and its corporate seal to be hereunto affixed,<sup>1</sup> all as of the day and year first hereinabove written.

ATTEST:

**Lb Limo Inc**

Date: \_\_\_\_\_ Date: 3/24/2021

By: \_\_\_\_\_ By: 

\_\_\_\_\_ Sedgwick McCray  
Full Name Full Name  
Secretary Chief Executive Officer  
Title Title

<sup>1</sup>If Licensee is a partnership, a general partner should sign. If Licensee is a sole proprietorship or non-corporate business, an owner should sign.

APPROVED AS TO FORM: CITY OF LOS ANGELES

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

By: \_\_\_\_\_ By: \_\_\_\_\_


\_\_\_\_\_ Nichole Kelso, City Attorney \_\_\_\_\_ David Reich  
Full Name Full Name  
Deputy/Assistant City Attorney Executive Director, Department of Airports  
Title Title

FINISH

# Insurance Profile

Once your NELA is in process you will receive an **email** from LAWA Risk Management that sets up your account insurance profile with LAX.

Be sure to share this email with your insurance agent. The **insurance agent** must follow the instructions to upload the proper information into the PINS Advantage system.

**Email** 

**Subject:** Insurance Certificate Request from Los Angeles World Airports  
**Date:** 9/1/2016 10:28 AM  
**From:** Risk Management  
**To:**  
**CC:**

**Message:** Please be advised you need to provide Los Angeles World Airports with proof of insurance. **FORWARD THIS EMAIL TO ALL AGENTS HANDLING YOUR INSURANCE.** As a Charter Party Carrier the auto liability limits are dependent on the vehicle passenger counts, so the current requirement is blank. Please submit proof of current coverage and we will adjust the requirements accordingly. We have automated our insurance certificate tracking using PinsAdvantage. Your agent will need to provide us with the insurance certificate and any associated documentation through the following website: <https://www.pinsadvantage.com> Please forward this email to any Agent handling your Insurance. Please follow the instructions below:

1. Logging onto PinsAdvantage.com
2. Register as new Agent
3. Enter this Job Code: !
4. Complete Agent Registration
5. Log in using User Name and Password
6. Click to the left side of page to add Certificate
7. Enter this Job Code: !
8. Complete sections of the Certificate applicable to your Agency, and include the required Endorsements

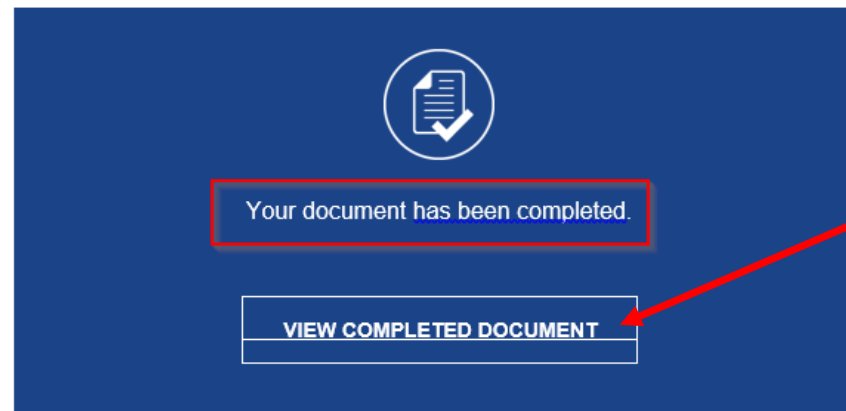
Thank you,



# Fully Executed NELA

Once all signatures are collected, from the City Attorney and the LAWA Chief Executive Officer, you will receive an email from DocuSign with a link to the final fully executed NELA.

**From:** DocuSign NA3 System <dse\_NA3@docuSign.net>  
**Sent:** Wednesday, February 24, 2021 3:36 PM  
**To:** GT Applications <GTApplications@lawa.org>  
**Subject:** Completed: Document to Sign



Click "View Completed Document"

Download a copy for your records.



# Having Trouble?

Submit an online Service Request, if you have any questions regarding your application process.

<http://lax.to/gtservicerequest>

# What's Next?...

## New Company Orientation (NCO)

Once your NELA is complete, within 2 weeks you will receive an email with instructions on how to access the online orientation and training.

You must complete the NCO and successfully pass the training test to move to the next steps to receive your LAX permit.



# Next Steps

After

1. NELA is fully executed,
2. Insurance approved by LAWA Risk Management, and
3. New Company Orientation completed

GT staff will assign an appointment date and time to bring the vehicle(s) to the office to be inspected and receive the new vehicle decal and transponder. No walk-ins accepted.



**Ground Transportation Services  
7301 World Way West, 1<sup>st</sup> Floor  
Los Angeles, CA 90045**

**Online Service Request Form**  
<http://lax.to/gtservicerequest>

Public Counter Service is by Appointment Only