



Transportation and Public Works Department

P.O. Box 1088 Austin, TX 78767
512-974-1150

Hotel Courtesy Vehicle Service Application

1. Hotel Name: _____ Telephone #: _____

Business Address: _____ Fax #: _____
Street City State Zip

Email Address _____

2. Please circle the type(s) of Operating Authority requested:

- 1. Hotel Shuttle
- 2. Hotel Courtesy Service

3. The following information must be provided for the applicant, each officer, director, partner, and any other person who will participate in the business decisions of or who has the authority to enter contracts on behalf of the ground transportation service. This information is to be provided on a separate page and attached to the application.

General Manager's Name: _____ Texas Driver's License #: _____

*Contact IdentaGo at 1-888-467-2080 to schedule an appointment to submit your fingerprints for a DPS nationwide background report. Ensure that you provide them with the City's six-digit service code, **11GYVN**, to ensure the report is electronically sent to us within 48-72 hours after fingerprint submission.*

4. Provide a description of all criminal offenses. The certified criminal history information that we receive will cover all states and be valid for up to ten (10) years.

5. Number of permits requested for each service:

Hotel Shuttle _____

Courtesy Vehicle _____



Transportation and Public Works Department

P.O. Box 1088 Austin, TX 78767
512-974-1150

6. Provide the following information for each vehicle to be used to provide the service

(if additional space is needed include on a separate page):

	Yr.	Make	Model	Capacity	LP	VIN
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

7. Name of Insurance Co.: _____ **Agent Name:** _____

Agent Phone #: _____ **Agent Insurance License #:** _____

8. The applicant must provide the following information and attach as part of the application:

- a. Copies of the appropriate following documents to verify that each vehicle proposed to be operated by the applicant is owned, leased, or under contract by the applicant:
 - 1. Certificate of Title.
 - 2. Lease/rental contract, or
 - 3. Other contract as appropriate.

- b. Certified copies of any documents required by state law to be filed for the business entity to legally exist, and a statement from the Texas Secretary of State certifying that the business is in good standing if state law requires the entity to file documents with the Texas Secretary of State.

