



**CITY OF AUSTIN
AUSTIN TRANSPORTATION DEPARTMENT**

Application for Ground Transportation Service Operating Authority

1. Service Name: _____ Telephone #: _____

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

Email Address _____

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

Limousine Service Airport Shuttle Service Shuttle Service Charter Service Non-motorized Service
Touring/Sightseeing

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.

Name: _____ Texas Drivers License #: _____

Address: _____ Telephone #: _____
Street City State Zip

Number of years of Texas residency: _____

Provide a description of all criminal convictions and attach a criminal history certified by the Texas Department of Public Safety. If Texas residency has been less than three (3) years, the criminal history information must be provided and certified by the corresponding governmental authority in the former state(s) of residence. The certification of the criminal history information must have occurred within 30 days preceding the submission of the application.

4. Number of permits requested for each service:

- Limousine _____
- Airport Shuttle _____
- Shuttle _____
- Charter _____
- Non-motorized _____
- Touring/Sightseeing _____

5. 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	Body Style	Passenger Capacity	Service Type*	License Number	Vehicle Identification Number
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

** (L) Limousine (A) Airport Shuttle (S) Shuttle (C) Charter (N) Non-motorized (T) Touring/Sightseeing

6. Name of Insurance Co.: _____ Agent Name: _____
 Agent Phone #: _____ Agent Insurance License #: _____

7. 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.
 - c. A description of the applicant’s ground transportation service experience.
 - d. A detailed description of the proposed service.
 - e. The proposed rate of fare.
 - f. A certificate of insurance as proof of insurance coverage, listing the City of Austin as additional insured.
 - g. An affidavit certifying that there are no outstanding judgements related to ground transportation service against a person described in Item #3 of this application.

