

Dallas/Fort Worth International Airport Board  
Ground Transportation Regulation  
Courtesy Vehicle Service On-line Operating Authority Renewal Application Process

Hotels and off-airport parking companies who wish to renew courtesy vehicle operating authority at Dallas/Fort Worth International Airport are required to complete a courtesy vehicle service operating authority renewal application in accordance with Chapter 5 of the Code of Rules and Regulations of the Dallas/Fort Worth International Airport Board, as may be amended. All the necessary renewal applications and forms are attached for your convenience. Should you need assistance or have questions, please contact us at:

Ground Transportation Regulation  
PO Box 619428  
DFW Business Center, South Tower, Level P1  
2150 North Service Road  
DFW Airport, Texas 75261-9428  
Phone: 972 574 5879  
Fax: 972 574 9678  
Email: [GT@dfwairport.com](mailto:GT@dfwairport.com)  
Office Hours: Monday through Friday, 8:30 am to 4:00 pm with the exception of Airport Board holidays and the first Wednesday of each month

Please follow the steps listed below to renew your courtesy vehicle service operating authority at Dallas/Fort Worth International Airport Board:

- I. Completely fill out each of the attached applications and forms
- II. Have an authorized representative sign all documents where indicated, then mail, email, fax or bring them to the Ground Transportation Regulation Office
- III. We will be happy to bill you for the associated fees or you can remit payment with cash, check or credit card, but please do not send cash through the mail.

To find the list of current fees for Ground Transportation, you may review the Dallas/Fort Worth International Airport Board Schedule of Charges, as amended, on-line at <http://www.dfwairport.com/airport/financials.html> in the Ground Transportation section. You may review Chapter 5 of the Code of Rules and Regulations of the Dallas/Fort Worth International Airport Board at <http://www.dfwairport.com/airport/publications.htm> regarding the regulations governing courtesy vehicle service.

If you have any questions regarding the renewal of your courtesy vehicle service operating authority process, please contact the Ground Transportation Regulation Office at the phone number or email address listed above.

Dallas/Fort Worth International Airport Board  
Ground Transportation Regulation  
OPERATING AUTHORITY RENEWAL CHECKLIST  
Courtesy Vehicle Service

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

Company Name: \_\_\_\_\_

Company Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person Telephone Number: \_\_\_\_\_ Contact Person Facsimile Number: \_\_\_\_\_

The following information and fees must be received in the Ground Transportation Regulation Office prior to operating authority issuance:

- \$290.00 Courtesy Vehicle Operating Authority annual fee  To Be Billed
- \$10.00 annual decal fee for each vehicle  To Be Billed
- Operating Authority Renewal Application for Courtesy Vehicle Service (application attached)
- Authorized Signature Form (form attached)
- Website Link Application (optional - application attached)
- Courtesy Vehicle Decal Application for each vehicle (application attached)
- Original Acord Certificate of Liability Insurance which includes the declaration page of the policy, TE 99 01B or equivalent – Additional Insured, TE 99 76B or equivalent – Fleet Schedule, TE 03 01B or equivalent – Deductible Liability Insurance, the Acord Form Certificate of Insurance to show proof of Professional Liability, Errors & Omissions Insurance for the insurance producer and a copy of the automobile liability insurance policy, which are sent directly to the Ground Transportation Regulation Office from the producer of your insurance policy

***Ground Transportation Regulation Office Use Only:***

Date Application Received: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

(Check One)

Cash

Check # \_\_\_\_\_

Credit/Debit Card

Receipt Number: \_\_\_\_\_

GTAS: \_\_\_\_\_

Dallas/Fort Worth International Airport Board  
Ground Transportation Regulation  
OPERATING AUTHORITY RENEWAL APPLICATION  
Courtesy Vehicle Service

**Part I – Business Information**  
**Parking**

**Nature of Business:**  *Hotel*

Company Name: \_\_\_\_\_

Company Street Address: \_\_\_\_\_

Company Mailing Address: \_\_\_\_\_

Company Telephone Number: \_\_\_\_\_ Company Facsimile Number: \_\_\_\_\_

Telephone Number for Customers/Guests: \_\_\_\_\_

To be used for traveler information phones

Company Website Address: \_\_\_\_\_

Manager/Director/President: \_\_\_\_\_

Name

Title

Contact Person: \_\_\_\_\_

Contact Person Telephone Number: \_\_\_\_\_ Contact Person Facsimile Number: \_\_\_\_\_

Contact Person E-Mail Address: \_\_\_\_\_

Do you provide transportation services to Dallas/Fort Worth International Airport for patrons other than your business entity?  Yes  No

If so, please list the name, business address and telephone number of all entities for whom you provide transportation services:

Name	Address	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Part II – Automobile Liability Insurance Information**

Number of vehicles to be authorized for your courtesy vehicle service: \_\_\_\_\_  
**Complete a decal application for each vehicle to be authorized.**

Attach a copy of your Acord Certificate of Liability Insurance and a list of vehicles currently covered under the policy.

Insurance carrier providing coverage: \_\_\_\_\_

Agent: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Agent's Address: \_\_\_\_\_ Policy Deductible: \_\_\_\_\_

Agent's Telephone Number: \_\_\_\_\_ Policy Expiration Date: \_\_\_\_\_

I certify that the above information given is true and correct.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Dallas/Fort Worth International Airport Board  
Ground Transportation Regulation  
AUTHORIZED SIGNATURE FORM  
Courtesy Vehicle Service

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Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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This form provides the means of identifying those persons you wish to have signatory authority for vehicle decal applications and purchasing Scrip. Print the names of those authorized to sign, then have each individual sign their name. Signatures not matching will be denied. Please notify us on company letterhead of additions or deletions to this list.

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Name (Print or Type)	Signature
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	
6. _____	
7. _____	
8. _____	

Dallas/Fort Worth International Airport Board  
Ground Transportation Regulation  
WEBSITE LINK APPLICATION

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

Holder Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person Telephone Number: \_\_\_\_\_

Contact Person Facsimile Number: \_\_\_\_\_

Contact Person E-Mail Address: \_\_\_\_\_

Holder Website Address: \_\_\_\_\_

The Dallas/Fort Worth International Airport Board will not be responsible for updating or ensuring the accuracy of individual linked sites. Each company will be responsible for updating their own individual linked sites and notifying Ground Transportation Regulation in writing of any changes to the company's website address. By signing this application, I agree to the stated terms and conditions.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Dallas/Fort Worth International Airport Board  
Ground Transportation Regulation  
DECAL APPLICATION  
Courtesy Vehicle Service

A completed decal application is required for each courtesy vehicle

Company Name: _____	
Company Mailing Address: _____ _____	
Company Telephone Number: _____	
Vehicle Information	
Make: _____	Model: _____ Year: _____
License Plate Number: _____	State: _____
Vehicle Identification Number: _____	
Expiration Date of Texas State Inspection Sticker: _____	
Vehicle Seating Capacity (including driver): _____	
Fuel Type:	<input type="checkbox"/> Gasoline <input type="checkbox"/> Other _____
_____	_____
Authorized Signature	Date

<b><i>Ground Transportation Regulation Office Use Only:</i></b>	
Received On: _____	By: _____ Approved On: _____ By: _____
Paid: \$ _____ Cash/Check	Decal Number Issued: _____
\$ _____ To Be Billed	NTTA Tag: _____
\$ _____ Credit/Debit	
Annual Decal fee is \$10.00    Temporary Decal fee is \$10.00	