

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
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) <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____	<input type="checkbox"/> 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

Company Name: _____

Authorized Signature: _____

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.

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

