**Information Sheet**

**Additional Vehicles Hearing Required Application**

Important Facts

Prior to approving an application for additional vehicles, the Department will confirm the items below:

* + all vehicles currently authorized are registered with DMV
  + all vehicles currently authorized have been in use during the past year
  + all owners, partners, officers or members have a current criminal conviction history report
  + the company’s headquarters is located at the address noted in our records
  + there are no outstanding violations or matters pending adjudication against the company
* Additional vehicles authorized under this procedure carry the same restrictions as the Permit carries, if any. For example, if the company was issued a Permit restricted to Elderly and Handicapped Livery Service, the additional vehicles authorized are also restricted to Elderly and Handicapped Livery Service.

**Steps to obtaining up to two Additional Vehicles, Hearing Required**

1. Ensure the Criminal Conviction History Report for each owner, partner or member of the company has not expired. If you are not sure when a Criminal Conviction History Report expires, you can contact the Regulatory and Compliance for that information.
2. Obtain a Criminal History Record Request Form and an Application for Additional Vehicles Hearing Required from the Department’s website: **CT.gov 🡪 Executive 🡪 Transportation 🡪 Doing Business with CT 🡪 Permits & Licenses 🡪Public Transportation 🡪Regulatory & Compliance Unit**
3. If necessary, submit the Criminal History Record Request Form to the State Police.
   1. State police will send the Criminal History Report directly to DOT.
4. Complete the DOT application form, including the Tariff Sheet, Balance Sheet & Notarized Signatures.
5. DOT Regulatory and Compliance staff will contact you after they receive the Criminal History Report or, if your Criminal Conviction History Report is current, you may visit DOT during public hours to submit your application.
6. After DOT staff contacts you, bring your application to the Regulatory & Compliance Unit.
   1. **See reverse side** for Public hours.
   2. **See reverse side** for what to bring with you when applying for additional vehicles, hearing required.
7. Regulatory and Compliance staff will review the application and attachments for completeness.
8. If all is in order, the application will be sent to the Administrative Law Unit to schedule a hearing.
9. A notice of the application will be sent to interested parties, including local governmental officials and other livery providers in the area of the proposed new service.
10. At the hearing, you will have an opportunity to document the need for new livery service in the affected area and to counter any opposition raised to the application.
11. A Final Decision will be issued advising you of the Department’s decision approving or denying the application.
12. See “**A Guide to the Application Process at the Connecticut Department of Transportation**” for information on an administrative hearing. A copy of the pamphlet can be obtained at the Regulatory and Compliance Unit.
13. If the Final Decision approves your application, the applicant should follow the directions enclosed with the decision concerning vehicle inspection and applying to DOT for approval to register your vehicle with DMV.
14. If an inspection is not required or if one is required and is successfully completed, return to the Regulatory and Compliance Unit to complete the process to receive approval to register your vehicle(s) with DMV.
    1. **See reverse side** on what to bring when applying for approval to register your vehicle(s).
15. If everything is in order, your documents will be processed and you will be able to proceed to DMV to register your vehicle and to pay for and receive your “L” plates.
16. If the Final Decision denies your application, you can appeal the Final Decision to Superior Court within 45 days of the date of the Final Decision.

**Information Sheet**

**Additional Vehicles Hearing Required Application**

**Department of Transportation, Regulatory and Compliance Unit, Public Hours**

**Tuesdays and Thursdays**

**9:00 am to 11:15 am**

**1:00 pm to 3:15 pm**

For more than 4 transactions, please call 860-594-2865 for an appointment

**Things to bring with when applying for Additional Vehicles Without a Hearing**

* a completed application
* $200.00 fee
* a photo ID
* if you are not an owner, partner or officer, bring a Limited Power of Attorney giving you authorization to complete transactions in the name of the company

**When is an Inspection Required?**

* You **do not need an inspection** if your vehicle has a sedan-type body and a seating capacity of 7 or less
* You **do need an inspection** if your vehicle has a seating capacity of 8 to 10, regardless of body type
* All Van-type vehicles must be inspected, as well as all SUVs, Crossovers and Station Wagons
* Vehicles must be inspected within thirty (30) days of the date of the Final Decision and Inspections are good for thirty (30) days, so you must register you vehicle with DMV within 30 days of the inspection.

**What Safety Items are Required?**

* Vehicles that share a common load area (for luggage etc.) with the passenger compartment need the following:
  + a floor to ceiling luggage barrier secured at the side and floor
  + three (3) reflective triangles
  + a mounted fire extinguisher - minimum 2.5lbs and
  + a first aid kit either mounted or in a labeled compartment

**Things to bring with you to DOT when applying for approval to register your vehicle with DMV**

* a copy of the decision authorizing additional vehicles
* a completed Department of Motor Vehicles (DMV) Registration Application, Form H-13, (on the DMV website)
* the Title to your vehicle(s) or the Bill of Sale
* insurance card(s)
* a photo ID
* if you are not an owner, partner or officer, a Limited Power of Attorney giving you authorization to complete transactions in the name of the company, and
* a completed DOT vehicle inspection form, if a vehicle inspection was required.

**For questions about:**

Vehicle Inspections, contact: Mr. Richard Majka at 860-594-2898

Financial and Tariff Forms, contact Mr. Sheldon Lubin at 860-594-2870

Hearings, contact: Ms. Linda Dillon at 594-2875

Application Process please call 860-594-2865