Information Sheet – Sale of a Livery Permit

**Important Facts**

* A permit holder can only sell vehicles that have been both registered and insured for the six months immediately preceding the sale and are currently registered.
* A buyer may buy all, a portion of or none of the seller’s vehicles.
* If the buyer is not purchasing any of the seller’s vehicles, they must register with DMV the same number of vehicles that were authorized under the permit being purchased. This must be done within 30 days of the date of the Final Decision by DOT authorizing the sale of the permit.
* If the permit being purchased authorizes interstate service, the buyer must show proof that they hold a Certificate for interstate commerce issued by the Federal Motor Carrier Safety Administration.
* Any restrictions to the seller’s permit are carried forward to the buyer’s permit. For example, if a permit restricted to Elderly and Handicapped Livery Service is sold, the buyer’s permit is also limited to Elderly and Handicapped Livery Service.
* To provide livery service one must have BOTH a permit from DOT and a Registration from DMV

**Steps to Selling a Livery Permit**

1. All owners, partners, officers or members of a company applying to purchase a livery permit must have a current Criminal History Record Report on file at the Regulatory and Compliance Unit.
2. Obtain a Criminal History Record Request Form and an Application for the Sale of a Livery Permit from the Department’s website: CT.gov 🡪 Executive 🡪 Transportation 🡪 Doing Business with CT 🡪 Permits & Licenses 🡪Regulatory & Compliance Unit
3. 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. If all Criminal History Reports are current, you may apply to the Regulatory & Compliance Unit when your application is complete.
6. If you needed to apply to the State Police for a new or updated Criminal History Report, DOT Regulatory and Compliance staff will contact you after they receive the Criminal History Report.
7. Bring your application to the Regulatory & Compliance Unit.
8. Regulatory and Compliance staff will review the application and attachments for completeness.
9. If additional information is needed, you will be contacted by Regulatory & Compliance staff. Applicants are required to file documents requested by the department within ten (10) business days from the date of the request. Failure to comply with the filing deadline may result in your application being administratively withdrawn by the department. When an application is administratively withdrawn, your fee cannot be refunded or used for any subsequent application.
10. You will be sent a Final Decision advising you of the Department’s decision approving or denying the application.
11. 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.
12. If an inspection is not required or if one is required and is successfully completed, return to the Regulatory and Compliance Unit to begin 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).
13. 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.

**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 to DOT for a Sale of a Livery Permit**

* a completed application
* $200.00 fee
* a copy of your insurance policy listing coverage, effective dates of that coverage and cost or, if you do not yet own the vehicle, a letter on the insurance company’s letterhead detailing the proposed limits of coverage and proposed cost of insurance
* 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
* a copy of your organizational documents and, if using a d/b/a, a copy of your trade name registration

**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 with your Permit Number issued by the Department
* a completed Department of Motor Vehicles (DMV) Registration Application, Form H-13, (on the DMV website)
* the Title to your vehicle or the Bill of Sale (for each vehicle)
* insurance card (for each vehicle)
* 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 each vehicle)

**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