Information Sheet

Additional Livery Service Headquarters Location

**Important Facts**

* The Department of Transportation (DOT) is required to post a notice that an application for an additional livery service headquarters location is pending. A legal ad is published in the newspaper and other interested parties are notified by mail.
* If the application is complete and no objection to the transfer is received within 30 days of the date the notice was published, the department will issue a Decision either allowing or denying the application.
* If an objection to the additional headquarters location is received, an administrative hearing is scheduled.
* A hearing officer from DOT will hold the hearing. At the administrative hearing, the applicant will have an opportunity to give testimony or present documents supporting the additional headquarters location.
* Others who may object to the transfer may be given the opportunity to question the applicant.
* Those who object may be members of the general public or other transportation service providers in the area.
* After the hearing, the hearing officer will consider all of the testimony and documentation provided and will issue a Decision either allowing or denying the application.

**Steps to Apply for Approval for an Additional Livery Service Headquarters Location**

1. All owners, partners, officers or members of a company applying to add a livery service headquarters location must have a current Criminal History Record Report on file at the Regulatory and Compliance Unit. **Criminal Conviction History Reports are required to be updated every two years.** Contact the Regulatory and Compliance Unit to obtain a Criminal History Record Request Form and an Application for an Additional Livery Service Headquarters Location. **See Reverse Side for details on what to bring to DOT when submitting an application for an Additional Livery Service Headquarters Location.**
2. If all required Criminal History Record Reports are current
	1. Complete the DOT application form, including the Tariff Sheet, Balance Sheet & Notarized Signatures
	2. Bring your application to the Regulatory and Compliance Unit of DOT **See Reverse side for Public Hours**
	3. Regulatory and Compliance staff will review the application and attachments for completeness
	4. If the application is complete, a notice of the pendency of the application will be published
	5. If no objection to the application is received within 30 days of the notice, a Decision will be issued either approving or denying the application
	6. If an objection to the application is received, an administrative hearing will be scheduled
	7. After the hearing, a Decision will be issued by the Department either approving or denying the application
3. If one or more of the required Criminal History Record Reports are not current
	1. Submit the Criminal History Record Request Form(s) to the State Police. The State Police will send the Criminal History Report(s) directly to DOT
	2. Complete the DOT application form, including the Tariff Sheet, Balance Sheet & Notarized Signatures
	3. DOT Regulatory and Compliance Unit staff will contact you after they receive the Criminal History Report(s)
	4. After being contacted by Regulatory & Compliance Unit staff, bring your application to the unit

**See Reverse side for Public Hours**

* 1. See steps c thru g above

**Things to bring with you when applying for an Additional Livery Service Headquarters Location**

* a completed application, including a Tariff Sheet, Financial Information and Notarized Signature page
* $200.00 fee, payable to Treasurer, State of Connecticut (cash, check, or money order)
* 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

**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

**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