**Information Sheet**

**Application for Additional Vehicles Without a Hearing**

Important Facts

* The Application for Additional Vehicles without a Hearing is only available to those who hold a General Livery, or Limited Livery Permit (a Limited Livery Permit is a permit issued for vehicles that provide livery service exclusively at funerals, weddings, christenings, processions or celebrations) or a permit to transport the Elderly and Handicapped.
* Those who hold a permit to engage in the transportation of passengers for hire by virtue of a contract with, or a lower tier contract for, any federal, state or municipal agency (also referred to as a Governmental Permit) and wish to add additional vehicles also must go through an application process that includes a hearing. **. (request an Application for Additional Vehicles, Hearing Required)**
* 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 on file 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. If the company was issued a Limited Livery Permit or a permit to transport Elderly and Handicapped, then additional vehicles authorized are also restricted in the same manner.

**Steps to obtaining up to two Additional Vehicles Without a Hearing**

1. Ensure the Criminal Conviction History Report for each owner, partner officer 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. A Criminal History Record Request Form will be provided with the Application for Additional Vehicles Without a Hearing.
3. If necessary, submit the Criminal History Record Request Form to the State Police.
4. State police will send the Criminal History Report directly to the Connecticut Department of Transportation (DOT).
5. Complete the DOT application form, including the Tariff Sheet & Notarized Signatures.
6. 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.
7. Bring your application and attachments 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 without a hearing
8. Please advise the Regulatory and Compliance staff if you are an owner, partner, officer or member of other entities licensed by the unit so a copy of your Criminal History Report can also be added to those files.
9. Regulatory and Compliance staff will review the application and attachments for completeness.
10. A Final Decision will be issued advising you of the Department’s decision approving or denying the application.
11. If the Final Decision approves your application, the applicant should refer to the “Next Steps” sheet 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 complete the process for receiving approval to register your vehicle(s) with DMV.
	1. **See reverse side** for 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.

**Information Sheet**

**Additional Vehicles Without a Hearing Application**

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

**Tuesdays Wednesdays and Thursdays**

**9:00 am to 11:30 am**

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

For more than 4 transactions, please email your LAA

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

* a completed application
* $200.00 fee
* a photo ID
* if you are not an owner, partner officer or member, 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
	+ Seatbelt cutter with integral hammer

**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, officer or member, bring 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, Financial and Tariff Forms, or the Application Process please visit our webpage:

 https://www.ct.gov/dot/cwp/view.asp?a=1386&Q=415026