

Obtaining Your Limousine Carrier License and Vehicle Certificates

Who Must Register

A **limousine carrier** is anyone who transports passengers, under a single contract and on a prearranged basis, in a limousine to a specific destination or for a particular itinerary. The term *prearranged basis* refers to the manner in which the carrier dispatches vehicles.

Limousine Carrier businesses based outside of Washington are not required to obtain a Washington State Limousine Carrier License unless their business includes picking up clients in Washington.

Forms To Complete:

- **Master Application.** See *Registrations & Licenses Required* (on reverse) for fees.
- **For Hire/Limousine Addendum.** This form certifies that all chauffeurs hired by you meet certain standards.

A **limousine** is a chauffeur-driven, unmetered, unmarked luxury motor vehicle. A limousine vehicle must meet one of the following definitions:

- **Stretch limousine:** An automobile that seats no more than 12 passengers behind the driver and has a maximum wheelbase of 285 inches.
- **Executive sedan:** A four-door sedan that seats no more than three passengers behind the driver and has a minimum wheel base of 114.5 inches.
- **Executive sport utility vehicle:** An automobile that seats no less than three and no more than six passengers behind the driver and has a minimum wheelbase of 116 inches.
- **Stretch sport utility vehicle:** An automobile that seats no more than 14 passengers behind the driver, or a total of 15 occupants including the driver, and has a maximum wheelbase of 325 inches.
- **Executive van:** A van, minivan or minibus that seats no less than seven passengers and no more than 14 passengers behind the driver.
- **Classic car:** A fine or distinctive automobile that is 30 years old or older.

Documentation Needed on Each Vehicle:

- **Certificate of Insurance or Bond.** Every vehicle must be covered by either a surety bond or a liability insurance policy. (See example below)
- **Vehicle Inspection Report** from the Washington State Patrol. There is a fee of \$25 per vehicle for the inspection report, paid to the Master License Service when you apply for your license.
- **Vehicle Registration** (See example below)

STATE OF WASHINGTON 1234B
DEPARTMENT OF LICENSING

VEHICLE TITLE APPLICATION/REGISTRATION CERTIFICATE
5/25/1999

LIC/PLT	ISSUE-DATE	TIN-NO	REG-EXP	VALUE-CODE	DEFE	MO-REG	MO-GMT
12345B	10/1999	S223344	10/20/2000	24689/1993	1	12	

POWER	USE	MO-	MAKE	SERIES/BODY	VIN OR SERIAL-NO	REG-CD	INC/UNINC
G	F/H	1993	LINC	CHP4D	1G1V52D8V193006	17	I

SCLMT	SEAT	GMT	GMT-SHRT	GMT-EXP	FLEET	FRSVEL	FRV-TITLE-NO	ST
00		/	/	/		26549C	9428622322	WA

COMMENT:
7 - 18 - USE TAX WAIVED (A) -COLOR -WHITE

BRANDS-WA/FORMER EXEMPT
MILEAGE 16879 A

REGISTERED OWNER: JOHN DOE DBA JOHN'S LIMOUSINE 122 CENTRAL AVE ANYWHERE WA 98111

LEGAL OWNER: (2)

CERTIFICATE OF INSURANCE (DATE 05/12/99)

PRODUCER GENERIC INSURANCE ABC LANE ANYWHERE WA 98111-1111	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT CONSTITUTE AN OFFER OF CONTRACTUAL INSURANCE AS DESCRIBED BY THE POLICY SETS FORTH.				
INSURED 1 JOHN DOE DBA: JOHN'S LIMOUSINE 122 CENTRAL AVE ANYWHERE WA 98111	COMPANIES AFFIRMING COVERAGE A INSURANCE COMPANY (5)				
COVERAGES					
EL	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRY DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY [] COMMERCIAL [] PERSONAL & AUTO [] PERSONAL & AUTO EXCEPT				ADDITIONAL COVERAGE PROPERTY DAMAGE MEDICAL & LEGAL DEFENSE AUTOMOBILE NON-OWNED AUTOES
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS X SCHEDULED AUTOS HIRE/RENTED AUTOS NON-OWNED AUTOS	R4603348A (3)	12/04/98 (4)	12/04/99 (4)	COMBINED SINGLE LIMIT BODILY INJURY BODILY INJURY (Per person) PROPERTY DAMAGE \$ 100,000 \$ 1,000,000 \$ 50,000 (6)
	LIABILITY ANY AUTO				OTHER THAN AUTOMOBILE BODILY INJURY PROPERTY DAMAGE MEDICAL & LEGAL DEFENSE
	EXCESS LIABILITY COMMERCIAL OTHER THAN AUTOMOBILE FROM				EXCESS LIABILITY COMMERCIAL OTHER THAN AUTOMOBILE FROM
DESCRIPTION OF OPERATIONS OR OTHER VERIFIABLE ACTIVITY 1993 LINCOLN TOWNCAR 1G1V52D8V193006 (7)					
CERTIFICATE HOLDER DEPT OF LICENSING MASTER LICENSE SERVICE (8) PO BOX 9034 OLYMPIA WA 98507					
CANCELLATION WHENEVER THE CERTIFICATE HOLDER HAS CANCELLED INSURANCE OR THE INSURANCE POLICY EXPIRES, THE CERTIFICATE HOLDER SHALL ADVISE THE DEPT. OF LICENSING BY MAIL TO THE ADDRESS AND PHONE NUMBER OF THE DEPT. OF LICENSING TO MAKE THIS CERTIFICATE VOID. THE HOLDER SHALL BE RESPONSIBLE FOR THE LIABILITY OF ANY AND ALL OTHER COMPANIES WHICH MAY BE INSURED BY THE CERTIFICATE HOLDER.					

- 1 Owner name must be the same on certificate of insurance and Master Application.
- 2 Registered owner must be: **owner name, sole proprietor, partner, corporate officer, or LLC member/manager.**
- 3 Include **policy number.**
- 4 **Policy effective & expiration dates** must show current coverage.
- 5 Display **name of insurance company.**
- 6 Minimum combined single limit coverage of \$1,050,000 **OR** split limit coverage of \$1,000,000/\$100,000/\$50,000.
- 7 Insurance certificate must show **year, make and complete VIN # of each car**, which must match vehicle registration certificate.
- 8 **Certificate holder** must be Dept. of Licensing, Master License Service, PO Box 9034 Olympia, WA 98507-9034
- 9 Use class must be "F/H".

See Reverse side for licesing fees and more information.

Registrations & Licenses Required

There are several registrations and licenses required if you are starting a new limousine carrier business.

Limousine Carrier Business License	\$40
Vehicle Certificate/Decal	\$25 per vehicle
Vehicle Inspection Report Fee	\$25 per vehicle
State Tax Registration	No fee
Registering Your Business Name as a Trade Name	\$5
Master Application Fee	\$15

Your Limousine Carrier Business License and your vehicle certificates must be renewed each year.

Other Requirements You May Need To Know:

Special Needs Vehicle Certificate.. \$25 per vehicle

This certificate authorizes the use of rented or leased vehicles not owned by the limousine carrier business. A separate certificate is required for each rented or leased vehicle operated as a limousine. The certificate may be acquired by a licensed limousine carrier at any time, but the certificate will expire on the expiration date of the current license regardless of the date on which the certificate was issued.

Submit proof of insurance for each rented or leased vehicle with the same liability limits as for a regular certificate.

A rental or lease agreement specifying a rental or lease period of no more than 30 days must be kept in the vehicle.

Change of Vehicle Certificate \$20 per vehicle

If you wish to make any changes to a vehicle certificate, you must submit the requested change in writing along with the change fee.

Duplicate Vehicle Certificate

To replace a lost or destroyed regular vehicle certificate contact (360) 664-1414. If you lose or destroy a special needs certificate, you must apply for a new special needs certificate.

Training Course Approval \$25

If you wish to provide a chauffeur training course for your employees, you may apply for approval of the training course with the Department of Licensing. Applications are available at (360) 664-1400.

Chauffeur Requirements

A limousine carrier must keep on file and make available for inspection the following information for *each* chauffeur:

- Proof that the chauffeur:
 - Is at least 21 year of age,
 - Holds a valid Washington State Driver's License,
 - Completed an approved chauffeur training course, and
 - Passed a written examination for the training course;
- The results of a background check performed by the Washington State Patrol; and
- A medical certificate certifying the individual's fitness to be a chauffeur (a new exam and medical certificate is required every three years).

Advertising

Your Unified Business Identifier (UBI) number must be included on any advertisement for your business.

License and Vehicle Certificate Renewal

The Master License Service will send you a renewal notice about 45 days before your license and certificates expire. To renew, return your renewal notice along with the following for **each** vehicle:

- Annual Vehicle Inspection Report from the Washington State Patrol
- The fees as indicated on the renewal notice.

For Problems and Questions

If you have a problem with or question about your business license, call the Master License Service at (360) 664-1400.

If you have a problem with or question about your vehicle inspection, call the Washington State Patrol.