**Information Sheet**

**New Restricted Intrastate Livery Permit Applications (“L” Plates)**

Important Facts

* Applicants may apply for a **restricted permit** to provide certain livery activities from one point in Connecticut to another point within Connecticut. Those restricted permits are for:
  + Government Livery (under contract)
  + Livery Service for Handicapped and Elderly Persons or,
  + Limited Livery Service (weddings, funerals, etc.)
* A Restricted Livery Service Permit holder who has also been issued a Federal Motor Carrier Safety Administration (FMCSA) Certificate and who registers that certificate with DOT may also provide livery service from one point in Connecticut to a point out of state. To apply for a Federal Motor Carrier Safety Administration Certificate, go to [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov).
* Applicants not holding a Restricted Livery Service Permit may receive a **permit** restricted to providing livery service solely from a point within Connecticut to a point outside the state (**Interstate** **Livery, “Z” Plate**), by: 1) applying for and receiving an FMCSA Certificate, 2) registering that certificate with DOT, 3) being issued a DOT Permit Number and 4) registering their vehicles with the Department of Motor Vehicles (DMV). (This process has a separate Application and Information Sheet).
* **To provide livery service one must have BOTH a permit from DOT and a Registration from DMV**

**Steps to obtaining a New Restricted Intrastate Livery Authority (“L” Plates)**

1. Obtain a Criminal History Record Request Form and an Application for New Restricted Intrastate Livery Authority from the Department’s website: CT.gov 🡪 Executive 🡪 Transportation 🡪 Doing Business with CT 🡪 Permits & Licenses 🡪Regulatory & Compliance Unit
2. Submit the Criminal History Record Request Form to the State Police.
   1. State police will send the Criminal History Report directly to DOT.
3. Complete the DOT application form, including the Tariff Sheet, Balance Sheet & Notarized Signatures.
4. DOT Regulatory and Compliance staff will contact you after they receive the Criminal History Report.
5. 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 a permit / hearing
6. Regulatory and Compliance staff will review the application and attachments for completeness.
7. If all is in order, the application will be sent to the Administrative Law Unit to schedule a hearing.
8. 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.
9. 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.
10. After the hearing, the Administrative Law Unit will send you a Final Decision advising you of the Department’s decision approving or denying the application.
11. If the Final Decision approves your application, follow 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 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).
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.
14. 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.

**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 Livery permit/hearing:**

* 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, officer or member, 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 Administrative Law Unit
* 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
* insurance card
* if you are not an owner, partner, officer or member, 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