

Getting a License Agreement

Charter Party Carrier operations to and from LAX



What is a NELA?

Non-Exclusive License Agreement (NELA)

- A NELA is a contract to provide commercial ground transportation services at LAX. Every commercial ground transportation operator providing services at LAX must have a valid NELA on file with Los Angeles World Airports.
- Without this authority, and valid LAX permit on the vehicle, the operator is subject to citation and vehicle impound.

How to get a NELA – Required Documents

In the following slides, we will review each document required to apply for a NELA at LAX:

1. Corporate Documents
2. Fictitious Business Name Statement (FBNS), if applicable
3. California Public Utilities Commission (CPUC) Certificate
4. City of Los Angeles Business Tax Registration Certificate (BTRC)
5. Valid DMV Registration(s) for each vehicle

All **MUST** be current and active. The legal and operating name **MUST** be identical on each document (i.e. spacing, punctuation, etc.)

Once you have obtained all required documents, have them ready in digital form (pdf or jpg) to begin the online application process.



1. Corporate Documents

The corporate documents to submit depends on your type of business

- **Sole Proprietor**
 - No corporate documents necessary if using legal, personal name only
- **Partnerships**
 - Submit copy of Partnership Agreement-maximum 4 partners & no company partners
- **Limited Liability Company (LLC)***
 - Submit Articles of Organization, and
 - Submit Statement of Information (list of all members)
- **Corporation (Inc.)***
 - Submit Articles of Incorporation, and
 - Submit Statement of Information (list of all officers)

Visit the CA Secretary of State site: <https://www.sos.ca.gov/business-programs/business-entities/forms/>

*** IMPORTANT:** LLC and Inc. documents MUST have seal stamped to verify they are approved and on file with the California Secretary of State. Members/Officer names MUST be identical to listing with the California Public Utilities Commission (CPUC).



EXAMPLES – Corporate Documents

Documents submitted **MUST** have official **California** Secretary of State stamp showing file number and filing date

Secretary of State ARTS-PC
Articles of Incorporation of a Professional Corporation

FILED
 In the office of the Secretary of State of the State of California
 This Space For Office Use Only

IMPORTANT — Read Instructions before completing this form.
Filing Fee — \$100.00
Copy Fees — First page \$1.00; each attachment page \$0.50; Certification Fee — \$5.00

Note: Corporations may have to pay a minimum \$800 tax to the California Franchise Tax Board each year. For more information, go to ftb.ca.gov.

1. Corporate Name (Contact the California state board or agency that controls your profession to find out if your profession is authorized to be a corporation in California and if there are any specific corporate name style rules. Go to www.sos.ca.gov/business/bai/name-reservations for general corporate name requirements and restrictions.)

The name of the professional corporation is _____

2. Business Addresses (Enter the complete business addresses. Item 2a cannot be a P.O.Box or "in care of" an individual or entity.)

a. Initial Street Address of Corporation - Do not enter a P.O. Box City (no abbreviations) State Zip Code

b. Initial Mailing Address of Corporation, if different than Item 2a City (no abbreviations) State Zip Code

3. Service of Process (Must provide either Individual OR Corporation.)
INDIVIDUAL - Complete Items 3a and 3b only. Must include agent's full name and California street address.

a. California Agent's First Name (if agent is not a corporation) Middle Name Last Name Suffix

b. Street Address (if agent is not a corporation) - Do not enter a P.O. Box City (no abbreviations) State CA Zip Code

CORPORATION - Complete Item 3c. Only include the name of the registered agent Corporation.

c. California Registered Corporate Agent's Name (if agent is a corporation) - Do not complete Item 3a or 3b

4. Shares (Enter the number of shares the corporation is authorized to issue. Do not leave blank or enter zero (0).)
 This corporation is authorized to issue only one class of shares of stock.
 The total number of shares which this corporation is authorized to issue is _____

5. Purpose Statement (Contact the California state board or agency that controls your profession to find out if your profession is authorized to be a corporation in California. Go to www.dca.ca.gov/about_dca/entities.shtml for more information.)
 The purpose of the corporation is to engage in the profession of _____ and any other lawful activities (other than the banking or trust company business) not prohibited to a corporation engaging in such profession by applicable laws and regulations. This corporation is a **professional corporation** within the meaning of California Corporations Code section 13400 et seq.

6. Read and Sign Below (This form must be signed by each incorporator. See Instructions. Do not include a title.)

Signature _____ Type or Print Name _____
 ARTS-PC (REV 12/2020) 2020 California Secretary of State files.sos.ca.gov

Secretary of State SI-550
Statement of Information
 (California Stock, Agricultural Cooperative and Foreign Corporations)

FILED
 In the office of the Secretary of State of the State of California
 This Space For Office Use Only

IMPORTANT — Read Instructions before completing this form. **Fees (Filing plus Disclosure) — \$25.00;**
Copy Fees — First page \$1.00; each attachment page \$0.50; Certification Fee — \$5.00 plus copy fees

1. Corporation Name (Enter the exact name of the corporation as it is recorded with the California Secretary of State. Note: If you registered in California using an assumed name, see instructions.)

2. Business Addresses

a. Street Address of Principal Executive Office - Do not list a P.O. Box City (no abbreviations) State Zip Code

b. Mailing Address of Corporation, if different than Item 3a City (no abbreviations) State Zip Code

c. Street Address of Principal California Office, if any and if different than Item 3a - Do not list a P.O. Box City (no abbreviations) State CA Zip Code

4. Officers (The Corporation is required to list all three of the officers set forth below. An additional title for the Chief Executive Officer and Chief Financial Officer may be added; however, the preprinted titles on this form must not be altered.)

a. Chief Executive Officer First Name Middle Name Last Name Suffix
 Address City (no abbreviations) State Zip Code

b. Secretary First Name Middle Name Last Name Suffix
 Address City (no abbreviations) State Zip Code

c. Chief Financial Officer First Name Middle Name Last Name Suffix
 Address City (no abbreviations) State Zip Code

5. Director(s) (California Stock and Agricultural Cooperative Corporations ONLY. Item 5a: At least one name and address must be listed. If the Corporation has additional directors, enter the name(s) and address on Form SI-DIA (see instructions).)

a. First Name Middle Name Last Name Suffix
 Address City (no abbreviations) State Zip Code

b. Number of Vacancies on the Board of Directors, if any

6. Service of Process (Must provide either Individual OR Corporation.)
INDIVIDUAL - Complete Items 6a and 6b only. Must include agent's full name and California street address.

a. California Agent's First Name (if agent is not a corporation) Middle Name Last Name Suffix

b. Street Address (if agent is not a corporation) - Do not enter a P.O. Box City (no abbreviations) State CA Zip Code

CORPORATION - Complete Item 6c only. Only include the name of the registered agent Corporation.

c. California Registered Corporate Agent's Name (if agent is a corporation) - Do not complete Item 6a or 6b

7. Type of Business
 Describe the type of business or services of the Corporation

8. The information contained herein, including in any attachments, is true and correct.

Date _____ Type or Print Name of Person Completing the Form _____ Title _____ Signature _____
 SI-550 (REV 12/2020) Clear Form Print Form 2020 California Secretary of State files.sos.ca.gov

California Secretary of State
 Electronic Filing

FILED
 Secretary of State
 State of California

Corporation - Statement of Information

Entity Name: _____

Entity (File) Number: _____
 File Date: _____
 Entity Type: _____
 Jurisdiction: _____
 Document ID: _____

Detailed Filing Information

1. Entity Name: _____

2. Business Addresses:
 a. Street Address of Principal Office in California: _____
 b. Mailing Address: _____

The Statement of Information(SOI) submitted must list the names of all officers; *not just the renewal statement.*

IMPORTANT: Names, officer titles and address listed **MUST** match those listed with the CPUC.



Revised 4/02/2024

2. Fictitious Business Name Statement (FBNS)

If you operate using a name other than the legal name, you must submit a copy of the FBNS from the County of Los Angeles with the NELA application.

Examples:

- Sole proprietor Joe Jonas doing business as (DBA) *Jonas Brothers Limousine*
- Jonas LLC DBA *Jonas Brothers Top Service*
- Jonas Brothers Inc. DBA *Bro Service*

If you use only your full legal name in your operations, this FBNS is not required.

EXAMPLE - Fictitious Business Name Statement

YOUR RETURN MAILING ADDRESS
NAME: SUSAN ANN SMITH
ADDRESS: 133 MAIN ST.
CITY: ANYWHERE STATE: CA ZIP CODE: 12345

LOS ANGELES
REGISTRAR-RECORDER/ COUNTY CLERK

FICTITIOUS BUSINESS NAME STATEMENT
TYPE OF FILING AND FILING FEE (Check one)

Original - \$28.00 (FOR ORIGINAL FILING WITH ONE BUSINESS NAME ON STATEMENT)
 New (Amended) Filing - \$28.00 (CHANGES IN FACTS FROM ORIGINAL FILING - REQUIRES PUBLICATION)
 Refile - \$28.00 (NO CHANGES IN THE FACTS FROM ORIGINAL FILING)
\$5.00 FOR EACH ADDITIONAL BUSINESS NAME FILED ON SAME STATEMENT. DOMESTIC BUSINESSES AT THE SAME LOCATION \$5.00 FOR EACH ADDITIONAL OWNER IN EXCESS OF ONE OWNER

The following person(s) is (are) doing business as:

*1. SMOOTH SAILING RENTALS
Print Fictitious Business Name(s)

** 133 MAIN ST. P.O. BOX 100
Street address of principal place of business Mailing address if different
ANYWHERE CA 12345 ANY COUNTY ANYWHERE CA 12345
City State Zip COUNTY City State Zip
Articles of Incorporation or Organization Number (if applicable): AI BCN

*** REGISTERED OWNER(S):

1. SUSAN ANN SMITH
Full Name/Corp/LLC (P.O. Box not accepted) 246 OAK ST.
Residence Address ANYWHERE CA 12345
City State Zip
If Corporation or LLC - Print State of Incorporation/Organization

2. Full Name/Corp/LLC (P.O. Box not accepted)
Residence Address
City State Zip
If Corporation or LLC - Print State of Incorporation/Organization

3. Full Name/Corp/LLC (P.O. Box not accepted)
Residence Address
City State Zip
If Corporation or LLC - Print State of Incorporation/Organization

4. Full Name/Corp/LLC (P.O. Box not accepted)
Residence Address
City State Zip
If Corporation or LLC - Print State of Incorporation/Organization

IF MORE THAN FOUR REGISTRANTS, ATTACH ADDITIONAL SHEET SHOWING OWNER INFORMATION

**** THIS BUSINESS IS CONDUCTED BY: (Check one)
 an Individual a General Partnership a Limited Partnership a Limited Liability Company
 an Unincorporated Association other than a Partnership a Corporation a Trust Copartners
 a Married Couple Joint Venture State or Local Registered Domestic Partners a Limited Liability Partnership

***** The date registrant commenced to transact business under the fictitious business name or names listed above on 3/1/2009
(Insert N/A above if year haven't started to transact business)

I declare that all information in this statement is true and correct.
(A registrant who declares as true information which he or she knows to be false is guilty of a crime.)

REGISTRANT/CORP/LLC NAME (PRINT) SUSAN ANN SMITH TITLE OWNER
REGISTRANT SIGNATURE *Susan Smith* IF CORP. OR LLC, PRINT NAME

If corporation, also print corporate title of officer. If LLC, also print title of officer or manager.
This statement was filed with the County Clerk of LOS ANGELES on the date indicated by the filed stamp in the upper right corner.

NOTICE - IN ACCORDANCE WITH SUBDIVISION (b) OF SECTION 17926, A FICTITIOUS NAME STATEMENT GENERALLY EXPIRES AT THE END OF FIVE YEARS FROM THE DATE ON WHICH IT WAS FILED IN THE OFFICE OF THE COUNTY CLERK, EXCEPT AS PROVIDED IN SUBDIVISION (b) OF SECTION 17923, WHERE IT EXPIRES 90 DAYS AFTER ANY CHANGE IN THE FACTS SET FORTH IN THE STATEMENT PURSUANT TO SECTION 17919 OTHER THAN A CHANGE IN THE RESIDENCE ADDRESS OF A REGISTERED OWNER. A NEW FICTITIOUS BUSINESS NAME STATEMENT MUST BE FILED BEFORE THE EXPIRATION.

THE FILING OF THIS STATEMENT DOES NOT OF ITSELF AUTHORIZE THE USE IN THIS STATE OF A FICTITIOUS BUSINESS NAME IN VIOLATION OF THE RIGHTS OF ANOTHER UNDER FEDERAL, STATE OR COMMON LAW (SEE SECTION 14811 ET SEQ. BUSINESS AND PROFESSIONS CODE).
I HEREBY CERTIFY THAT THIS COPY IS A CORRECT COPY OF THE ORIGINAL STATEMENT ON FILE IN MY OFFICE.

DEAN C. LOGAN, LOS ANGELES COUNTY CLERK BY: Deputy
Rev. 01/2013 P.O. BOX 1206, NORWALK, CA 90651-1206 PH: (562) 482-2177 WEB ADDRESS: LAVOTE.NET

Document submitted **MUST** be stamped as filed with the Los Angeles County Clerk's Office



How to get more information Fictitious Business Name Statement (FBNS)

For more information on how to file a Fictitious Business Name Statement,
visit

the Los Angeles County Registrar-Recorder/County Clerk website:

<https://lavote.net/home/county-clerk/fictitious-business-names/general-info>

3. CPUC Certificate

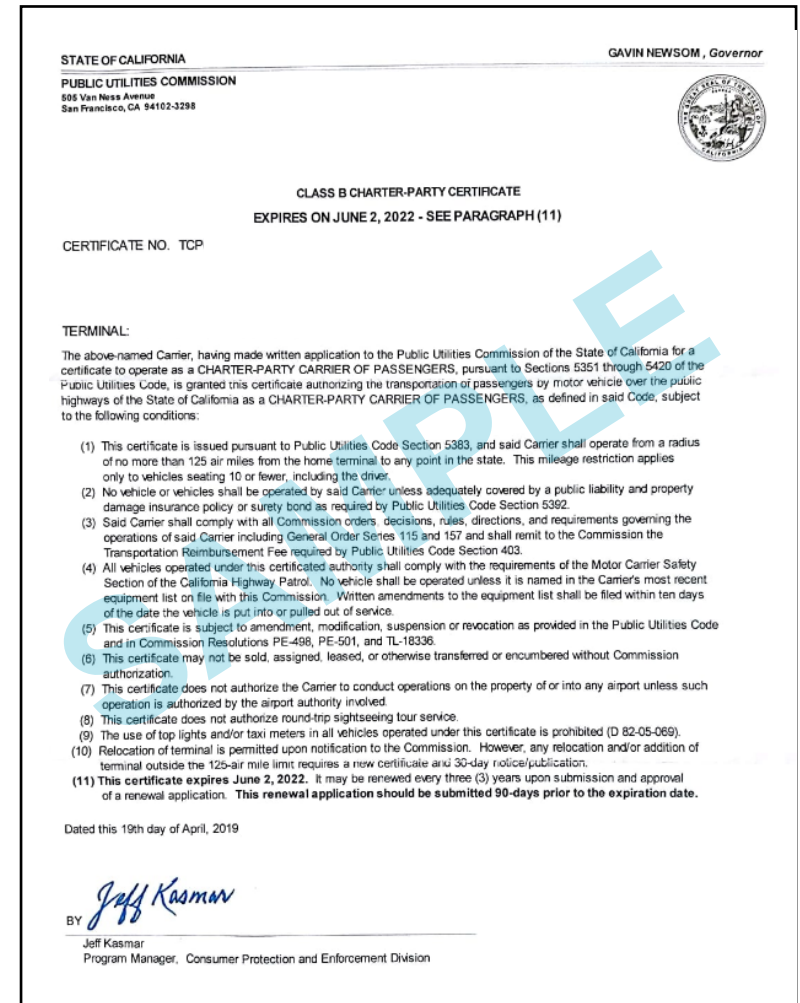
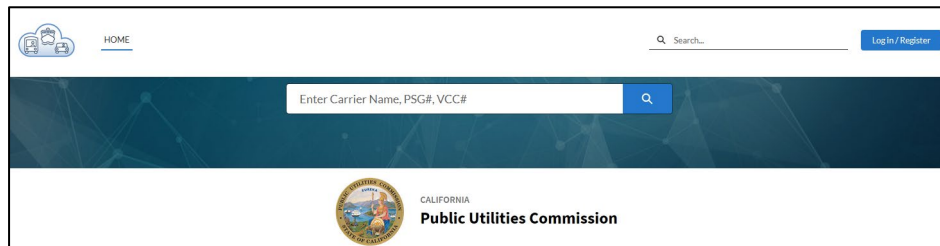
You must have a Charter Party Certificate from the California Public Utilities Commission (CPUC).

<https://www.cpuc.ca.gov/tcpforms/>

Submit a copy of your CPUC Charter Party Certificate

You must have **ACTIVE** status.

Verify your status at: <https://tcpportal.cpuc.ca.gov/TCP/s>



4. City of Los Angeles Business Tax Registration Certificate (BTRC)

Your business **MUST** register with the City of Los Angeles, Office of Finance.

You must submit a copy of your City of Los Angeles BTRC with your application

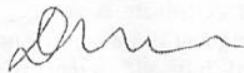
THIS CERTIFICATE MUST BE POSTED AT PLACE OF BUSINESS
CITY OF LOS ANGELES TAX REGISTRATION CERTIFICATE
THIS CERTIFICATE IS GOOD UNTIL SUSPENDED OR CANCELLED

ACCOUNT NO.	FUND/CLASS	DESCRIPTION	ISSUED:	STARTED	STATUS
	L194	Transporting Persons for Hire	02/16/2021	01/15/2021	Active

ISSUED TO

COMPANY NAME
123 World Way
Los Angeles, CA 90045

ISSUED FOR TAX COMPLIANCE PURPOSES ONLY
NOT A LICENSE, PERMIT, OR LAND USE AUTHORIZATION

ISSUED BY:

DIRECTOR OF FINANCE

"No registration certificate or permit issued under the provisions of the Business Tax ordinances of the LAMC, or the payment of any tax required under the provisions of the Business Tax ordinances of the LAMC shall be construed as authorizing the conduct or continuance of any illegal business or of a legal business in an illegal manner."

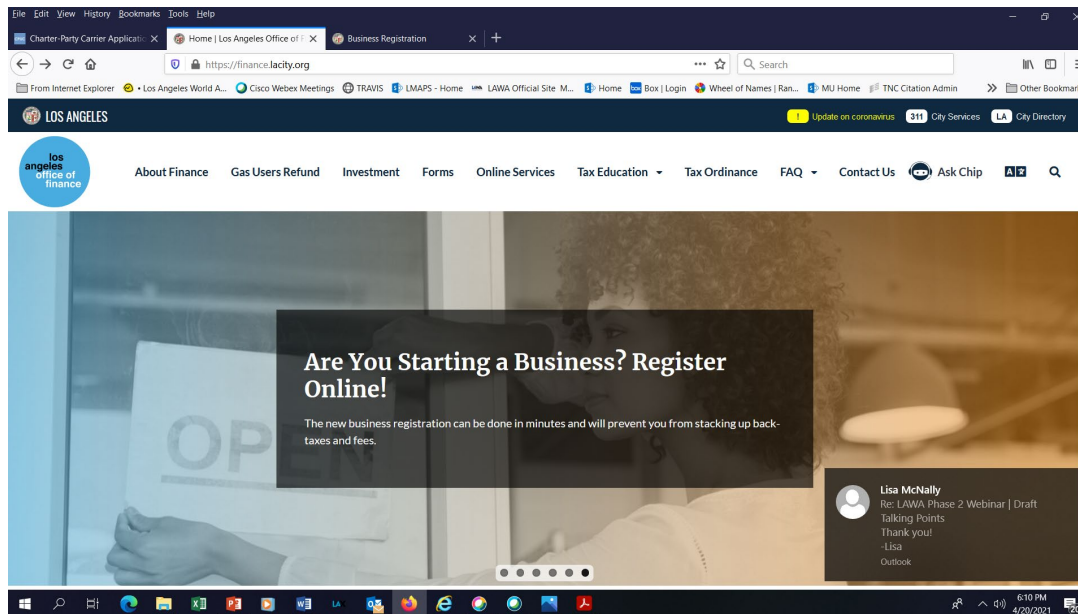
The Fund/Class and Description **MUST** be
"L194 – Transporting Persons for Hire"

The Name and address listed on your BTRC must
exactly match CPUC and any corporate documents.

For information on how to get a City of Los Angeles Business Tax Registration Certificate (BTRC)


If you do not have a BTRC, you may register your business online with the City of Los Angeles by utilizing the [Online New Business Registration](https://latax.lacity.org) service.

Apply online at <https://latax.lacity.org>



Scroll down to
Online Services
Business Registration

Online Services



Business Registration

If your business (from LLC to 1099) is within the City of Los Angeles, you must register for a Business Tax Registration Certificate. Avoid fines and register today.

5. Vehicle Registration

Submit a copy of the valid DMV registration for each vehicle.
The company name **MUST** be listed as registered owner.

REGISTRATION VALID FROM: 12/31/2022 TO 12/31/2023
 TYPE: TAXI
 LICENSE NUMBER: 1234ABC

VEHICLE IDENTIFICATION NUMBER: 123ABC456DEF789
 BODY TYPE MODEL: LM
 DATE ISSUED: 01/14/2023

CLASS	DATE FIRST SOLD	CLASS	Yr	Yr. Model
00	00/00/2019	NE	2022	2020

TOTAL FEES PAID: \$782
 1900 2

The DMV registration **MUST** be designated as "commercial."

REGISTRATION CARD VALID FROM: 08/31/2019 TO: 08/31/2020

MAKE	YR MODEL	YR 1ST SOLD	VLP CLASS	*YR	TYPE VEH	TYPE LIC	LICENSE NUMBER
CHRY	2015	2015	EP	2016	32X	31	

REGISTERED OWNER: COMPANY NAME
 123 World Way
 Los Angeles, CA 90045

AMOUNT DUE: \$ 15.00
 AMOUNT PAID: \$ 15.00

OWNER INFORMATION

XXXXX COMPANY NAME
 1 WORLD WAY
 LOS ANGELES, CA 90045

XXXXX BANK NAME
 123 COMMERCE Q
 LOS ANGELES, CA 90045

STATE OF CALIFORNIA
 DEPARTMENT OF MOTOR VEHICLES
 VALIDATED REGISTRATION CARD
 READ REVERSE SIDE - IMPORTANT INSTRUCTIONS

9876
 9876543210123456789
 M 1012324

The "Owner" listed on the registration may be any of the following:

- Company's Legal Name or DBA
- Name of Owner/Sole Proprietor
- Name of Managing Member of LLC (If applicable)
- Name of Officer of Inc. (If applicable)

Other entity names are not accepted.

5. Valid Vehicle Registration

Each vehicle **MUST** be filed with the CPUC.

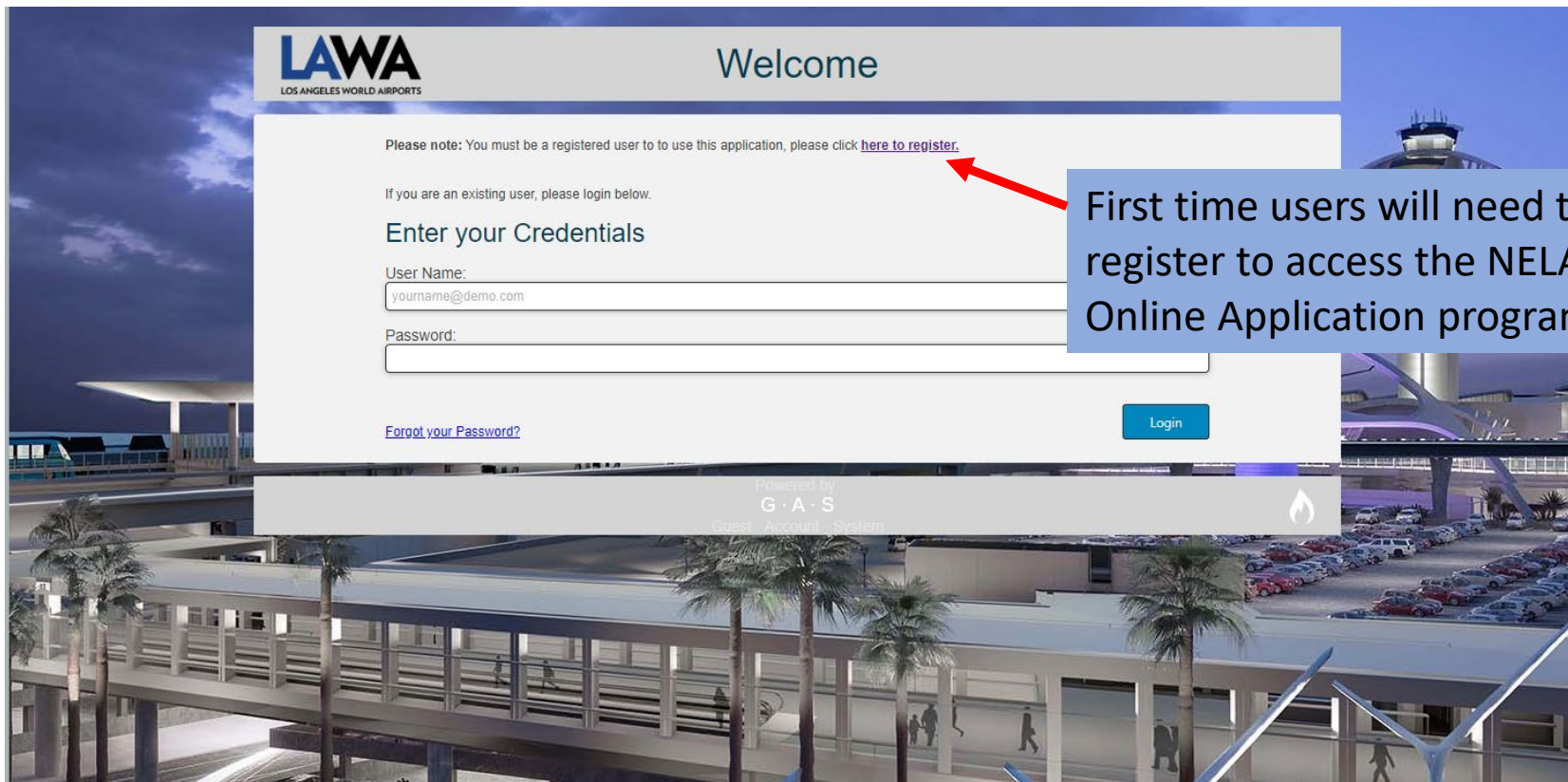
Your vehicle(s) **MUST** be filed with the CPUC using Form PL664

CALIFORNIA PUBLIC UTILITIES COMMISSION
PASSENGER CARRIER EQUIPMENT STATEMENT (Form PL-664)

SECTION 1 – CARRIER INFORMATION											
PSGTCP#		CARRIER NAME				FICTITIOUS BUSINESS NAME / DBA (IF ANY)					
BUSINESS ADDRESS				CITY		STATE		ZIP CODE		PHONE	
EMAIL ADDRESS										CAF#	
SECTION 2 – EQUIPMENT											
NEW APPLICATION			RENEWAL APPLICATION			REFILE APPLICATION			UPDATE (Add/Delete/Change)		
NOTE: In "SEATS" indicate the seating capacity (i.e., number of seats), including the driver.											
ADD	DELETE	CHANGE	LICENSE PLATE		STATE	VEHICLE IDENTIFICATION NUMBER (VIN)				AUTONOMOUS VEHICLE Yes No	
SEATS	BODY TYPE		YEAR	GVWR (LB)	CHASSIS STRETCH (INCHES)	HANDICAPPED ACCESSIBLE	MODIFIED LIMOUSINE	# of FIRE EXTINGUISHERS		# of EMERGENCY EXITS	
						Yes No	Yes No				
TERMINAL ADDRESS			CITY		STATE	ZIP		PHONE			
ADD	DELETE	CHANGE	LICENSE PLATE		STATE	VEHICLE IDENTIFICATION NUMBER (VIN)				AUTONOMOUS VEHICLE Yes No	
SEATS	BODY TYPE		YEAR	GVWR (LB)	CHASSIS STRETCH (INCHES)	HANDICAPPED ACCESSIBLE	MODIFIED LIMOUSINE	# of FIRE EXTINGUISHERS		# of EMERGENCY EXITS	
						Yes No	Yes No				
TERMINAL ADDRESS			CITY		STATE	ZIP		PHONE			
ADD	DELETE	CHANGE	LICENSE PLATE		STATE	VEHICLE IDENTIFICATION NUMBER (VIN)				AUTONOMOUS VEHICLE Yes No	
SEATS	BODY TYPE		YEAR	GVWR (LB)	CHASSIS STRETCH (INCHES)	HANDICAPPED ACCESSIBLE	MODIFIED LIMOUSINE	# of FIRE EXTINGUISHERS		# of EMERGENCY EXITS	
						Yes No	Yes No				
TERMINAL ADDRESS			CITY		STATE	ZIP		PHONE			
SECTION 3 - CERTIFICATION											
I certify that the above information is accurate and that each vehicle listed is covered by an automobile liability insurance policy, which provides at least the following minimum amount of coverage based on vehicle seating capacity (not including the driver):											
7 passengers or less - \$750,000 • 8 through 15 passengers –\$1.5 million • 16 passengers or more - \$5 million											
Note: Any vehicles operated under a TCP "C" Certificate only requires \$750,000											
Signature				Print Name				Date			
CALIFORNIA HIGHWAY PATROL RECOMMENDATION (FOR CHP USE ONLY)											
Signature				Date				<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> Other Remarks:			
Division											
PLEASE ALLOW 7-10 BUSINESS DAYS FOR PROCESSING											
PL-664 (Rev. 10/2018)											

NELA Online Application

Once you have obtained all required documents, have them ready in digital format (pdf or jpg) and begin the online application process at <http://lax.to/Permits>

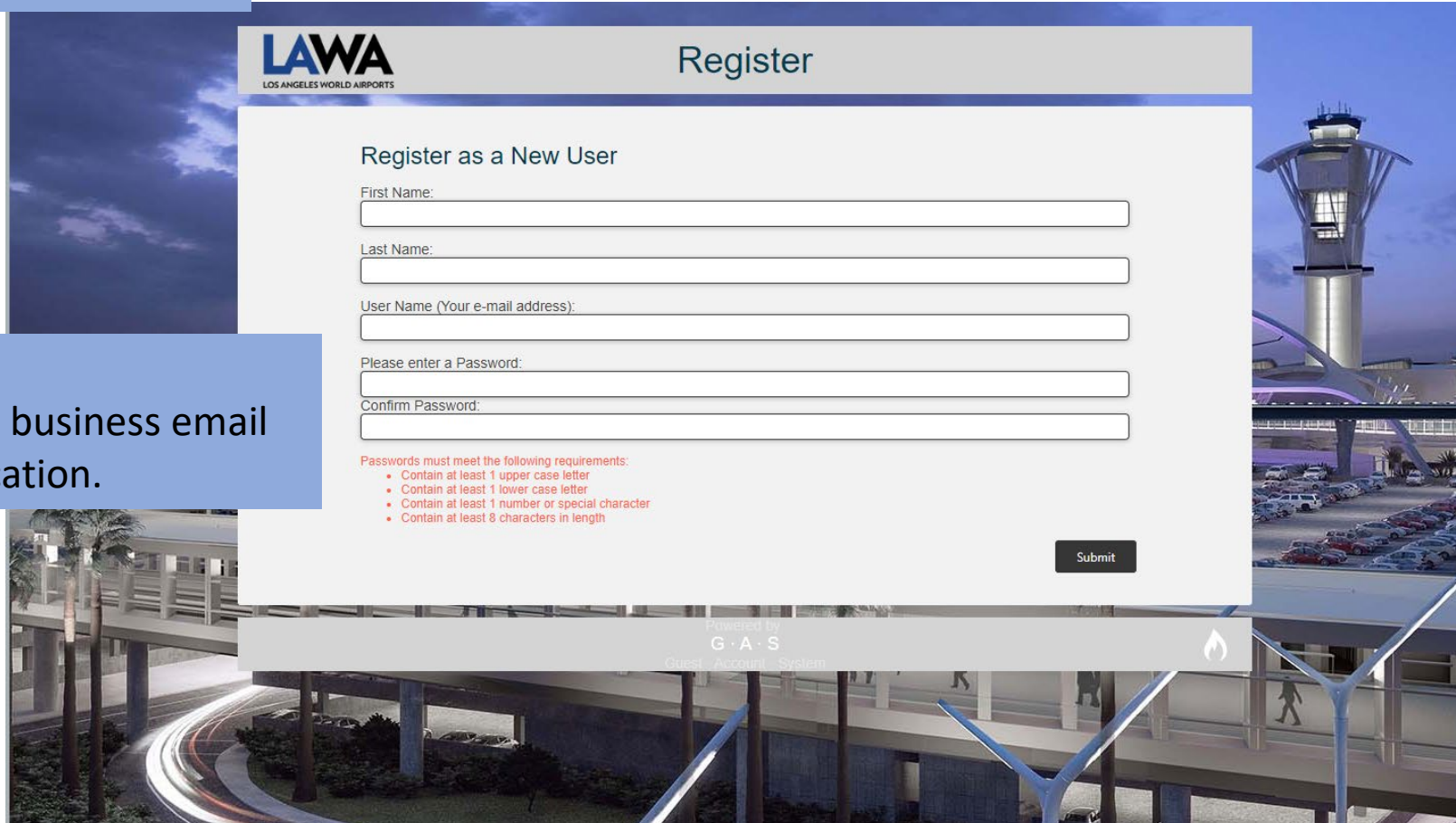


NELA Online Application

Register / Create Account

IMPORTANT:

Use your company business email to track your application.



The screenshot shows the LAWA (Los Angeles World Airports) registration page. The page title is "Register". The main heading is "Register as a New User". The form includes the following fields:

- First Name:
- Last Name:
- User Name (Your e-mail address):
- Please enter a Password:
- Confirm Password:

Below the password fields, there are requirements for passwords:

- Contain at least 1 upper case letter
- Contain at least 1 lower case letter
- Contain at least 1 number or special character
- Contain at least 8 characters in length

A "Submit" button is located at the bottom right of the form. At the bottom of the page, it says "Powered by G · A · S Guest Account System". The background of the page features a night view of the LAX airport terminal and control tower.

NELA Online Application - Dashboard

This is your dashboard and will open each time you log in.


The dashboard displays the following sections:



- My Tasks:** Includes an 'Action Task' and a 'Refresh' button. Below is a table with columns: ACTIVITY NAME, FOLIO, and ASSIGNED DATE TIME. The table is currently empty, showing 'No items to display.'
- My Requests:** Includes a '+ New Request' button, 'View Request', and 'Delete Application and Cancel Process' buttons. It also has a 'Refresh' button. Below are search filters: 'Selected Filter' (dropdown), 'Quick Search' (input field), and 'All fields' (dropdown). Below the filters is a table with columns: PROCESS TYPE, CREATED DATE, COMPLETED DATE, and STATUS. The table is currently empty, showing 'No items to display.'
- Current Operators:** Includes a 'Refresh' button. Below are search filters: 'Selected Filter' (dropdown), 'Quick Search' (input field), and 'All fields' (dropdown). Below the filters is a table with columns: LEGAL NAME, OPERATING NAME, PHONE NUMBER, LAX AGREE END DATE, LSO NUMBER, and VEHICLE NUMBER. The table is currently empty, showing 'No items to display.'

Select "New Request" to start a new application.

This section shows the applications you have started.

NELA Online Application - Company Information

Los Angeles World Airports

 LastName, First 

Rules and Regulations

- All applicants must abide by the [LAX Ground Transportation Rules and Regulations](#).

New Applicant

- Welcome to the Los Angeles World Airports Ground Transportation Application
- Here you can apply for a Non-Exclusive License Agreement (NELA) to conduct commercial ground transportation Charter-Party Carrier (TCP), Passenger Stage Corporation (PSC), or Courtesy Vehicle Transportation Services at Los Angeles International Airport (LAX).
- Here you may also apply for the TCP prepayment/invoicing program.
- This site will guide you through the process of renewing your NELA or applying for a Pre-paid Invoice. Once your application has been submitted, you will receive email updates on the status via the email address we have on file for you.

Company Information

Type of Operator:

Courtesy

CREW

PSC/Passenger Stage Corporation

TCP/Transportation Charter Party

State/Federal Authority:

None

PSC/MCC

TCP

Business Legal Name:

Business Operating Name (DBA-Doing Business As):

- If your Business Operating Name (DBA) is the same as your Business Legal Name or if you do not have a DBA, please leave the "Business Operating Name (DBA-Doing Business As)" field blank.
- If you are an LLC or Incorporation and do not have DBA, leave DBA field blank

Read the application instructions for each field!

Business Location Address 1:

Business Location Address 2:

City:

State:

Zip Code:

Business Phone Number:

Business Email: This application will be tied to this email address

Type of Business:

Corporation

Individual/Sole Proprietor

Limited Liability Company (LLC)/Limited Partnership (LP)

Partnership

Full Name of person to receive payment receipt

Email of person to receive payment receipt

Company Information

1. Type of Operator / State/Federal Authority / Business Legal and Operating Names

Type of Operator:

Courtesy

CREW

PSC/Passenger Stage Corporation

TCP/Transportation Charter Party

State/Federal Authority:

None

PSC/MCC

TCP

Business Legal Name:

Type a value

Business Operating Name (DBA-Doing Business As):

Type a value

- If your Business Operating Name (DBA) is the same as your Business Legal Name, the "Business Operating Name (DBA-Doing Business As)" field blank.
- If you are an LLC or Incorporation and do not have DBA, leave DBA field blank.

Type of Operator: indicate the type of business activity you are requesting authority at LAX.

Business Operating Name: enter your operating name (i.e. DBA-doing business as)

If your Operating Name is exactly the same as your Business Legal Name or you do not have a DBA, leave the line blank. Otherwise the application will be rejected.

Company Information

2. Business Address / Phone Number / Email Address

Business Location Address 1:
 *

Business Location Address 2:

City:
 *

State:
 *

Zip Code:
 *

Business Phone Number:

Business Email:

The Business Email will be able to return to the application, track the progress of the application and make corrections if needed.

Company Information

3. Type of Business: indicate the legal formation of the company.

Type of Business:

Corporation
 Individual/Sole Proprietor
 Limited Liability Company (LLC)/Limited Partnership (LP)
 Partnership

Is this a foreign corporation:

Yes
 No

Full Name of person to receive payment receipt
Type a value

Email of person to receive payment receipt
Type a value

The payment receipt will be sent to this email.

Company Information - Authorized Signers

Follow instructions on the application.

Authorized Signers:

[+ Add Authorized Signer](#) [✗ Remove Authorized Signer](#) [✎ Edit](#)

Individual/Sole Proprietor must add owner as the one managing member to ensure documents are filled out and routed correctly.

FIRST NAME	LAST NAME	TITLE	EMAIL
No items to display.			

Individual/Sole Proprietor
 Limited Liability Company
 Partnership

Full Name of person to receive documents:

Email of person to receive documents:

Authorized Signer

First Name:

Last Name:

Title:

Email:

Authorized Signers:

[+ Add Authorized Signer](#) [✗ Remove Authorized Signer](#) [✎ Edit](#)

Individual/Sole Proprietor must add owner as the one managing member to ensure documents are filled out and routed correctly.

FIRST NAME	LAST NAME	TITLE	EMAIL
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Partnerships, LLC/LPs and Corporations will need to include at least two members/officers from the Statement of Information with email addresses.



Company Information – Company Contacts

5. Contact Names

The Contract Issues contact name will be the primary contact for the License Agreement and airport operations.

Company Contacts

Contract Issues								
+ Add Contact ✖ Remove Contact ✎ Edit								
FIRST NAME	LAST NAME	ADDRESS LINE 1	CITY	STATE	ZIP	PHONE	EMAIL	CHANGE STATUS
No items to display.								

Finance Issues								
+ Add Contact ✖ Remove Contact ✎ Edit								
FIRST NAME	LAST NAME	ADDRESS LINE 1	CITY	STATE	ZIP	PHONE	EMAIL	CHANGE STATUS
No items to display.								

Permit/Operations Issues								
+ Add Contact ✖ Remove Contact ✎ Edit								
FIRST NAME	LAST NAME	ADDRESS LINE 1	CITY	STATE	ZIP	PHONE	EMAIL	CHANGE STATUS
No items to display.								

Finance and Operations contact names are optional.

If different from the Contract Issues contact, enter Finance/Billing contact name and information and enter Operations/Permits contact information.

Company Information – Vehicles

10. Vehicle Information: Enter the details for each vehicle to add to your account and upload the current vehicle DMV registration for each vehicle listed

Vehicles

[+ Add New Vehicle](#) [✖ Remove Vehicle](#) [✎ Edit Vehicle](#)

FLEET	LICENSE PLATE	VIN	YEAR	MAKE	MODEL	COLOR	CAPACITY	FUEL TYPE ID
-------	---------------	-----	------	------	-------	-------	----------	--------------

Select "Add New Vehicle"

Add/Edit Vehicle

License Plate: *
Type a value

Vin: *
Type a value

Year: *
Type a value

Make: *
Acura

Model: *
Select an item

Color: *
Select an item

Passenger Capacity: *
Type a value

Fuel Type: *
Select an item

Registration Attachment: *
Click here to attach a file

A valid Vehicle Registration will need to be uploaded and submitted for each company vehicle. The company must be listed as the registered owner.

All vehicles must be listed with the CPUC.



NELA Online Application – Required Attachments

Read the application instructions.



Attachments

These are the required documents to be uploaded with your application. Vehicle registration are uploaded on the vehicles page. Adhere to the following or processing of your application may be delayed or rejected:

- Upload only these listed file types: .PDF, .PNG, .DOCX, .XLSX, .DOC, .JPEG, .JPG.
- Each uploaded document must have a unique file name.
- File size upload limit is 4 MB. Use .PDF, .DOCX or reduce resolution images for faster upload time.
- Upload time will depend on internet connectivity speed, large documents may take several minutes.

CPUC Certificate*

[Click here to attach CPUC Certificate](#)

Business Tax Registration Certificate*

[Click here to attach Business Tax Registration Certificate](#)

Statement of Information / Partnership Certificate*

[Click here to attach Statement Of Information/Partnership](#)

Articles Of Incorporation/Organization*

[Click here to attach Articles Of Incorporation/Organization](#)

Motor Carrier Compliance Certificate

[Click here to attach Motor Carrier Compliance Certificate](#)

Tariff

[Click here to attach Tariff](#)

Items with a red asterisk *
are required

Required documents will vary depending on the type of business and type of operator.



Revised 4/02/2024

NELA Online Application - Trip Fee Payment Option

Read carefully and choose your Trip Fee Payment method.

Trip Fee Payment Options:

All companies are required to enroll in the Online Account Billing and Payment Program (OLA). OLA allows the Operator to view their vehicle activity and manage their payments. CTA access fees will be deducted/charged immediately to a credit card on the account.

LAWA offers an optional LAX invoice/prepayment program. The company is invoiced monthly based upon trips recorded by the account vehicle transponders in the LAX Automatic Vehicle Identification (AVI) System. Benefits include a) monthly billing, b) preferential service for adding, deleting or transponder replacement and c) re-decal every two years. A minimum cash deposit of \$3000 is required to participate in this optional program

Would you like to participate in the Invoice Program?

- Yes
 No

A yes would trigger the Pre-paid Invoice addendum to be added, a No would follow with only the standard NELA template.

Only TCP's will see the Pre-Paid Invoice Program Section in the NELA Application.



NELA Online Application – Save your application to complete later

When you submit this application:

- You will be prompted to pay your application fee. Fees will be collected by credit card (ONLY).
- Please check your email. An email from AssureSign will provide a link where you will be asked to sign elect after signature and your application will be forwarded to LAX Ground Transportation for Review.
- You may check the status of your application by logging into your own Operator Dashboard.

Certify: By checking this box you declare and certify you are authorized to submit for your company, and all information on this form is true and correct. You agree to notify the Ground Transportation Services Office immediately of any changes to the company structure, company legal name or dba, and contact information including address, email address, phone number.

Comment:

Submit

Save

Close without saving

You may save your application and open again later.

OR you may close without saving. Your application and any attachments will not be stored.

NELA Online Application – Save your application to complete later

Application Saving
Please be patient while the Application saves. Please do not close the window or click back.
Click OK to continue.

Save Complete
Your application has been saved. Please note your application has not been submitted.

Please read and Click OK.

Then “close without saving”.

Submit Save Close without saving



NELA Online Application – Complete your application and pay

Read instructions, certify your application and “submit”.

When you submit this application:

- You will be prompted to pay your application fee. Fees will be collected by credit card (ONLY).
- Please check your email. An email from AssureSign will provide a link where you will be asked to sign electronically. A confirmation page will be sent to your email after signature and your application will be forwarded to LAX Ground Transportation for Review.
- You may check the status of your application by logging into your own Operator Dashboard.

Certify: By checking this box you declare and certify you are authorized to submit for your company, and all information on this form is true and correct. You agree to notify the Ground Transportation Services Office immediately of any changes to the company structure, company legal name or dba, and contact information including address, email address, phone number.

Comment:

There are still a few more steps to go.

The non-refundable application fee will be collected in a separate section to follow in the application process.

Payment screen

Submit \$150 non-refundable Application Fee



LAWA only accepts credit card payments



Revised 4/02/2024

LAWA
LOS ANGELES WORLD AIRPORTS

LastName, First

Rules and Regulations

- All applicants must abide by the [LAX Ground Transportation Rules and Regulations](#).

New Applicant

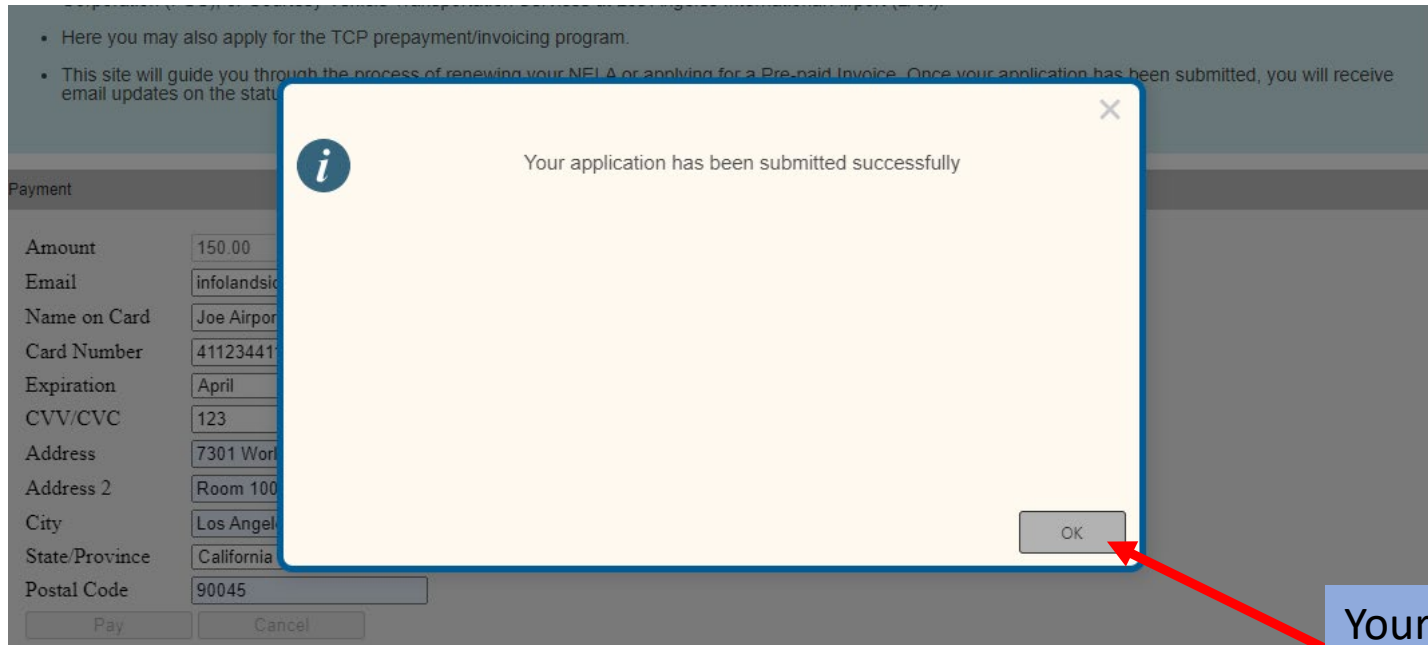
- Welcome to the Los Angeles World Airports Ground Transportation Application
- Here you can apply for a Non-Exclusive License Agreement (NELA) to conduct commercial ground transportation Charter-Party Carrier (TCP), Passenger Stage Corporation (PSC), or Courtesy Vehicle Transportation Services at Los Angeles International Airport (LAX).
- Here you may also apply for the TCP prepayment/invoicing program.
- This site will guide you through the process of renewing your NELA or applying for a Pre-paid Invoice. Once your application has been submitted, you will receive email updates on the status via the email address we have on file for you.

Payment

Amount	<input type="text" value="150.00"/>
Email	<input type="text"/>
Name on Card	<input type="text"/>
Card Number	<input type="text"/>
Expiration	April 2024
CVV/CVC	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State/Province	California
Postal Code	<input type="text"/>

Complete all sections. Name on card and address must match credit card information. Then click "Pay"

Payment successful Application submitted



The screenshot shows a payment form with a modal window overlay. The modal window has a blue border and a yellow background. It contains an information icon (a lowercase 'i' in a circle) and the text "Your application has been submitted successfully". There is a close button (an 'X' in a circle) in the top right corner of the modal and an "OK" button in the bottom right corner. A red arrow points from the "OK" button to a blue callout box on the right. The background form is dimmed and shows fields for Amount (150.00), Email (info@landsid...), Name on Card (Joe Airpor...), Card Number (41123441...), Expiration (April), CVV/CVC (123), Address (7301 Wor...), Address 2 (Room 100...), City (Los Angel...), State/Province (California), and Postal Code (90045). There are "Pay" and "Cancel" buttons at the bottom of the form.

Amount	150.00
Email	info@landsid...
Name on Card	Joe Airpor...
Card Number	41123441...
Expiration	April
CVV/CVC	123
Address	7301 Wor...
Address 2	Room 100...
City	Los Angel...
State/Province	California
Postal Code	90045

Your payment was completed and application has been submitted. Click "OK" button

Return to the Dashboard

The screenshot shows the LAWA (Los Angeles World Airports) dashboard. At the top left is the LAWA logo. At the top right, the user's name 'Gonzalez Fong, Renee' is displayed with a profile icon and a right-pointing arrow. Below the header, there are two main sections: 'My Tasks' and 'My Requests'.

My Tasks: This section has a sub-header 'My Tasks' and contains an 'Action Task' button and a 'Refresh' button. Below these is a table with three columns: 'ACTIVITY NAME', 'ACTIVITY DESCRIPTION', and 'ASSIGNED DATE TIME'. The table is currently empty, displaying the message 'No items to display.' with pagination controls showing page 1 of 1.

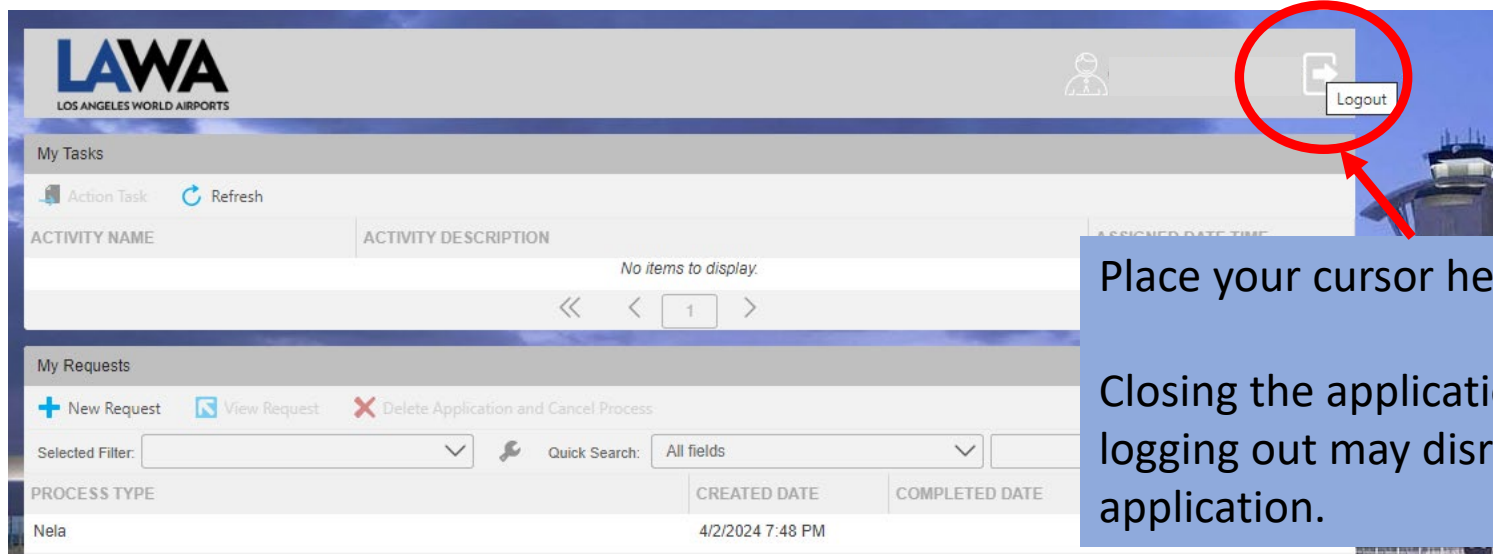
My Requests: This section has a sub-header 'My Requests' and contains several action buttons: '+ New Request', 'View Request', and 'Delete Application and Cancel Process'. There is also a 'Refresh' button. Below the buttons are search and filter controls: 'Selected Filter:' with a dropdown menu, a 'Quick Search:' field with a search icon, and a 'Quick Search:' dropdown menu set to 'All fields'. Below these controls is a table with four columns: 'PROCESS TYPE', 'CREATED DATE', 'COMPLETED DATE', and 'STATUS'. One request is listed:

PROCESS TYPE	CREATED DATE	COMPLETED DATE	STATUS
Nela for TEST Los Angeles World Airports GT (TEST LAWA GT)	4/2/2024 7:48 PM		GT Review

A red arrow points from a blue callout box below to the first row of the 'My Requests' table.

Your application is listed on your dashboard.

NELA Online Application – Log out from the dashboard



Place your cursor here and log out.

Closing the application without logging out may disrupt your application.

Application Complete

Use the [LAWA Official Site | Transportation Charter Party](#) Checklist and Instructions to understand the Application process and timelines.



New Application

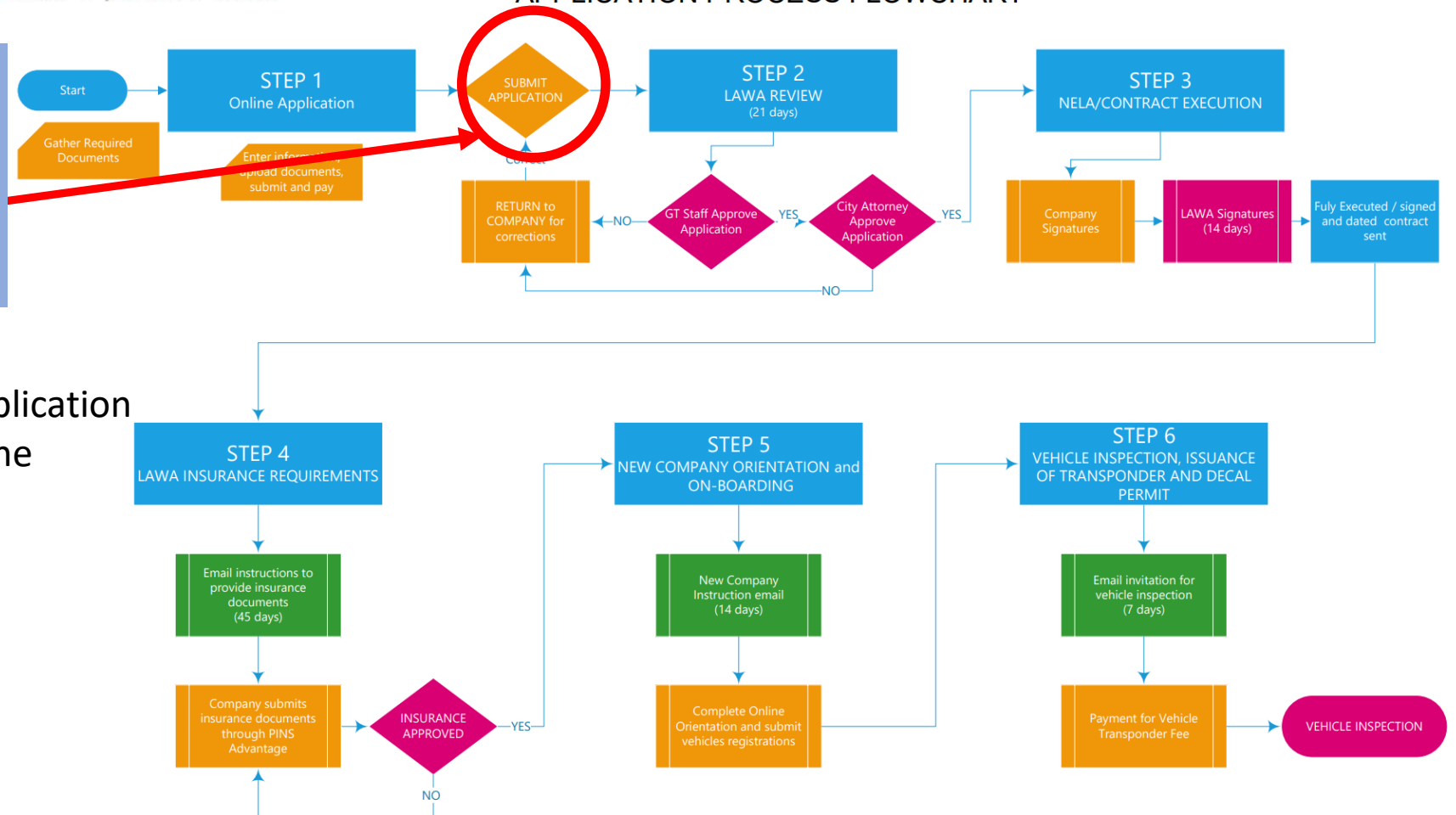
CHECKLIST & INSTRUCTIONS

Application Complete



CHARTER PARTY CARRIER NON-EXCLUSIVE LICENSE AGREEMENT (NELA) APPLICATION PROCESS FLOWCHART

Once your payment is accepted, your application submittal is complete. You have completed Step One of the Application Process.



You can monitor your application process by returning to the dashboard.

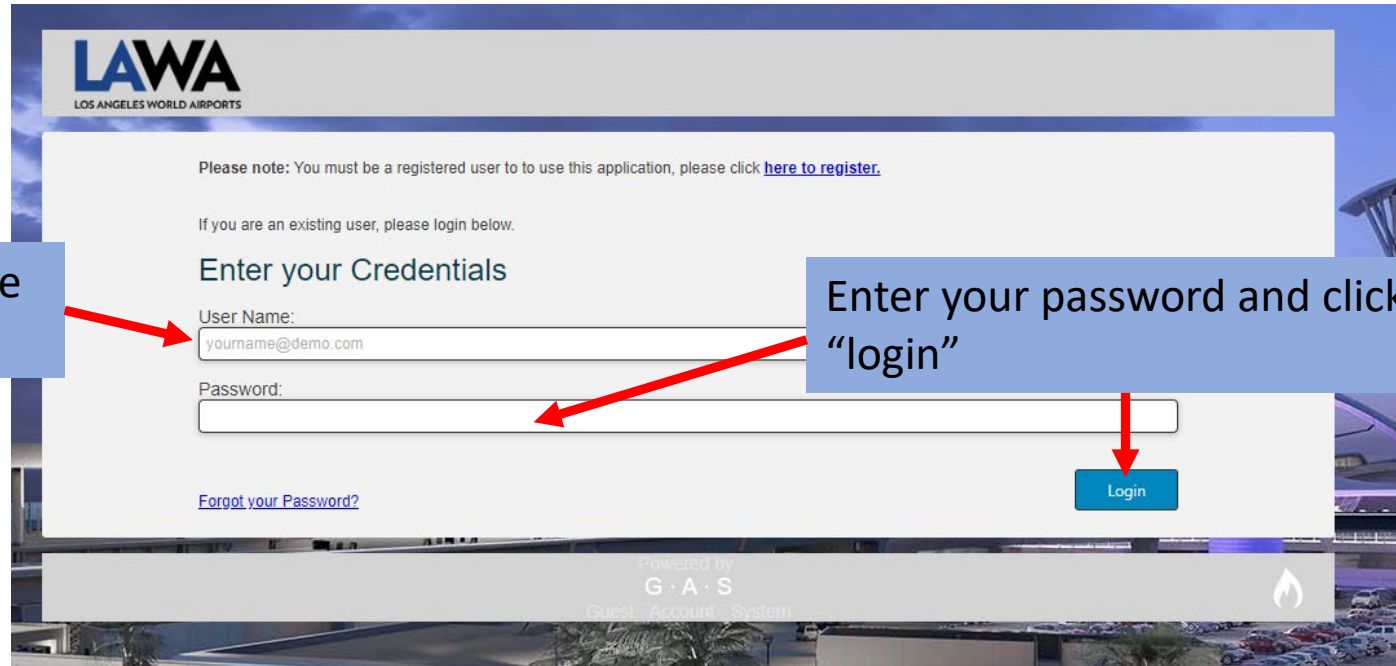


Revised 4/02/2024

Chart GT 117 (Revised 9/28/2023)

NELA Online Application – Log in to check application status

Log into your application using the company email.



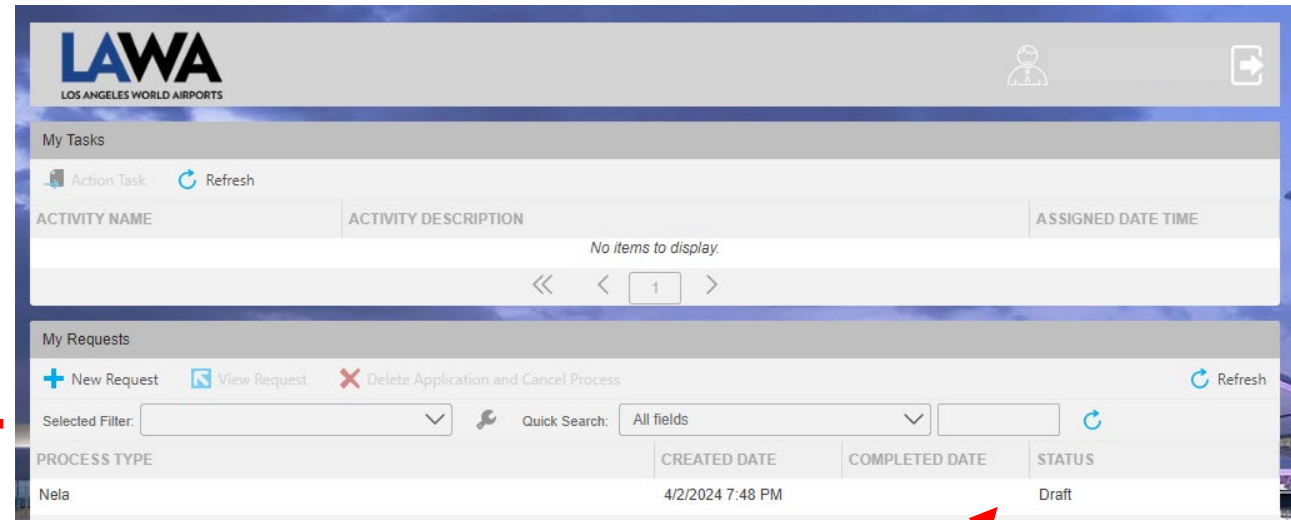
The screenshot shows the LAWA (Los Angeles World Airports) login page. At the top left is the LAWA logo. Below it, a note states: "Please note: You must be a registered user to use this application, please click [here to register](#)." Below the note, it says "If you are an existing user, please login below." The main heading is "Enter your Credentials". There are two input fields: "User Name:" with the placeholder text "yourname@demo.com" and "Password:". A blue "Login" button is located at the bottom right of the form. A link for "Forgot your Password?" is positioned below the password field. At the bottom of the page, it says "Powered by G·A·S Guest Account System" with a flame icon.

Annotations on the screenshot include:

- A blue box on the left with the text "Log into your application using the company email." and a red arrow pointing to the User Name input field.
- A blue box on the right with the text "Enter your password and click 'login'" and a red arrow pointing to the Password input field.
- A red arrow pointing from the Password input field to the Login button.

NELA Online Application – Monitor your application/ Return to the Dashboard

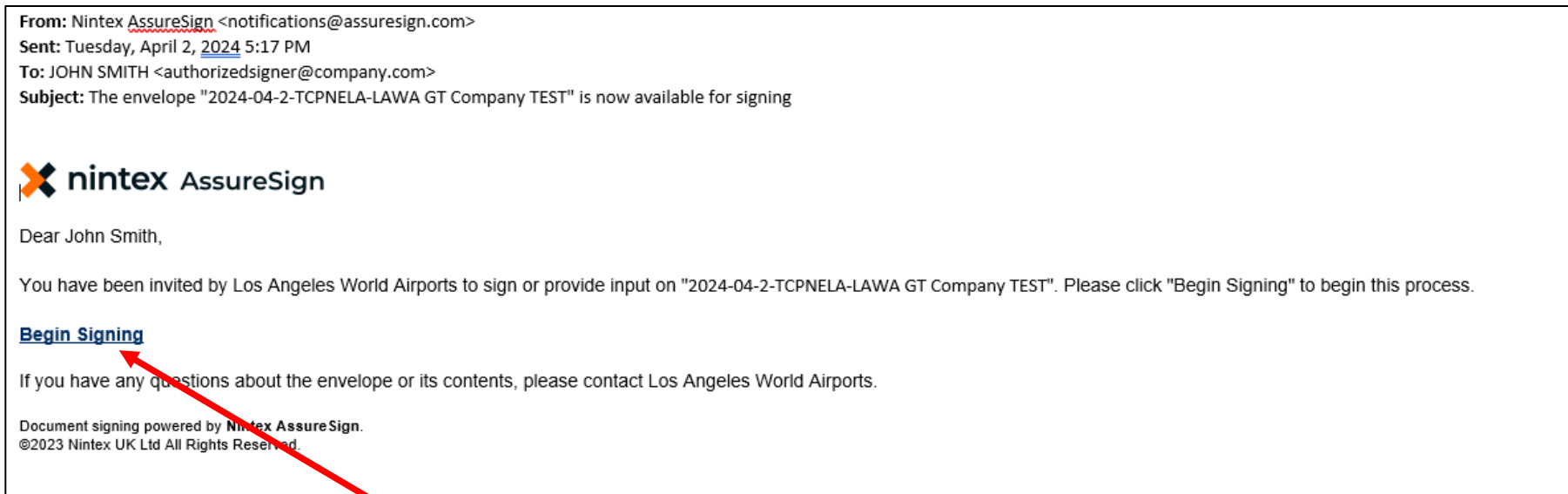
You can find your application in “My Requests” along with the status of your application.



STATUS	DESCRIPTION
Draft	Application created but not submitted & paid.
GT Review	Application submitted and is being processed.
Attorney Review	Application is being reviewed for legal requirements.
Contract Signing	NELA /Contract has been routed for signatures.
Rework	Application returned for corrections.

Ready to Sign

You will receive an email from Nintex when it is time to review the License Agreement and electronically sign your NELA.



Click "Begin Signing"

Electronic Signing – Step A

Review the document. Check that the company name is correct.

The screenshot shows a digital document viewer interface. At the top, a light blue banner contains the text: "You have been asked to sign 2024-04-4-TCPNELA-TEST COMPANY 2024". Below this, a message reads: "By selecting start signing you agree to the [terms and conditions](#)." To the right of this message is an orange button labeled "Start signing". A blue callout box with the text "Then 'Start signing'" has a red arrow pointing to the "Start signing" button. Below the message is a document header bar with the text "2024-04-4-TCPNELA TEST COMPANY 2024" and "1 of 30" on the right. The main document content is displayed in a large white area with a vertical scrollbar on the right. The document text includes: "LSO 30155", "NON-EXCLUSIVE LICENSE AGREEMENT BETWEEN THE CITY OF LOS ANGELES AND TEST COMPANY 2024", and "COVERING CHARTER PARTY CARRIER TRANSPORTATION SERVICES TO AND FROM LOS ANGELES INTERNATIONAL AIRPORT". At the bottom of the document, it reads: "THIS NON-EXCLUSIVE LICENSE AGREEMENT (the 'License'), made and entered into this day of _____, by and between the CITY OF LOS ANGELES, _____". Below the document viewer, there are three links: "Ask sender a question", "Decline signing", and "Download documents". At the very bottom, it says "Powered by Nintex Assure Sign" on the left and "Terms of Use Privacy Policy" on the right.



Electronic Signing – Step B

Follow instructions on the screen.

Please select the "Adopt signature" button to type or draw your signature to be applied to the document.

The screenshot shows a document with two signers. On the left, Renee Gonzalez is listed as Deputy/Assistant City Attorney, Secretary. On the right, Connor TEST for Renee 2006 is listed as Executive Director, Department of Airports, CEO. A red arrow points from the 'Adopt signature' button at the top right to the signature area of Connor TEST for Renee 2006.

1. Check that the name is correct.

2. Click on the "Adopt signature"

Complete Adopt a Signature.
Follow instructions on the screen.

The 'Adopt a Signature' dialog box is shown. It has two radio button options: 'Typed with a keyboard' and 'Drawn with touch, mouse, or stylus'. Below these is a text input field for the signature. At the bottom, there are 'Cancel' and 'Adopt signature' buttons. A red arrow points from the 'Adopt signature' button in the background to the 'Adopt signature' button in the dialog box.

3. Enter your signature

4. Click on the "Adopt signature"

Electronic Signing – Step C

T for Renee ▾	17 ▾ of 30
Full Name	Full Name
Assistant City Attorney	Executive Director, Department of Airports
Title	Title
Processing your document. Please wait...	
* Saving documents. Please wait...	
Renee Gonzalez	connor jackson
Full Name	Full Name
Secretary	CEO
Title	Title

When call company signatures are complete, the document is routed to LAWA for signatures. This may take up to 14 days

You have successfully completed the signing process. The final signed version of your document will be available for you to view, print, or download after all signers have finished signing it.

Have questions about the document you signed? Please contact the sender of the document.

Follow and Like us on social!



Insurance Profile

Once your NELA application is approved by GT staff, you will receive an **email** from LAWA Risk Management that sets up your account insurance profile with LAX.

Be sure to share this email with your insurance agent. The **insurance agent** must follow the instructions to upload the proper information into the PINS Advantage system.



Email

Subject: Insurance Certificate Request from Los Angeles World Airports
Date: 3-05-2024, 10:24AM
From: Risk Management
To: companyemail@email.com
CC:
Message: To: COMPANY NAME

Los Angeles World Airports is requesting proof of insurance for Non-Exclusive License Agreement - Charter Party Carrier.
.....
.....

Hello,

Your company's insurance profile has been added to our Pins Advantage data tracking system.

You must forward this email to all your agents to access your account with your company's job code listed below.

The job code below is unique to your company and in most cases never changes, please keep it for future reference.

****ALL INSURANCE INFORMATION AND DOCUMENTS MUST BE UPLOADED INTO THIS SYSTEM BY A LICENSED INSURANCE AGENT/BROKER WITH THE AUTHORITY TO BIND COVERAGE.**

****A VALID INSURANCE LICENSE NUMBER MUST BE ENTERED BY THE AGENT ENTERING THE INSURANCE INFORMATION/DOCUMENTS FOR YOUR COMPANY FOR VERIFICATION.**

*******PLEASE ALLOW UP TO 10 WORKING DAYS TO PROCESS DOCUMENTS*******

AGENTS, PLEASE FOLLOW THE INSTRUCTIONS AND GUIDELINES INCLUDED IN THE BOX BELOW TO AVOID A DELAY IN THE APPROVAL PROCESS.

We have automated our insurance certificate tracking using PINS Advantage. Your agent will need to provide us with the insurance certificate and any associated documentation through the following website: <https://portal.pinsadvantage.com>
Please forward this email to any Agent handling your Insurance.
Please follow the instructions below:

1. Logging onto PinsAdvantage.com
2. Register as new Agent
3. Enter this Job Code: _____
4. Complete Agent Registration
5. Log in using User Name and Password
6. Click to the left side of page to add Certificate
7. Enter this Job Code: _____
8. Complete sections of the Certificate applicable to your Agency, and include the required Endorsements

.....

AGENT INSTRUCTIONS
.....

Fully Executed NELA

Once all signatures are collected, from the City Attorney and the LAWA Chief Executive Officer, you will receive an email from Nintex AssureSign with a link to the final fully executed NELA.

From: Nintex AssureSign <notifications@assuresign.com>
Sent: Thursday, January 18, 2024 8:13 AM
To: PAT SMITH <Pat.Smith@email.com>
Subject: Signing for "2024-01-18-TCPNELA-Move out of My Way" is complete and the envelope is available for download



Dear SMITH, PAT,

Envelope signing has been completed. Please click "View Envelope" to view or download the final signed copy.

[View Envelope](#)

If you have any questions about the envelope or its contents, please contact Los Angeles World Airports.

Document signing powered by **Nintex AssureSign**.
©2024 Nintex UK Ltd All Rights Reserved.

Click "View Envelope" and Download a copy for your records.

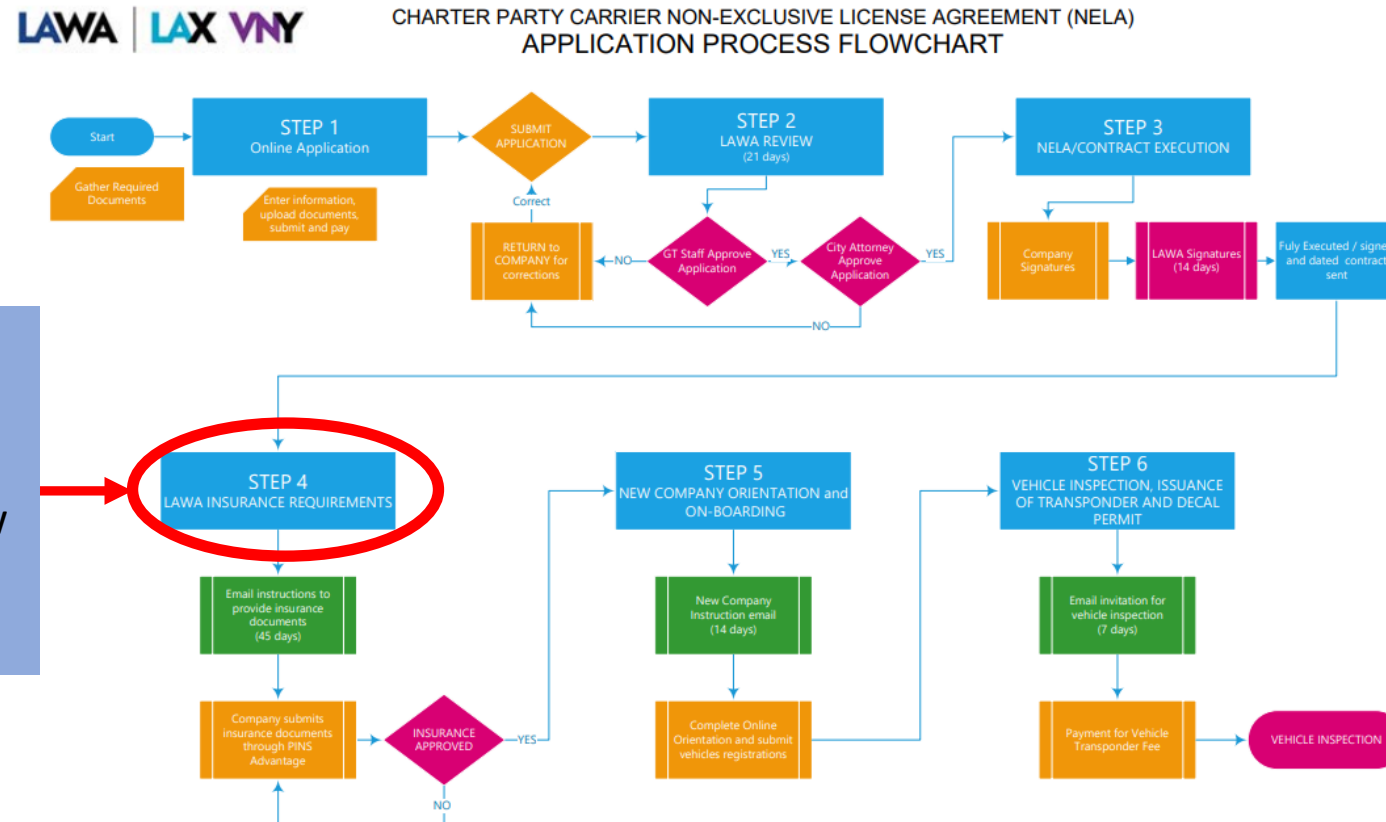
Next Steps

Use the [LAWA Official Site | Transportation Charter Party Checklist and Instructions](#) to understand the Application process and timelines.



New Application

CHECKLIST & INSTRUCTIONS



You are now at Step 4. Once your insurance is received and approved you will receive an email with instructions on how to access the online orientation and training.



Revised 4/02/2024

Chart GT 117 (Revised 9/28/2023)

New Company Orientation (NCO)

Once your insurance is received and approved by LAWA Risk Management, you move to Step 5. You will receive an email with instructions on how to access the online orientation and training.

You must complete the NCO and successfully pass the training test to move to the next steps to receive your LAX permit.

Vehicle Inspection and Issuance of Permit and Transponder

Use the [LAWA Official Site | Transportation Charter Party Checklist and Instructions](#) to understand the Application process and timelines.



New Application

CHECKLIST & INSTRUCTIONS

Upon successful completion of Steps 1 through 5, you will receive an email with instructions to register and pay for your vehicles with LAWA.

Vehicle Inspection appointments will be provided after your vehicle submittal is reviewed and approved by GT staff.

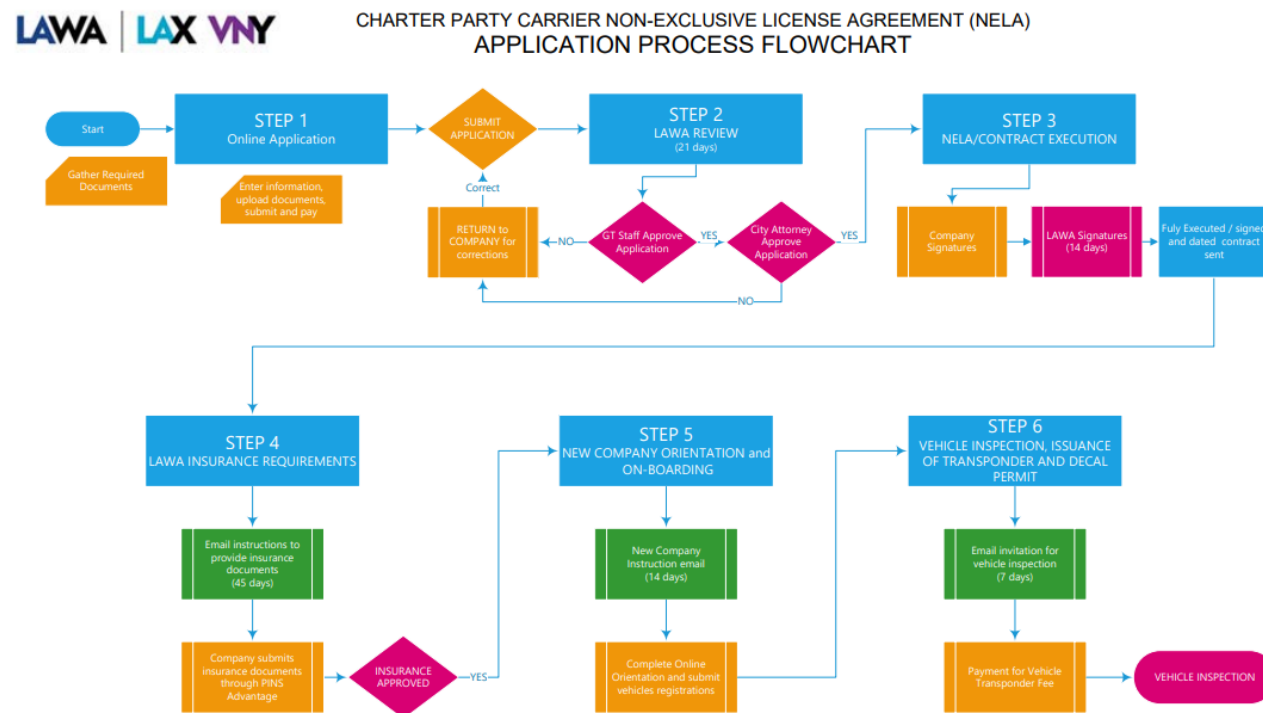


Chart GT 117 (Revised 9/28/2023)



Revised 4/02/2024

Having Trouble?

If you have any questions regarding your application process, submit an email to infolandside@lawa.org.

To	infolandside@lawa.org
Cc	
Subject	New Application - COMPANY NAME TCP #12345
My question is	
My name is	
I can be reached at (xxx-xxx-xxxx) or email address.	

include your TCP number, company name, contact email and phone number.

Ground Transportation Services

infolandside@lawa.org

424-646-6460

Public Counter Service is by Appointment Only

7301 World Way West, 1st Floor

Los Angeles, CA 90045

