**Instructions and Required Documents for For-Hire-Vehicle (FHV) Permit**

1. Fill in the table below and return this form back along with required documents as outlined below (as separate files in one email) to the following email address: PermitFHV@panynj.gov

|  |  |
| --- | --- |
| Permittee: |  |
| Permittee Address:  |  |
| Permittee Representative: |  |
| Permittee Federal Tax ID: |  |
| Projected number of Airport trips April to June 2021:  |  |

1. W-9 signed by the individual who can bind the company. This identifies the address and Tax-ID associated with the individual operator. The IRS W-9 form can be found here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
2. Signatory authority documentation identifying the individual(s) authorized to execute the documents on behalf of the company. Please see below for forms of Signatory Authority that the Port Authority will consider and review:
	1. If the Permittee is organized as a **Corporation** and the signatory to the Agreement is NOT its President or Vice President, the Permittee must provide documentation **such as** one of the following in order to verify the authority of the signatory to enter into the Agreement on behalf of the Permittee:
		1. a copy of the Permittee’s corporate by-laws setting forth the authority of the signatory to enter into the Agreement on behalf of the Permittee
		2. a copy of a corporate Resolution by the Board of Directors of the Permittee authorizing the signatory to enter into the Agreement on behalf of the Permittee
		3. an opinion of the Permittee’s counsel (on said attorney’s letterhead) stating that the signatory is authorized to enter into the Agreement on behalf of the permittee.

* 1. If the permittee is organized as a **Limited Liability Company**, the Permittee must provide documentation **such as** one of the following in order to verify the authority of the signatory to enter into the Agreement on behalf of the permittee:
		1. a copy of the Permittee’s operating agreement setting forth the authority of the signatory to enter into the Agreement on behalf of the Permittee
		2. a copy of a Unanimous Consent of the Members of the Permittee authorizing the signatory to enter into the Agreement on behalf of the permittee
		3. an opinion of the Permittee’s counsel (on said attorney’s letterhead) stating that the signatory is authorized either under the Permittee’s operating agreement or by a Unanimous Consent of the Members of the Permittee to enter into the Agreement on behalf of the Permittee.
1. State Registration Certificate which indicates if the Permittee is in good standing or not. This is generated on the State’s website from which the Permittee operates.
	1. **New York State:** Use the link below to search by company name. If the company is registered, you should be able to navigate to an “Entity Information” page that shows the company’s “Current Entity Status”. Print and include with package. An “INACTIVE” status needs to be rectified before the Port Authority can enter into an agreement with the company.

<https://appext20.dos.ny.gov/corp_public/CORPSEARCH.ENTITY_SEARCH_ENTRY>

* 1. **New Jersey State:** The process for NJ is a bit more complicated than NY. Start with this website:

<https://www.njportal.com/DOR/businessrecords/EntityDocs/StandingCerts.aspx>

An unsuccessful search would suggest the company never registered in NJ, but there could be typos or data-entry anomalies on NJ’s end (e.g., “L.L.C.” instead of “LLC”; “Company” instead of “Co.”). Trying various permutations of the name can be productive.

A successful search will produce a company’s 10-digit, NJ “Business Entity ID” number. Copy that number and go to:

<https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp>

**(this is the form to enter the info and get copy of certificate)**

As directed, enter the first four characters of the business name and paste the Business Entity ID number where indicated and click “Submit”. 1 of 3 three things will happen:

1. A Business Registration Certificate will appear ensuring current registration in good standing. Print and include with package.
2. A message in red type will appear, indicating no matching data for the characters + ID entered. Check for errors, possible data entry missteps.
3. A message in red type will appear - indicating the status of the business cannot be immediately confirmed and to call 609-292-9292 for more information. This means that there is a data match – the company did register at some point, but there is some issue as to current status, which can only be described and addressed by the NJ representative at the number given. If the company is not in good standing, the NJ representative can advise what steps the company needs to take.
4. Certificate of Insurance (COI) reflecting the standards as outlined in the Insurance Section of the Permit (Section 22) and further supplemented in the Rider to the Permit. The COI document will be reviewed by the Port Authority Risk Division for compliance.
5. Security deposit amounts will be determined based on the terms outlined in section 8 (pg. ii) of the Permit.
	* 1. If the total number of projected airport trips in Item 1 (e) above is 8,000 trips or more, a Letter of Credit in the amount of the required security deposit is required
		2. If the total number of projected airport trips in Item 1 (e) above is between 400-7,999, a company check is acceptable in the amount of the required security deposit
		3. If the total number of projected airport trips in Item 1 (e) above is less 800 trips, the security deposit requirement will be waived
6. List of the vehicles license plates and operator names associated with the FHV Permittee.