



**Commercial Passenger Vehicle Permit  
Application: Annual Permit**

**\*Please allow THREE BUSINESS DAYS for your application to be processed\***

Are you a current permit holder? ☐ Yes ☐ No

<b>Company Name (Official):</b>
<b>Recognized Company Name (If different than Official Name):</b>
<b>Type of business:</b> <input type="checkbox"/> Limo/Private Car <input type="checkbox"/> Hotel Courtesy <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other
<b>Complete Mailing Address:</b>
<b>Complete Physical Address (if different than mailing):</b>
<b>Contact Person and Title:</b>
<b>Phone Number:</b>
<b>Contact's Email Address (<u>required</u>):</b>
<b>Company Website:</b>
<b>Type of Business (Select One):</b> <input type="checkbox"/> Individual/Sole Proprietorship <input type="checkbox"/> Partnership, LLC., Joint Venture, or Corporation
Our vendor website will allow you to run reports, view trip data and submit certain types of account requests. To access our vendor website, please provide a username. The username will be associated with the contact email address, above and a confirmation email will be sent once the username is activated.  <b>USERNAME:</b>

By signing below, I certify that I am an authorized representative of the Company listed above and have the legal authority to enter into Agreements on behalf of the Company listed above. I certify that the information contained in this application packet is accurate and complete, and that I have obtained all applicable licenses, permits and other authorizations necessary to operate at the Cincinnati/Northern Kentucky International Airport. Company name and contact information may be displayed on CVG's website as an authorized ground transportation provider.

I understand an additional administrative fee of \$25.00 will apply if my complete application is submitted less than 3 business days in advance of the first trip for which a permit is required. I also agree to operate and do business at the Airport consistent with all applicable federal, state and local laws, regulations and ordinances and according to the rules and regulations of the Kenton County Airport Board.

**Should there be any changes in the information or documents provided, I will notify the Kenton County Airport Board immediately by emailing [permits@cvgairport.com](mailto:permits@cvgairport.com).**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## COMMERCIAL PASSENGER VEHICLE – Annual Permits

### CHECK LIST

- ☐ Application form for annual permit
- ☐ Vehicle Information Sheet – available online
- ☐ Certificate of Operating Authority issued by the Kentucky Transportation Cabinet OR governing body of Company's jurisdiction. *This certificate is required because it gives authority to operate as a motor carrier.*
- ☐ Certificate of authorization from Kentucky Secretary of State or, if sole proprietor, Boone County General Business License. *This provides the operator with the authorization to do business in KY.*
- ☐ Legible copy of registration for each applicable vehicle
- ☐ Copies of any mechanical inspections or bus inspection permits completed, as required by law.  
Note: Commercial passenger vehicles registered in Kentucky must have a current Bus Inspection Permit if the vehicle is capable of transporting 9-14 persons, including driver. Vehicles registered in Ohio and Indiana do not require a Ky. Bus Permit.) Permit can be obtained from the Ky. Dept. Of Transportation. Call the Boone County scales office at 859-485-6778, or the Kenton County office at 859-356-1111.
- ☐ Certificate of Liability
  1. Auto Liability: Must show proper auto liability amounts as required by K.R.S. 281.655
  2. CGL Coverage: Must show proper commercial general liability coverage of not less than One Million Dollars (\$1,000,000.00) per occurrence.  
  
Please note: Lowering your coverage level at any time during the permit year, even if coverage still meets requirements of K.R.S. 281.655, is prohibited and may result in revocation of your permit. In exceptional circumstances, you may make a written request to the Board for permission to lower your coverage amount, which the Board may grant or deny in its sole discretion.
  3. All certificates must name the Kenton County Airport Board as an additional insured. The Certificate Holder should read: Kenton County Airport Board, Risk Manager, and P.O. Box 752000, Cincinnati, OH 45275.
- ☐ Legible copy of driver's license for individual signing the Application