

COMMERCIAL GROUND TRANSPORTATION PERMIT APPLICATION FORM

OCTOBER 01, 2026 - SEPTEMBER 30, 2028

ORLANDO INTERNATIONAL AIRPORT (MCO)

GENERAL INSTRUCTIONS

1. COMPLETION AND SUBMISSION OF GT FORMS

- a) Applicable Commercial Ground Transportation (GT) Forms are to be **completed and submitted as required, including electronically**. Applicable forms, including Commercial GT Permit Application/Renewal are available on the Authority's website.

2. APPLICATION FEE

- a) \$100 Permit Application Fee for a new Operator, renewing Commercial GT Permit Holder, or any ownership change of an existing Permit.
- b) Renewal Application fee will be **invoiced and mailed** to the Operator for payment.
- c) Permit application fee can be paid online or at the GT Services office.
- d) Accepted Permit application payment types: Cash, Credit Cards (Only Visa, Discover, and Mastercard) and Checks. Checks to be made payable to the **"Greater Orlando Aviation Authority"**.

3. VEHICLE INFORMATION

- a) Applicant(s) will provide the information requested on the electronic **'Vehicle Schedule' form** for each vehicle for which the Operator desires a Permit and Transponder if applicable. See the Ground Transportation Rules and Regulations (GTR&R) for the definition of "Class 1, 2, and 3" vehicle (GTRR, Section 2). Complete additional forms as required.
- b) Information **MUST** be submitted electronically through the Authority's website during the renewal and through the Vendor Commercial Vehicle Management System (CVSM) each time a vehicle is added or deleted from the fleet during the permit term.
- c) Attach a copy of the current vehicle registration for **Each Vehicle** listed on the Operator's attached vehicle schedule, including the Manufacturer's vehicle specification document showing vehicle length and height.
- d) Vehicle **MUST** be registered under the company name; or
- e) **If** the vehicle is leased, attach **a copy of the leasing agreement** (contract and **notarized document required**) for each leased vehicle, including the term of the lease.
- f) Operator **MUST** provide evidence that the vehicle is registered with the City of Orlando Vehicle for Hire Office, if applicable.

4. INSURANCE:

- a) Provide a copy of the Certificate of Insurance covering every vehicle described in your vehicle schedule list that meets the following requirements (GTRR, Section 4)
- b) Unless "Any Auto" is specified, a schedule (year, make, entire VIN) of each vehicle covered by the policy **MUST** accompany the certificate of insurance.
- c) The minimum coverage for each Commercial Vehicle permitted by the City of Orlando under the Code of Ordinances, Chapter 55, coverage shall be issued, at a minimum, in the amounts required pursuant to section 324.041, Florida Statutes.

- d) The minimum coverage for each Commercial Vehicle not regulated by the City of Orlando under the Code of Ordinances, Chapter 55, equipped to carry **nine (9) or fewer Persons**, including the Driver, coverage shall be issued, at a minimum, in the amounts of One Hundred and Twenty-Five Thousand Dollars (\$125,000.00) for injuries per person in any one occurrence or accident and Two Hundred and Fifty Thousand Dollars (\$250,000.00) per occurrence or accident with Fifty Thousand Dollars (\$50,000.00) for property damage in any one accident.
- e) The minimum coverage for each Commercial Vehicle not regulated by the City of Orlando under the Code of Ordinances, Chapter 55, equipped to carry **ten (10) or more Persons**, including the Driver, coverage shall be issued, at a minimum, in the amounts of One Million Dollars (\$1,000,000.00) combined single limit. Permit Holders operating with One Million Dollars (\$1,000,000.00) in coverage may provide such coverage with Self-Insured Retention (SIR), providing that the SIR does not exceed Ten Thousand Dollars (\$10,000.00).
- f) The Company name, or as required, **MUST** be stated on the Certificate of Insurance, including the policy number.
- g) The **Greater Orlando Aviation Authority and the City of Orlando MUST** be listed as additionally insured on the Certificate of Insurance.
- h) Each insurance policy shall provide that it may not be canceled until the expiration of thirty (30) days after notice of its intended cancellation has been given in writing to the Authority by registered mail or personal hand-delivery.

5. GOOD STANDING

- a) If the Operator is a Corporation or Limited Partnership, the Authority will verify a certificate evidencing that the Operator is either a Florida Corporation or limited partnership in good standing in the State of Florida or is a foreign corporation or Limited Partnership authorized to transact business in the State of Florida.

6. FICTITIOUS NAME

- a) If the Operator (including a sole proprietorship) operates under a fictitious name, the Authority will verify the Operator's fictitious name registration with the State of Florida.

7. SECURITY DEPOSIT

- a) The Operator **MUST** be in full compliance with the security deposit required by the GTR&R.
- b) In the event of the sale or transfer of a company that is a Permit Holder, the exact security deposit amount on file with the Authority **MUST** be listed in the contract for such sale or ownership transfer and will include legal verbiage that specifies the person(s) or company that will retain ownership of the security deposit. Further, the new Permit Holder or company owner(s) **MUST** provide the security deposit specified in the GTR&R to the Authority prior to being authorized to operate as a valid Permit Holder.

8. ACCESS CONTROL MEDIA

- a) Any Access Control Media (permit decals, GOAA transponders, etc.) issued by the Authority remains the property of the Authority and is subject to confiscation in accordance with established procedures.
- b) If a Permit Holder reduces a vehicle in its fleet or forfeits its Permit with the Authority, all Permit Decals and Electronic Control Devices shall be returned to the Authority.
- c) There will be a non-refundable \$15 fee for each GOAA transponder issued.

- d) If a Permit Holder loses or fails to return the Permit Decal and GOAA Electronic Control Device of a Vehicle as directed by the Authority, the Permit Holder shall pay a non-refundable fine of \$50.00 for each Permit Decal and \$50.00 for each GOAA Electronic Control Device which was not returned.

9. AFFIXING PERMIT DECALS

- a) Permit decals and Transponders issued pursuant to this application are to be permanently affixed to vehicles on the inside lower corner of the windshield on the driver's side using the original adhesive. Transponders should be applied to the front windshield of the permitted vehicle.
- b) Permit decals and transponder **are assigned to one specific vehicle and are non-transferable** (GTRR, Section 3). Contact the Permit Office for additional or replacement permit decals or transponders.

10. IDENTIFICATION OF PERMIT HOLDER ON VEHICLE

- a) All vehicles **MUST** display identification of the name or the fictitious name registered with the State of Florida of the Permit Holder on the **exterior side of the vehicle or on the front license plate of the commercial vehicle** (GTRR, Section 6).
- b) In the case of a Vehicle displaying the name of another Operator or Permit Holder that contracted transportation services from the Permit Holder, the name, or the fictitious name registered with the State of Florida, of the Permit Holder of the Vehicle providing transportation **MUST** be displayed on the Vehicle dashboard, adjacent to the Permit Decal, and **MUST** be visible from outside the Vehicle.

11. PAYMENT OF FEES

- a) No Permit Holder may operate at the Airport unless the Permit Holder has paid all applicable fees in a timely manner.
- b) **A service fee** will be charged for non-sufficient fund checks.
- c) Failure to fulfill financial obligations will result in immediate suspension of the Permit Holder's operating privileges, and the Permit Holder will be required to pay a non-refundable reinstatement fee of \$100.00 in addition to any and all other late fees and penalties due by the Permit Holder (GTRR Sections 8 and 9).

12. NOTE

- a) The Permit Holder shall be responsible for providing immediate written notice to the Authority for any and all company and vehicle changes (GTRR, Section 3). The written notice shall be delivered by certified mail or hand delivered to the Airport Operations - Ground Transportation Services Office with a receipt tendered.
- b) Failure to complete the renewal permit process prior to the renewal due date of July 10, 2026, will result in a non-refundable late renewal fee of \$100.00.

13. MAILING ADDRESS

- a) Mailing address for the Ground Transportation Service Permit Office is:

**GROUND TRANSPORTATION SERVICES
GOAA ANNEX BUILDING
5855 CARGO ROAD
ORLANDO, FL 32827-4399**

