

Obtaining Your Limousine Carrier License and Vehicle Certificates

Important Information

A limousine carrier is any business that takes pre-arranged reservations and transports passengers in a limousine. In other words, a limousine business can't transport passengers that haven't made a reservation at least 15 minutes before pick up, unless dispatched from their business office.

Any limousine business that picks up clients in Washington must have a Washington Limousine business license. DOL does not require a limousine business license if a business only drops off passengers in Washington.

For detailed information on limousine carrier requirements, please see Chapter 46.72A RCW and Chapter 308-83 WAC. Check our website at www.dol.wa.gov/business/limousine.

To Apply for a Limousine Business License

- Fill out and submit a Business License Application
- Fill out and submit a Limousine Carrier Chauffeur Addendum. This form certifies that all chauffeurs hired by you meet the standards in RCW 46.72A.090 and WAC 308-83-140.
- Include the correct fees and attachments: See information on reverse.

A limousine is a chauffeur-driven, unmetered, unmarked luxury motor vehicle. A limousine vehicle must meet one of the following definitions:

- **Stretch limousine:** An automobile with a seating capacity of not less than 4 and no more than 14 passengers in the rear seating area and a maximum wheelbase of 285 inches.
- **Executive sedan:** A four-door sedan with a seating capacity behind the driver of no more than 3 passengers and a minimum wheelbase of 114.5 inches or meets the federal (www.ecfr.gov) definition and has manufacturer's suggested retail price greater than \$35,000.
- **Executive van:** A van or minivan having a seating capacity behind the driver of 7-14 passengers.
- **Classic car:** A fine or distinctive automobile that is 30 years old or older.
- **Executive sport utility vehicle:** A sport utility vehicle with a seating capacity behind the driver of 3-6 passengers and a minimum wheelbase of 116 inches.
- **Stretch sport utility vehicle:** A sport utility vehicle with a seating capacity behind the driver of not less than 4 and not more than 14 passengers and a maximum wheelbase of 325 inches that has been factory altered beyond the original manufacturer's specifications.

Documentation Needed on Each Vehicle:

- **Certificate of Insurance or Bond.** Every vehicle must be covered by a liability insurance policy (see example below).
- **Vehicle Inspection Report.** You may choose to have either the Washington State Patrol (WSP) or the City of Seattle inspect your vehicle. If the WSP does the inspection you will pay \$25 to the Business Licensing Service when you apply for your business license. If you get a limousine inspection from the City of Seattle, you will pay the \$25 fee at the time of the inspection. A list of limousine inspection sites is available from the Business Licensing Service at <http://dor.wa.gov/sites/default/files/legacy/Docs/forms/BLS/700036.pdf>.
- **Vehicle Registration** (See example below)

STATE OF WASHINGTON		12345B	
DEPARTMENT OF LICENSING			
VEHICLE TITLE APPLICATION/REGISTRATION CERTIFICATE			
01/25/12			
LIC/PLT	ISSUE-DATE	TAB-NO	REG-EXP
12345B	01/2012	S223344	10/20/2013
VALUE-CODE	DEPRE	MO-REG	MO-GWT
24689/1993	1	12	
POWER	USE	MODYR	MAKE
G	F/H	1993	LINC
	9	7	7
SERIES/BODY	VIN OR SERIAL-NO	RES-CO	INC/UNINC
CAP4D	1G1W52D8W193006	17	I
SCLWT	SEAT	GWT	GWT-STRT
	00	/	/
FLEET	PREVPL	PREV-TITLE-NO	ST
26549C	94228622322		WA
COMMENT: 7 - 18 - USE TAX WAIVED (A) -COLOR -WHITE			
BRANDS-WA/FORMER EXEMPT MILEAGE 16579 A			
REGISTERED OWNER		LEGAL OWNER	
JOHN DOE DBA JOHN'S LIMOUSINE 122 CENTRAL AVE ANYWHERE WA 98111		2	

CERTIFICATE OF INSURANCE					DATE (MM/DD/YY) 01/25/12
PRODUCER GENERIC INSURANCE ABC LANE ANYWHERE WA 98111-1111		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UNDER THE CERTIFICATE POLICY. THIS CERTIFICATE DOES NOT AMEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY DESCRIBED BELOW.			
INSURED 1 JOHN DOE DBA: JOHN'S LIMOUSINE 122 CENTRAL AVE ANYWHERE WA 98111		COMPANIES AFFORDING COVERAGE COMPANY A INSURANCE COMPANY COMPANY B			
COVERAGES					
COI	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAMS <input type="checkbox"/> OCCUR				EACH OCCURRENCE \$ FIRE DAMAGE (Per one fire) \$ MED EXP (Per one person) \$ PERSONAL & AUTO INJURY \$ GENERAL AGGREGATE \$ PRODUCTS/COMPOSP PAGE \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	R4603348A	12/01/09	12/01/10	COMBINED SINGLE LIMIT \$ 1,050,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - SA ACCIDENT \$ OTHER THAN AUTO ONLY \$ EACH ACCIDENT \$ AGGREGATE \$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA <input type="checkbox"/> OTHER THAN UMBRELLA				EACH OCCURRENCE \$ AGGREGATE \$
	OTHER				\$
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS 1993 LINCOLN TOWNCAR 1G1W52D8W1930006					
CERTIFICATE HOLDER STATE OF WASHINGTON DEPARTMENT OF LICENSING PO BOX 9027 OLYMPIA WA 98507-9027				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL endeavor to mail 30 days written notice to the certificate holder named to the left, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE	

See Reverse side for licensing fees and more information.

- ❶ Owner name must be the same on certificate of insurance and Business License Application.
- ❷ Registered owner must be: **owner name, sole proprietor, partner, corporate officer, or LLC member/manager.**
- ❸ Include **policy number.**
- ❹ **Policy effective & expiration dates** must show current coverage.
- ❺ Display **name of insurance company.**
- ❻ Minimum combined single limit coverage of \$1,050,000.
- ❼ Insurance certificate must show **year, make and complete VIN#** of each car, which must match vehicle registration certificate.
- ❽ **Certificate holder** must be State of Washington, Department of Licensing, PO Box 9027 Olympia, WA 98207-9027.
- ❾ Use class must be **"F/H"**.

Registrations and Licenses (New business)

New Limousine Carrier Business License.....	\$350
Vehicle Certificate and Decal.....	\$75 per vehicle
Vehicle Inspection.....	\$25 per vehicle
State Tax Registration.....	No Fee
Business and Trade Name Registration.....	\$ 5
Business License Processing fee.....	\$19

Registrations and Licenses (Renewals)

Limousine Carrier Business License.....	\$350
Renewal Application Processing fee.....	\$11
Vehicle Certificate and Decal.....	\$75 per vehicle
Vehicle Inspection.....	\$25 per vehicle

License and Vehicle Certificate Renewal

The Business Licensing Service will send you a renewal notice about 45 days before your license and certificates expire. To renew, return your renewal notice along with the following for **each** vehicle:

- Annual Vehicle Inspection Report from the Washington State Patrol or the city of Seattle
- The fees as indicated on the renewal notice.
- A chauffeur addendum, if you are adding chauffeurs to your account.

We can not process your renewal in person. Please renew early.

Short Term or Special Needs Vehicle Certificate:

Temporary Vehicle Certificate (30 days or less)	
.....	\$75 per vehicle

Businesses that anticipate an increased demand for their services may add rented or leased vehicles to their fleet for 30 days or less. Each added limousine must have a valid vehicle certificate and proof of insurance. Keep a copy of the rental or lease agreement in each vehicle.

To Apply for a Limousine Vehicle Certificate

- Submit a Certificate of Insurance or Bond.
See example on reverse.
- Make an appointment and pass a Vehicle Inspection. You may make an inspection appointment with the Washington State Patrol or City of Seattle. See reverse for more details.
- Submit a passing vehicle inspection report and a copy of your vehicle's registration along with your business license application.

Replacement or Duplicate Vehicle Certificates

Replacement fee.....\$20 per vehicle
If you need a duplicate or replacement vehicle certificate, please make your request in writing to Business Licensing Service and include the \$20 fee.

Update to Vehicle Certificate for New License Plate

Update/change to vehicle certificate...\$20 per vehicle
If you need to change a vehicle certificate, please make your request in writing to Business Licensing Service and include the \$20 fee.

Business Licensing Service
PO Box 9034
Olympia, WA 98507-9034

Chauffeur Requirements

A limousine carrier must keep on file and make available for inspection, proof that each chauffeur: (see WAC 308-83-140 for complete requirements)

- Is at least 21 years of age;
- Holds a valid Washington State Driver License;
- Has passed an initial test and is participating in a random drug testing program;
- Has a satisfactory driving record;
- Documentation verifying that the chauffeur has passed a four (or more) hour National Safety Council Defensive (NSCDD) course;
- Has had a background check performed by the Washington State Patrol; and
- Has a medical certificate certifying the individual's fitness to be a chauffeur. A new exam and medical certificate is required every two years.

Advertising

Your Unified Business Identifier(UBI) number must be included on any advertisement for your business.

For Problems and Questions

If you have a question about your business license, call the Business Licensing Service at 360-705-6741. If you have a question about your vehicle inspection, call the phone number listed for the location where you were inspected.



State of Washington
Business Licensing Service
 PO Box 9034
 Olympia, WA 98507-9034
 360-705-6741

UBI
Owner Name <i>(please print clearly)</i>

Limousine Carrier Chauffeur Addendum

All chauffeurs operating a limousine for your business must meet the qualification requirements outlined in RCW 46.72A and WAC 308-83. You must submit their names to the Business Licensing Service with this form before they may operate a limousine. You must certify to the Department of Licensing that you have the required records (listed on the reverse of this form) on file at your business location to prove all qualifications for each chauffeur listed below. This information must be kept current at all times.

- Use this form the first time you file as a Limousine Carrier and to add or remove a chauffeur at other times during the year. List all chauffeurs' names exactly as they appear on their driver license. At least one chauffeur is required.
- Make sure to include yourself on the list if you also operate a limousine.
- Include WA Drivers License Number and expiration date for all chauffeurs.

Incomplete or unsigned forms will delay your application or renewal. Attach additional forms if needed.

ADD Limousine Chauffeurs - Complete section below.

Last Name	First Name	Middle Initial	WA Drivers License #	Expiration Date

REMOVE Limousine Chauffeurs - Complete section below.

Last Name	First Name	Middle	Date of Birth

As the authorized representative of the business, I certify under penalty of perjury under the laws of the state of Washington that the persons listed above have completed the requirements for chauffeurs, and I have the proof as outlined in RCW 46.72A.090, and described in WAC 308-83-140.

X

 Signature of Authorized Representative

 Date

Chauffeur qualification requirements:

For each person acting as a chauffeur, a limousine carrier must obtain the information listed below and keep it on file at the business location: (RCW 46.72A.090):

- A certificate of completed chauffeur training signed by a training provider approved by the department.
- Documentation verifying that the chauffeur has passed a four (or more) hour National Safety Council Defensive Driving (NSCDD) course.
- The results of a criminal background check obtained through the Washington state patrol.
- A U.S. Department of Transportation Medical Examiner's Certificate completed within the previous ninety calendar days by an examiner meeting the U.S. Department of Transportation standards under 49 C.F.R. 391.41-391, on a two-year renewal cycle.
- A Department of Licensing employment record driving abstract not more than sixty days old at the time of hire. If the chauffeur has resided in another state within the past five years, the chauffeur must also provide a complete driving record from the previous state(s) of residence.
- A drug test report obtained within the previous ninety days from a facility meeting the U.S. Department of Transportation standards under 49 C.F.R. 40.
- A report or certificate from a drug testing facility meeting the U.S. Department of Transportation standards under 49 C.F.R. 382.305 stating that the chauffeur is participating in a random testing program. The carrier must obtain an updated report each year before recertifying the chauffeur with the annual license renewal application [WAC 308-83-145(2)].

You must certify your chauffeurs are qualified when you apply for a limousine carrier endorsement and any time you add or remove a chauffeur. The documents listed above must be available for review on request by the Department of Licensing.



State of Washington
Business Licensing Service
PO Box 47475
Olympia, WA 98507-7475
360-705-6741

LIMOUSINE INSPECTIONS

Please call ahead for all limousine inspection appointments. For businesses located in King County, please call the City of Seattle inspection office. All others must make appointments at the Washington State Patrol District that serves your county or the City of Seattle site. Schedule your appointment well in advance, in case your vehicle requires reinspection.

Seattle District 2

(King)

City of Seattle Limousine Inspection Program

- limogeneral@seattle.gov
- 206-386-1268 answered live or with message recording.

Tacoma District 1

(Pierce and Thurston)

Phone: 253-538-3161

Kennewick District 3

(Yakima, Benton, Franklin, Walla Walla, Garfield, Columbia and Asotin)

509-882-9945

Spokane District 4

(Adams, Ferry, Lincoln, Pend Oreille, Spokane, Stevens and Whitman)

509-838-9400

Vancouver District 5

(Clark, Skamania, Klickitat, Cowlitz and Lewis)

360-887-8231

Wenatchee District 6

(Chelan, Douglas, Grant, Kittitas, Okanogan, and the NE corner of Adams)

509-886-6226

Select 1 option/extension 6

Leave a message

Marysville District 7

(Snohomish, Skagit, Island and Whatcom)

360-654-1200

Leave a message

Bremerton District 8

(Clallam, Grays Harbor, Jefferson, Kitsap, Mason, Pacific and Wahkiakum)

360-533-9332