



# Transportation and Public Works Department

P.O. Box 1088 Austin, TX 78767  
512-974-1150

## Hotel Courtesy Vehicle Service Application

1. Hotel Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Business Address: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Street City State Zip

Email Address \_\_\_\_\_

2. Please **circle** the type(s) of Operating Authority requested:

- 1. Hotel Shuttle
- 2. Hotel Courtesy Service

3. The following information must be provided for the applicant, each officer, director, partner, and any other person who will participate in the business decisions of or who has the authority to enter contracts on behalf of the ground transportation service. This information will be provided on a separate page and attached to the application.

General Manager's Name: \_\_\_\_\_ Texas Driver's License #: \_\_\_\_\_

*Contact IdentaGo at 1-888-467-2080 to schedule an appointment to submit your fingerprints for a DPS nationwide background report. Ensure that you provide them with the City's six-digit service code, **11GYVN**, to ensure the report is electronically sent to us within 48-72 hours after fingerprint submission.*

4. Describe all criminal offenses. The certified criminal history information that we receive will cover all states and be valid for up to ten (10) years.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Number of permits requested for each service:

Hotel Shuttle \_\_\_\_\_

Courtesy Vehicle \_\_\_\_\_



# Transportation and Public Works Department

P.O. Box 1088 Austin, TX 78767  
512-974-1150

6. Provide the following information for each vehicle to be used to provide the service

	Yr.	Make	Model	Capacity	LP	VIN
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

7. Name of Insurance Co.: \_\_\_\_\_ Agent Name: \_\_\_\_\_  
 Agent Phone #: \_\_\_\_\_ Agent Insurance License #: \_\_\_\_\_

8. The applicant must provide the following information and attach as part of the application:

- a. Copies of the appropriate following documents to verify that each vehicle proposed to be operated by the applicant is owned, leased, or under contract by the applicant:
  - 1. Certificate of Title.
  - 2. Lease/rental contract, or
  - 3. Other contract as appropriate.
  
- b. Certified copies of any documents required by state law to be filed for the business entity to legally exist, and a statement from the Texas Secretary of State certifying that the business is in good standing if state law requires the entity to file documents with the Texas Secretary of State.



# Transportation and Public Works Department

P.O. Box 1088 Austin, TX 78767  
512-974-1150

- c. A certificate of insurance as proof of insurance coverage, listing the City of Austin as additional insured with the following information: City of Austin Mobility Services, Attn; Courtney R. Henry, 1501 Toomey Rd., Austin, TX 78704.
  - d. Hotel shuttle applicants **must**:
    - 1. Submit the proposed rate of fare "Not for Hire."
    - 2. All drivers must be sponsored by the Operating Authority.
    - 3. Use Vans, SUVs, or SAVs.
    - 4. Only transport guests.
  - e. Hotel courtesy vehicle service applicants **must**:
    - 1. Have exterior signage stating, "Not for Hire."
    - 2. Only transport guests within a two-mile radius of the hotel.
    - 3. Only transport guests within a two-mile radius of the Texas State Capitol building.
    - 4. Only transport guests to and from a major transportation terminal.
    - 5. Employ or utilize drivers who are employees of the hotel who possess a valid City of Austin Chauffeur Permit.
9. A **\$159.00 non-refundable** operating authority application fee must be submitted with the application. All documentation must be submitted within (30) days of a submitted application. If not, the application is void and a new application and an additional application fee must be submitted.

I, \_\_\_\_\_ do swear or affirm that all of the information included within this application is accurate, and I understand that any omitted information or information found to be inaccurate will result in the denial of this application for operating authority or the revocation of an operating authority that is granted based on the information provided in this application. I also swear or affirm that I have read and understand Chapter 13-2 of the Austin City Code relating to Ground Transportation Services and agree to comply with the terms as written and as may be amended.

\_\_\_\_\_  
Signature of Applicant    Date

**THE STATE OF TEXAS  
COUNTY OF TRAVIS**

**BEFORE ME, the undersigned authority, on this day appeared \_\_\_\_\_, known to me to be the person whose name is signed to the foregoing application and duly sworn by me states under oath that he has read the said application and that all the facts therein set forth are true and correct.**

Sworn to before me, this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**Notary Public in and for Travis County, TX**