

CHARTER-PARTY CARRIER OF PASSENGERS CERTIFICATE/PERMIT APPLICATION CHECKLIST

Your application must include all the following documents and a filing fee. If any of these documents are missing, your application and filing fee will be returned to you. Please submit your completed forms in the order shown below.

- Filing Fee:** Payment must be from the applicant (check or money order)
- Form PL-739:** Application for Charter-Party Carrier Authority. **Email address must be included.**
- DMV EPN Account Approval Letter:** Issued by DMV Employer Pull Notice Unit, must contain your Requestor Code number (no fictitious business names or dba names)
- Form PL-739A:** Driver Statement of Applicant
- Form PL-739B:** Terminal Inspection Fee Statement
Note: Vehicles with seating capacity of 11 passengers or more, including the driver, must be inspected by the California Highway Patrol (CHP). You must allow up to 60 days for inspection. Permits and Certificates will not be issued until CPUC has received inspection approval from CHP.
- Copy of **“Assignment of California Carrier Identification Number”** letter, issued by the California Highway Patrol. **CA # is only required for buses and modified limousines.**
- Form PL-739C:** Terminal Modified Limousine Inspection Fee Statement
Note: Modified limousines must be inspected by the California Highway Patrol (CHP). You must allow up to 60 days for inspection. Permits and certificates will not be issued until CPUC has received inspection approval from CHP.
- Form PL-664:** Equipment Statement with copy of commercial vehicle registration
- Form PL-668:** Vehicle Inspection Declaration Form
- Form PL-706-I:** Highway Safety Requirements for Charter-Party Carrier
- Form PL-706-J:** Controlled Substances and Alcohol Testing Certification Program
- Form TL-706-F3:** Projected Profit and Loss Statement
- Form TL-706K:** Workers’ Compensation Declaration
- Form PL-740:** School Pupil Transportation Declaration

Applying as a **CORPORATION, LIMITED LIABILITY COMPANY, LIMITED PARTNERSHIP, or GENERAL PARTNERSHIP?**

If you are applying as one of these entities, you **must submit the additional documents** listed below:

Entity	*Documentation of ACTIVE status filed with the California Secretary of State	Waiver of Worker’s Compensation
Corporation	<input type="checkbox"/> Articles of Incorporation* <input type="checkbox"/> Statement of Information*	<input type="checkbox"/> Form TL-706K-CORP
Limited Liability Company (LLC)	<input type="checkbox"/> Articles of Organization* <input type="checkbox"/> Statement of Information*	<input type="checkbox"/> Form TL-706K-LLC <i>(must be signed by ALL managing members)</i>
Limited Partnership (LP)	<input type="checkbox"/> Partnership Agreement* <input type="checkbox"/> Certificate of Limited Partnership*	
General Partnership	<input type="checkbox"/> Partnership Agreement <i>(can submit Form TL-706B Partnership Agreement if a written agreement was not previously established)</i>	