
Washington Metropolitan Area Transit Commission

Carrier Application Process

This describes the Commission's routine process for handling carrier applications to obtain a Certificate of Authority. This general information does not cover all circumstances, nor is it binding on the Commission.

Applying for a WMATC Certificate of Authority is a two-step process. After an application is submitted, the applicant receives an acceptance e-mail or letter, which may request additional information. Later, applicants must satisfy the terms of a conditional grant order before a Certificate of Authority will be issued.

NOTICE OF ACCEPTANCE

Upon receiving an application to obtain a WMATC Certificate of Authority, Commission staff reviews the application to ensure: 1) all questions on the form have been completed; 2) Attachment A has been included; and 3) the required filing fee was paid. If an applicant plans to use a trade name, Attachment B must also be included (see Trade Name FAQ's). Incomplete applications may be rejected, in which case the filing fee is forfeited.

If an application is acceptable, the applicant's listed contact person is e-mailed or mailed a notice of acceptance within approximately two weeks of the filing date. If additional information is needed for a full and fair determination of the application, the notice of acceptance may request more information from the applicant. Applicants should fully address any issues raised in the notice of acceptance. Failure to provide requested information will result in dismissal of an application.

The Commission posts notice of each application on its website. Members of the public have 14 days from the date of acceptance of each application to file a protest or comments. If a protest is filed, the applicant has at least 5 days to respond. Once the public protest period has passed, the Commission reviews each application to assess the fitness of the prospective carrier and determine whether the proposed transportation is consistent with the public interest. Routine applications are usually decided within 14 days of the protest deadline.

Applicants may check the status of their application by viewing the applications docket on the WMATC website at www.wmatc.gov.

CONDITIONAL GRANT ORDER

The Commission approves an application by issuing an order *conditionally* granting a Certificate of Authority. The order assigns the applicant a unique WMATC carrier number and states the following steps must be completed within 180 days of the date of the order for a Certificate of Authority to be issued:

- Applicant must file a revenue vehicle list including year, make, VIN, license plate, state registered, and seating capacity;
- Applicant must file copies of for-hire vehicle registration cards (*revenue vehicles may not be registered for personal use. WMATC accepts District of Columbia B tags, Maryland B and P tags, and Virginia H tags*);
- Applicant must present proof each revenue vehicle passed a safety inspection within the previous year (*vehicle must display a window decal during WMATC inspection or a certificate of inspection must be filed*);
- Each of an applicant's revenue vehicles must pass a WMATC inspection (*see Vehicle Inspection FAQs*);
- If a revenue vehicle is not registered to the applicant, a written lease covering the vehicle must be filed;
- Applicant must file a general tariff and/or contract tariff containing rates for transportation (*see Tariff FAQs*); and
- Applicant's insurance company must file a WMATC Certificate of Insurance and Policy Endorsement demonstrating applicant has the required amount of insurance coverage (*see Insurance Filing FAQs*).

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The vehicle list form, vehicle lease form, general tariff cover page, contract tariff cover page, and WMATC Certificate of Insurance and Policy Endorsement form are available on the WMATC website.

Upon completion of these steps within 180 days of the conditional grant order, the Commission will issue a Certificate of Authority and the carrier may then commence operations. If a carrier fails to satisfy the steps above within 180 days and the 30 day reconsideration period has passed, an applicant that still wishes to obtain a Certificate of Authority must restart the process by filing a new application.

Q. Can a carrier operate in the Metropolitan District while its application for a Certificate of Authority is pending?

A. Until a carrier has received a Certificate of Authority (or temporary authority) any operations within the Metropolitan District are unlawful, and punishable by fines up to \$5,000 per day.

Q. What is Attachment A?

A. For corporations, limited liability companies (LLC's), limited liability partnerships (LLP's), and limited partnerships (LP's), Attachment A consists of a current certificate of good standing from the state under whose laws the entity was formed. For sole proprietors, Attachment A consists of a copy of the applicant's valid state-issued driver's license.

Q. Where does a corporate or LLC applicant obtain a certificate of good standing?

A. Corporate, LLC, and similar applicants should contact the agency that is responsible for registration of corporations in the state where the company was formed. Below is a list of some state agencies responsible for issuing certificates of good standing.

District of Columbia

Department of Licensing and
Consumer Protection
1100 4th Street, SW., 2nd Floor
Washington, DC 20024
(202) 671-4500
www.dlcp.dc.gov

Maryland

Maryland Dept. of Assessments
and Taxation
301 West Preston Street
Baltimore, Maryland 21201
(888) 246-5941
www.dat.state.md.us

Virginia

Virginia State Corporation
Commission
1300 E. Main Street
P.O. Box 1197
Richmond, VA 23218
(866) 722-2551
www.scc.virginia.gov

Q. How much insurance must a WMATC carrier have?

A. WMATC carriers with unrestricted authority may operate vehicles of any size and must maintain \$5 million in combined single limit (CSL) insurance coverage. WMATC carriers with restricted authority may only operate vehicles designed to seat 15 or fewer persons, including the driver, and must maintain \$1.5 million in CSL coverage. Some applicants are surprised by the cost of insurance. Applicants are advised to obtain a rate quote from a commercial insurance broker before they submit their WMATC carrier application. Applicants need not file proof of insurance until a conditional grant order has been issued.

Q. How long is a WMATC Certificate of Authority valid?

A. Once issued, a Certificate of Authority is valid until it is suspended, revoked or terminated by the Commission. Although a carrier does not need to renew its Certificate of Authority, it must file an annual report, pay an annual fee, and maintain proof of adequate insurance at all times or its Certificate of Authority will be suspended.

Q. What if a filing deadline falls on a weekend or holiday?

A. If the deadline for submitting application documents falls on a weekend or federal holiday, the deadline is automatically extended to the close of business of the next business day.