

REQUIREMENTS FOR LIMOUSINE LICENSE CERTIFICATE

1) Applicant is required to apply for a **Mercantile License** which must be reviewed by the Zoning Officer prior to filing with the Borough Clerk's Office. The Zoning Officer will determine if a Business License is required. If a license is required, the steps listed on the Mercantile License Procedure Sheet must be followed. Otherwise, the Zoning Officer will sign off stating that a license is not required.

*Limo's that are not parked in Sayreville must present a zoning certificate from the town the vehicle is parked in indicating they have clearance to park or be located in that town.

2) Under the insurance laws of this state, a **copy of the Applicant's current Insurance Policy (in it's entirety)** is to be filed with the Clerk in the sum of **\$1,500,000**, against loss by reason of the liability imposed by law for every limousine owner for damages, bodily injury or death suffered as a result of an accident together with an **Endorsement** to the policy stating that the Borough of Sayreville is named additionally insured, except for the purpose of premium payment for each vehicle listed and must indicate the expiration date.
A Certificate of Insurance or Insurance I.D. Card will not be accepted.

The Insurance Policy and all other correspondence submitted will be forwarded to the **Borough Attorney for review and approval as to form.** The Clerk will forward the documents to the Attorney once all paperwork is complete.

3) A Limousine Information Sheet must be completed **per vehicle** upon **initial licensing** and **also with annual renewal.**

4) Applicant and all drivers must submit a copy of driver's license which **must contain passenger endorsement.**

5) Applicant must present me with **"LETTER OF QUALIFICATION"** from the Motor Vehicle Commission for

a) Each Applicant and b) Each Driver

This certifies drivers based on the results of fingerprint live scan for State criminal background check. **This must be done annually.**

6) Application must include **Corp Code Certificate** issued by Motor Vehicle Commission.

7) **Fees: \$50.00** - 1st vehicle

\$10.00 - each in accordance with N.J.S.A. 48:16-17

8) A Power of Attorney must be filed with the New Jersey Motor Vehicle Commission with a copy submitted to the Borough Clerk.

Once you have completed the above requirements then and only then will a certificate be issued for filing with the Motor Vehicle Commission purposes only.

Once the Motor Vehicle Commission issues a Registration, the registration must be brought back to the Municipal Clerk's Office, the official vehicle Certificate will then be issued for display in the appropriate limousine.

**BOROUGH OF SAYREVILLE - COUNTY OF MIDDLESEX
LIMOUSINE APPLICATION**

Date: _____

Applicant's Name _____

Home Address _____

Home Phone # _____ Cell Phone # _____

Email Address: _____

Name of Business _____

Business Address _____

Business phone # _____

Are you a US Citizen? _____

How many vehicles will you be operating? _____

How many drivers? _____

SIGNATURE OF APPLICANT

For Office Use Only

Date Application Submitted: _____

License Number: _____

Total Amount Paid: _____

Date Issued: _____

Received Insurance: _____ Need to send to Attorney: Y or N

MUST COMPLETE ONE FORM PER VEHICLE

DRIVER INFORMATION:

Driver: _____

Address of Driver: _____

Driver License # _____
(attach copy of driver's license)

Attach copy of Letter of Qualification from Motor Vehicle for driver

VEHICLE INFORMATION:

Year _____ Make _____ Model _____

Body Style _____ Plate # _____

Serial # _____

Insurance Co. Name _____

Agent _____

Address _____

Policy# _____ Policy Expiration Date _____

New applicant:
Attach entire Insurance Policy with Endorsements indicating vehicles to be licensed, expiration date of policy & Endorsement covering the Borough of Sayreville as Additional Insured.

Renewal Applicant:
Attach Policy Endorsement indicating vehicles to be licensed, expiration date of policy & Endorsement covering the Borough of Sayreville as Additional Insured.

SIGNATURE OF APPLICANT

OFFICE USE ONLY

Received Letter of Qualification: _____

Received Copy of Driver's License: _____

MOTOR VEHICLE ADVISORY

NEW JERSEY LIMOUSINE COMPANIES AND RENTAL CAR CHAUFFEUR SERVICE COMPANIES

This advisory will provide limousine and rental car chauffeurs/operators and employers with information necessary to ensure compliance with certification requirements under N.J.S.A. 48:16-22-3.a.

The Motor Vehicle Commission (MVC) is responsible for implementing the driver background check and certification process. The MVC certifies drivers based on a live scan of fingerprints for the processing of a criminal background check. Generally, employers, including owner/operators, must submit an application to the MVC for uncertified drivers pending employment as well as those already employed. Please take note of the following:

- There is a \$500 fine on the employer or owner/operator if the driver is not certified by MVC. Employers and owner/operators should therefore ensure each driver operating company vehicles has completed a criminal background check and has been certified by MVC. This does not include drivers exempt from certification requirements who were continuously employed as a limousine driver prior to January 18, 2002.
- Drivers holding an active A, B, or C class commercial driver license (CDL) with a passenger (P) endorsement, can now be certified as a chauffeur without an additional background check. A limousine driver is also referred to as a chauffeur. Drivers meeting requirements for CDL with P endorsement have already completed and satisfied the state level background check required for a limousine driver. Employers and owner/operators should submit a Limousine Driver or Rental Car Chauffeur Employer Certification Application to the MVC for any new driver applicant or current driver holding a CDL with P endorsement. In addition, CDL holders must comply with the federal medical requirements under 49 CFR 391.41.
- As required by law, no one will be permitted to drive a limousine unless they are 21 years of age or older and not until the limousine or rental car chauffeur company has received written certification from the Chief Administrator of the MVC that the applicant is qualified for employment. To be qualified for employment as a limousine driver or rental car chauffeur, a person cannot be convicted of any crime as follows: aggravated assault, arson, burglary, escape, extortion, homicide, kidnapping, robbery, aggravated sexual assault, sexual assault or endangering the welfare of a child pursuant to N.J.S.A. 2C:24-4, whether or not armed with or having in his possession any weapon enumerated in subsection r. of N.J.S.A

2C:39-1, a crime pursuant to the provisions of N.J.S.A. 2C:39-3, N.J.S.A. 2C:39-4 or N.J.S.A. 2C:39-9, or other than a disorderly persons or petty disorderly persons offense for the unlawful use, possession or sale of a controlled dangerous substance as defined in N.J.S.A. 2C:35-2.

INSTRUCTIONS FOR EMPLOYERS:

- This notice includes all forms necessary to qualify drivers. The forms are also located on MVC's website at www.njmvc.gov. **Employers receiving this notice should begin the qualification process for employees without delay.**

- Employers should first identify all drivers who have a current certification letter from the MVC. The MVC maintains a permanent record for these drivers and can identify them as qualified under the law. Drivers should carry the certification letter when operating company vehicles. A notation will be placed on their driving record to indicate they have been qualified and will be available to law enforcement (lookup screens). If an employer or driver is unable to locate the certification letter issued by the MVC, please call the MVC CDL Unit at 609-292-7500 ext. # 5077, Monday through Friday between 8:30 a.m. and 4:15 p.m. and request a duplicate certification letter.

- **Employers should identify drivers who have not been certified.** This includes:
 - Drivers employed prior to January 18, 2002 can be exempt from background check requirements. These drivers may need documentation for law enforcement. Therefore, the MVC is providing a form allowing the employer to certify the employee's date of employment and that the driver is exempt from background checks under the revised law. The form should be carried by the driver when operating a company vehicle until a certification letter is received from the MVC. A notation will not be placed on the driver's record unless a Limousine Driver or Rental Car Chauffeur Employer Certification Application is submitted to the MVC.

 - Drivers holding an active CDL with P endorsement do not need another background check. However, employers should complete and submit to the MVC the Limousine Driver or Rental Car Chauffeur Employer Certification Application Form. The form includes a check-off box indicating the driver holds a CDL with P endorsement. The MVC will verify driver status and mail the employer a certification letter. A notation will also be placed on the driving record to indicate the driver is qualified.

 - Drivers who operate company vehicles but do not possess a CDL with P endorsement need to complete a background check. Employers must complete and submit to the MVC the Limousine Driver or Rental Car Chauffeur Employer Certification Application (CDL-5). **Drivers must**

schedule their fingerprint appointments on the Identogo fingerprint vendor website at <https://uenroll.identogo.com>. Drivers who do not have internet access may schedule an appointment by contacting Identogo at 1-877-503-5981. Drivers must use Service Code 2F17SN and the Contributor Case Number, which is their driver license number when scheduling their fingerprint appointments. The MVC will verify the background check results and mail the employer a qualification or disqualification letter. The MVC will update the applicant's driver history record to reflect whether he or she is a qualified limousine driver or disqualified limousine driver.

OTHER IMPORTANT INFORMATION FOR EMPLOYERS

- Drivers who are employed by more than one employer need only one background check. In addition, after providing a qualification letter, the Motor Vehicle Commission will continue to notify employer(s) of any disqualifying state level convictions if the MVC has the employer's current address.
- Applications must be submitted by mail or fax to the address or fax number listed on the application form.
- Once the fingerprints have been submitted, the MVC will receive the results and a Notice of Qualification will be mailed to the employer. The entire process takes approximately two weeks. The certification letter will only be sent to the employer, not the driver.
- Out-of-state drivers need to complete the process to be qualified as chauffeurs.
- The MVC understands the importance of professional drivers and the support they provide to transportation in New Jersey. We have attempted to make it easy for all employers and drivers to meet requirements of the law. Should you have any questions please contact the MVC CDL Unit at 609-292-7500, extension #5077, Monday – Friday between 8:30 a.m. and 4:15 p.m. This information, including the documents, applications, and Frequently Asked Questions are available on the MVC website at www.njmvc.gov.

TO ALL LIMOUSINE DRIVERS AND RENTAL CAR CHAUFFEURS

(Not for School Bus, Passenger or Hazmat Endorsement Applicants)

The Motor Vehicle Commission requires limousine driver or rental car chauffeur applicants to be fingerprinted and submit to a criminal background check. The successful completion of a criminal background check is a legal requirement as a condition for employment.

Please note: Commercial Driver License (CDL) drivers who were fingerprinted under New Jersey Statute 39:3-10.1 and currently have a passenger (P) endorsement on their CDL, do not have to be fingerprinted to obtain a limousine driver or a rental car chauffeur qualification. School bus drivers transporting school age children under the Department of Education jurisdiction, and who were fingerprinted under N.J.S.A 18A: 39-19.1, would be required to be fingerprinted for the P endorsement under N.J.S.A. 39:3-10.1.

Effective February 17, 2020, applicants must schedule a fingerprint appointment with the State's fingerprint vendor at the company's website <https://uenroll.identogo.com>. Applicants who do not have internet access may schedule an appointment by contacting IndentoGo at 1-877-503-5981. Applicants will be required to make a one-time payment to cover all required background checks and vendor fees. Fees will be payable at the time of service. Visa, MasterCard, money orders, and checks are acceptable forms of payment. No cash will be accepted. Please make money orders payable to IdentoGo.

The following information will be required when scheduling a fingerprint appointment:

SERVICE CODE:	2F17SN
CONTRIBUTOR CASE NUMBER:	Driver License Number
ORIGINATING AGENCY REFERRAL NUMBER (ORI):	NJ920530Z
CATEGORY:	MVK
DOCUMENT TYPE:	RS 1
STATUTE:	48:16-22.3A Limousine Operator/ Driver Employment

If you have any questions concerning this procedure, please contact the Motor Vehicle Commission CDL Unit at 609-292-7500, ext. 5077.



Fingerprint Service Code Form

Service Name: LIMOUSINE OPERATOR/DRIVER EMPLOY-MVK-State Only

To Schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code

2F17SN

When prompted, please enter the following:

Contributor Case Number (your Driver's License #): _____

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Coastguard Merchant Mariner Card
- U.S. Passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

Juveniles

- Approved Document list as shown above; or
- Photo ID Waiver for Minors (Only needed in special circumstances)
 - Required Secondary document if Photo ID Waiver for Minors is selected (only needed in special circumstances)
 - Birth Certificate bearing an official seal or certified copy) issued by State, county, municipal authority (or outlying possession of the U.S.)
 - Social Security Card



Don't have access to the Internet? You can still schedule an appointment by calling **877.503.5981**.