

**TRANSPORTATION CHARTER PARTY (TCP) CARRIER
NON-EXCLUSIVE LICENSE AGREEMENT**

Ontario International Airport requires all entities and organizations conducting business at LA/Ontario International Airport (ONT) to apply for and maintain the appropriate permit, agreement or lease. ONT Ground Transportation Permits Office maintains the agreements and permits for all Transportation Charter Party (TCP) carriers at ONT.

The following items are required to apply for a Non-Exclusive License Agreement for Charter Party Carrier Transportation Services to and from ONT.

REQUIREMENTS: The following items must be properly completed and submitted to apply for a License Agreement. The Permit process may take up to **30 days** to complete once all documents are properly submitted.

1. Ground Transportation License Agreement Application Form*

Complete form stating type of operations, type of vehicle(s), legal company name, DBA (doing business as) if applicable, TCP number and contact information.

2. Corporate Documentation*

A Corporation, Limited Liability Company or Limited Partnership must be registered and have an approved status with the California Secretary of State. Provide a copy of the legal entity's Articles of Incorporation, Articles of Organization for a Limited Liability Company, Limited Partnership, and a copy of the Statement of information as applicable.

3. Fictitious Business Name Statement, *if applicable**

For entities operating under a name other than the legal name, (i.e. "doing business as (DBA)", provide a copy of the Fictitious Business Name Statement filed with the County Clerk.

4. California Public Utilities Commission (CPUC) Certificate*

Provide a copy of current CPUC certificate for Charter Party operations.

5. City of Ontario Business Licence

Provide a copy of the company's current City of Ontario, Business registration division, (909)395-2022 or www.ontarioca.gov/business-license

****NOTE: The legal business name and operating name must be consistent on ALL documents submitted.***

6. Ground transportation Vehicle List

Complete the Vehicle List with the vehicle information only for the vehicles that will be utilized to pick up at ONT.

- **DMV Commercial Registration for each vehicle that you will be utilizing at ONT only**

Provide a copy of current DMV commercial registration for each vehicle. All vehicles must be registered in the company name; no private vehicles will be permitted. A copy of the CPUC Livery Plate Authorization Letter and DMV Temporary Operating Permit may be submitted pending receipt of license plate and valid DMV Commercial registration.

7. Executed Non-Exclusive license Agreement

Submit two (3) original executed Agreements with required Exhibits.

8. Insurance Requirements

Insurance must be approved by OIAA's Risk Manager. Each organization is required to procure at its expense, and keep in effect at all times during the term of the Permit, the types and amounts of insurance specified in Exhibit A of the Non- Exclusive License Agreement.

Send insurance documents and Insurance Vehicle Schedule directly to GT@flyontario.com

Other requirements as determined by the ONT Ground Transportation Permits Office staff may be needed to complete the license and permit process. Staff will advise of any additional requirements upon review of the application request.

Once all documents are received and processed, the ground transportation office will notify you by email whether you have been approved or denied.

All operators and their drivers must abide by the ONT Airport Ground Transportation Rules and Regulations. A copy of these Rules and Regulation are available at

<https://www.flyontario.com/parking-transport/charter-buses-vans/ground-transportation-permit-services>

Documents and any permit questions should be directed to:

Ground Transportation Permits Office
1923 E. Avion Ave
Ontario, CA 91761
(909) 544-5306

Office Hours: By appointment only