

department of port control cleveland hopkins international airport

All commercial vehicle providers are required to complete all applicant documents, email/scan to CLE Ground Transportation: [dcartellone@clevelandairport.com](mailto:dcartellone@clevelandairport.com)

**All completed documents must include:**

List of all drivers and copies of all associated licenses;

Completed and signed application;

Current (copies) of vehicle registrations for all vehicles intended to be used for airport transportation service; (CDL license is required for all operators of 15+ passenger vehicles)

Current proof of registration with the **Public Utilities Commission of Ohio**;  (Not required for Courtesy vehicles)**; and**

Current proof of liability insurance coverage; the proof must be presented on an authorized **ACORD Certificate of Liability Insurance** form completed by your insurance company. No other proof of insurance will be accepted.

* Minimum Liability Insurance required:
  + 1 to 15 passengers = $1.5 million
  + 16+ passengers = $5.0 million

All documents will be reviewed to ensure accuracy and compliance with requirements as listed above. Incomplete documents will NOT be granted a permit or registration until such time documents are in accordance with the CLE Ground Transportation conditions.

Company Name: