department of port control cleveland hopkins international airport

All Motorcoach 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 or UCR**;

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:
  + 16+ passengers = $5.0 million

$550.00 permit fee is payable by check, or credit card (Discover, MasterCard or Visa). All checks should be payable to: **Treasurer, City of Cleveland**.

* Any permit issued mid-year will be prorated.

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: