

PANYNJ For-Hire Vehicle (FHV) Permit Instructions and Required Documents

For-Hire Vehicle Operators must have an executed FHV Privilege Permit to operate at John F. Kennedy International Airport (JFK), Newark Liberty International Airport (EWR) and LaGuardia Airport (LGA).

Effective April 5, 2021, FHV Operators are required to collect and remit the Port Authority Airport Access Fee. Airport access fees were approved by the Port Authority Board of Commissioners in September 2019 and were set to go into effect in October 2020. Implementation was delayed by six months due to the COVID-19 pandemic and in light of lower volumes at the airports.

Email PermitFHV@panynj.gov to start the FHV Permit process or for any questions and/or document submissions. Please note: nothing contained in this document constitutes any form of legal advice by the Port Authority.

Please see below for complete instructions and submittal procedures.

- 1) Fill in the table below and return this information along with required documents as outlined below (as separate files in one email) to the following email address:

PermitFHV@panynj.gov

a. Permittee:	
b. Permittee Address:	
c. Permittee Representative:	
d. Permittee Federal Tax ID:	
e. Projected number of Airport trips over the next three months:	

- 2) W-9 signed by the individual who can bind the company. This identifies the address and Tax-ID associated with the individual operator. The IRS W-9 form can be found here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

- 3) Signatory authority documentation identifying the individual proposed to execute the Permit on behalf of the company (name and title) and their authority to do so. Please see below for possible methods of demonstrating signatory authority that the Port Authority would consider and review:
 - a) If the Permittee is organized as a **Corporation** and the signatory to the Agreement is NOT its President or Vice President, the Permittee must provide documentation **such as** one of the following in order to verify the authority of the signatory to enter into the Agreement on behalf of the Permittee:
 - i) a copy of the Permittee's corporate by-laws setting forth the authority of the signatory to enter into the Agreement on behalf of the Permittee
 - ii) a copy of a corporate Resolution by the Board of Directors of the Permittee authorizing the signatory to enter into the Agreement on behalf of the Permittee
 - iii) an opinion of the Permittee's counsel (on said attorney's letterhead) stating that the signatory is authorized to enter into the Agreement on behalf of the permittee.
 - b) If the permittee is organized as a **Limited Liability Company**, the Permittee must provide documentation **such as** one of the following in order to verify the authority of the signatory to enter into the Agreement on behalf of the permittee:
 - i) a copy of the Permittee's operating agreement setting forth the authority of the signatory to enter into the Agreement on behalf of the Permittee
 - ii) a copy of a Unanimous Consent of the Members of the Permittee authorizing the signatory to enter into the Agreement on behalf of the permittee
 - iii) an opinion of the Permittee's counsel (on said attorney's letterhead) stating that the signatory is authorized either under the Permittee's operating agreement or by a Unanimous Consent of the Members of the Permittee to enter into the Agreement on behalf of the Permittee.
- 4) State Registration Certificate which indicates if the Permittee is in good standing or not. This is generated on the State's website from which the Permittee operates.
 - a) **New York State:** Use the link below to search by company name.
https://appext20.dos.ny.gov/corp_public/CORPSEARCH.ENTITY_SEARCH_ENTRY

b) **New Jersey State:** Start with this website:

<https://www.njportal.com/DOR/businessrecords/EntityDocs/StandingCerts.aspx>

- 5) Certificate of Insurance (COI) reflecting the standards as outlined in the Insurance Section of the Permit (Section 22) and further supplemented in the Rider to the Permit. The COI document will be reviewed by the Port Authority Risk Division for compliance.

- 6) List of the vehicles license plates and operator names associated with the FHV Permittee.