

Permit Process Checklist for New Limousine Operators to Become MnDOT Certified

	USE THIS CHECKLIST TO TRACK YOUR CERTIFICATION PROGRESS	Done ✓
1	Become familiar with the documents attached to this checklist: <ul style="list-style-type: none"> • Permit Application for Limousine Services • Workers' Compensation form • Vehicle Registration form • Insurance Coverage for Limousine Operations • How to Access Limousine Regulations • How to Have a Successful Limousine Vehicle Inspection • How to Request Driver Records (driving and criminal records) • Required Recordkeeping 	
2	Choose a business name. (Please note that a limousine operator may not provide limousine service under a name other than the name under which a permit will be obtained.)	
3	Register your business with the Secretary of State: https://mblsportal.sos.state.mn.us/Business/Search	
4	Obtain commercial business insurance. If needed, obtain workers' compensation insurance also.	
5	Apply for LM plates from MN Dept of Public Safety, Driver and Vehicle Services (dps.mn.gov/divisions/DVS) MnDOT will need the assigned LM number.	
6	Ask your insurance company to send a FORM E to MnDOT. The form certifies financial liability and must be sent to MnDOT by an authorized company representative, not by an insurance agent. PLEASE NOTE: Some insurance companies require you to have a MNDOT number before they will send a FORM E. If that is the case, note this on the Limousine Permit Application form in the space provided and MnDOT will give you a MnDOT number; however, you will still not have your Limousine Operator Permit and therefore, you will not be able to provide service. The Permit is required to provide service.	
7	Submit two documents and payment: <ul style="list-style-type: none"> • Permit Application for Limousine Services, completed, signed and notarized. • Workers' Compensation form, completed and signed. On the Worker's Compensation form, <ul style="list-style-type: none"> ○ Choose option #1 if you have a Workers' Compensation policy ○ Choose option #2 if you are not required to have a Workers' Compensation policy • Payment of the \$150 permit application fee 	
8	Receive your Limousine Operator Permit. (Must be kept at principle place of business and in vehicle.)	
9	Have your vehicle inspected by MnDOT.	
10	Submit two documents and the decal fee(s): <ul style="list-style-type: none"> • A copy of the Vehicle Inspection Report (one per vehicle) • Vehicle Registration form (can be used for multiple vehicles) • Payment of \$80 per vehicle for the annual decal(s) 	
11	Conduct reviews of driver records (driving and criminal records).	

OFCVO Customer Service is located on the 1st floor of MnDOT building in Room 153.

Metered parking is available on John Ireland Boulevard and in the Ramp F (entrance at 424 Rice Street).
 395 John Ireland Blvd., Room 153 (Mail Stop 420), Saint Paul, MN 55115 Ph: 651-366-3700 Fax: 651-366-3718

PERMIT APPLICATION FOR LIMOUSINE SERVICES

Use this form for New Operators and for Annual Renewals

New Operator _____ Updating Information _____ **MnDOT #** _____
(For updates)

Applicant's Name _____

NAME OF BUSINESS as filed with Secretary of State: _____

Doing Business As (DBA), if applicable: _____

TYPE OF BUSINESS ENTITY (mark only one): Sole Proprietorship _____ Partnership _____
Corporation _____ Limited Liability Partnership (LLP) _____ Limited Liability Co. (LLC) _____

BUSINESS MAILING ADDRESS: _____
(street) (apt/unit) (city) (state) (zip)

(Business phone) (Business Fax) (Business email)

BUSINESS PHYSICAL ADDRESS: _____
(Where records are kept) (street) (apt/unit) (city) (state) (zip)

Is the business a foreign corporation authorized to transact business in Minnesota? Yes _____ No _____ *If yes, provide the Name of resident agent:* _____ *Address:* _____

INDIVIDUAL RESPONSIBLE FOR DAILY BUSINESS OPERATION: _____
(Name) (Title)

(Contact's Business Phone) (Alternative Phone #) (Fax Number) (Contact's Email Address)

OWNERSHIP (List names of corporate directors and officers, general and limited partners, LLC board members, or owners of business)

(Name) (Title) Choose one: Yes No
Current Limousine Permit Holder?

Limousine Permit revoked during the preceding year? Choose one: Yes No If yes, provide MnDOT # _____ USDOT # _____

(Name) (Title) Choose one: Yes No
Current Limousine Permit Holder?

Limousine Permit revoked during the preceding year? Choose one: Yes No If yes, provide MnDOT # _____ USDOT # _____

(Name) (Title) Choose one: Yes No
Current Limousine Permit Holder?

Limousine Permit revoked during the preceding year? Choose one: Yes No If yes, provide MnDOT # _____ USDOT # _____

(Name) (Title) Choose one: Yes No
Current Limousine Permit Holder?

Limousine Permit revoked during the preceding year? Choose one: Yes No If yes, provide MnDOT # _____ USDOT # _____

PERMIT APPLICATION FOR LIMOUSINE SERVICES

PAYMENT INFORMATION

FOR NEW OPERATORS ONLY: There is a \$150 processing fee that must accompany the Permit Application.

FOR ALL OPERATORS: A decal fee of \$80 per vehicle must accompany the Vehicle Registration form.

FORMS OF PAYMENT ACCEPTED: In person – check, money order, credit card or cash.

By postal mail – check only.

Checks should be made out to: Commissioner of Transportation

I have attached a completed and signed Workers' Compensation form. Yes _____ *The signed form must be attached.*

I have contacted my insurance company and requested a FORM E to be sent to OFCVO. Yes _____

My insurance company requires a MnDOT # before they will send a FORM E. Yes _____ No _____

I verify the information submitted is true: _____
Signature of corporate officer, partner, LLC board member or sole proprietor Date

NOTARY PUBLIC

STATE OF MINNESOTA, County of _____

This application was acknowledged before me on the _____ day of _____, 20____.
Date Month Year

by _____, as the _____
Title

_____ Notary Public My commission expires _____

(SEAL)

To help us better serve you, please let us know the following information:

Would you prefer this form in a second language? What language? _____

The best way to reach you is: Postal mail ___ Phone ___ Email (please fill in) _____

Certificate of Compliance

Minnesota Workers' Compensation Law

This form must be completed by the business license applicant.

Print in ink or type

Minnesota Statutes § 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minn. Stat. chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

License or certificate number (if applicable)	Business telephone number	Alternate telephone number
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Business name (Provide the legal name of the business entity. If the business is a sole proprietor or partnership, provide the owner's name(s), for example John Doe, or John Doe and Jane Doe.)

DBA ("doing business as" or "also known as" an assumed name), if applicable

Business address (must be physical street address, no P.O. boxes)	City	State	ZIP code
County	Email address		

You must complete number 1 or 2 below.

Note: You must resubmit this form to the authority issuing your license if any of the information you have provided changes.

1. I have a workers' compensation insurance policy.

Insurance company name (not the insurance agent)

Policy number	Effective date	Expiration date
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I am self-insured for workers' compensation. (Attach a copy of the authorization to self-insure from the Minnesota Department of Commerce; see www.mn.gov/commerce/industries/insurance/licensing/self-insurance.)

2. I am not required to have workers' compensation insurance because:

- I only use independent contractors and do not have employees. (See [Minn. Stat. § 176.043](#) for trucking and messenger courier industries; [Minn. Stat. § 181.723, subd. 4](#), for building construction; and [Minnesota Rules chapter 5224](#) for other industries.)
- I do not use independent contractors and have no employees. (See [Minn. Stat. § 176.011, subd. 9](#), for the definition of an employee.)
- I use independent contractors and I have employees who are not required to be covered by the workers' compensation law. (Explain below.)
- I only have employees who are not required to be covered by the workers' compensation law. (Explain below.) (See [Minn. Stat. § 176.041](#) for a list of excluded employees.)

Explain why your employees are not required to be covered

I certify the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify I am authorized to sign on behalf of the business.

Print name

Applicant signature (required)	Title	Date
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If you have questions about completing this form or to request this form in Braille, large print or audio, call (651) 284-5032 or 1-800-342-5354.

Vehicle Registration

For new operators and annual renewals

(1) Legal Company Name _____
 DBA _____
 Business Address _____
 City, State, ZIP _____

NOTE:

A current vehicle inspection report for each vehicle listed under Special Transportation Service (STS), Motor Carrier of Passengers (Pass), and Limousine (Limo) authority must be provided with this application. Household Goods (HHG) and Building Mover (BHM) authority are exempt from this inspection report requirement.

(Please see instruction page for vehicle registration requirements)

MnDOT#: _____ USDOT# _____

(2) Action Add Delete Transfer Renew ↓	(3) Vehicle Year & Make REQUIRED ↓	(4) Unit Number ↓	(5) Vehicle Identification Number (VIN) REQUIRED ↓	(6) State ↓	(7) License Plate Number REQUIRED ↓	(8) Number of passengers the vehicle is designed to transport REQUIRED ↓	(9) STS Providers indicate the number of WC securements in the vehicle in the "WC" box; and, an "X" in the "S" box if the vehicle carries stretchers; and, an "X" if the vehicle is a Protected Transport vehicle			(10) List the authority type per vehicle and the required fee for each vehicle below.			(11) Total Fees Due Per Vehicle
							WC	S	PT	Authority Type	Fee	Late Fee	
# of													
(12) 10-Day Temporary Cards (Passenger and Household Goods Carriers Only)						X	\$ 5.00						
(13) Floater Cab Cards (Household Goods, Passenger & BHM Only)						X	\$100.00						
(14) SUBTOTALS from additional pages (zero if no additional pages)						(Manually enter the totals from additional pages here)							
(15) TOTAL AMOUNT DUE. We accept the following forms of payment: checks (made payable to Commissioner of Transportation); Cash; Credit Cards allowed only in person													
Signature: _____ Title: _____ Date: _____													

New/Renewal Vehicle Registration Application

ALL PAGES YOU SUBMIT MUST BE COMPLETE

For Motor Carrier of Passengers, Limousine and Special Transportation Services Providers, this preprinted renewal is the only notice you will receive to renew your vehicle registrations. The vehicles listed on the form are the vehicles currently registered.

THE LATE FEES DO NOT APPLY TO LIMOUSINE DECALS, STS DECALS, OR BUILDING HOUSE MOVER CAB CARDS

- 1) Enter or verify the LEGAL company name (name you have registered with the Secretary of State), Doing Business As (DBA) name (if any), and BUSINESS address of applicant.
NOTE: If the address has changed, you must file a change of address form; and you must also have your insurance company file an updated Form E certificate of insurance. Enter or verify your Minnesota DOT Number (MnDOT #) and your US DOT Number in the appropriate box.
- 2) **Action.** If you are adding (A) a new vehicle to your fleet; deleting (D) a vehicle from your fleet (draw a line through it); transferring (T) the cab card to a new vehicle (LIMOUSINE and STS decals CANNOT be transferred to another vehicle); or, (R) renewing the vehicle registration, indicate the action here.
- 3) Enter or Verify the Year and Make of each vehicle you wish to register.
- 4) (If Applicable) Enter or Verify Vehicle **Unit Number:** This is a number assigned by you. It can be up to 4 letters or numbers.
- 5) **VIN:** Enter or Verify the **Complete** Vehicle Identification Number (VIN).
- 6) **State:** Verify or enter the two letter STATE abbreviation that the vehicle is registered in.
- 7) **License Plate Number:** List the License Plate Number on the vehicle. (LM plates are ONLY transferable between vehicles in your name).
- 8) **Passengers:** Motor Carrier of Passenger and Limousines must list the number of passengers the vehicle is designed to transport including the driver. (Your application will be rejected without this number).
- 9) **WC:** For Special Transportation Services (STS) Providers, indicate how many wheel chair securements are in the vehicle.
S: For Special Transportation Services (STS) Providers, place an 'X' in the column if the vehicle carries stretchers.
PT: For Special Transportation Services (STS) Providers, place an 'X' in the column if the vehicle is certified as a "protected transport" vehicle.

- 10) **AUTHORITY Type:** List the Authority Type, i.e. Pass, STS, Limo, HHG, BHM

Motor Carrier of Passengers	Special Transportation Service Decals	Limousine Decals	Household Goods Cab Cards	Building Mover Cab Cards
\$75 per vehicle	\$45 per vehicle	\$80 per vehicle	\$75 per vehicle	\$10 per vehicle

LATE FEE: For HHG or Motor Carrier Passenger Authority ONLY ... If your application is late (beyond expiration of your current cab cards) enter \$5.00 per late vehicle.

- 11) **Total Fees Due Per Vehicle:** Add the fees from the FEE box and the LATE FEE Box and enter it in this column.
- 12) **10-Day Temporary:** If you are a Household Goods Carrier or a Passenger Carrier, enter the number desired. Multiply by \$5.00 and enter the total in column 11
- 13) **Floater Cab Cards:** Household Goods, Passenger & Building House Movers. If you are purchasing "Floater Cab Cards", multiple numbered desired by \$100.00. Place the total in column 11 (You MUST have at least one vehicle registered on your authority. YOU CANNOT operate only on a FLOATER)
- 14) **SUBTOTALS:** Total Fees Due from additional pages. If no additional pages, enter zero "0" in this cell.
- 15) **TOTAL AMOUNT DUE:** Total all fees listed in column 11 for vehicles.
- 16) **PAGE TOTAL AMOUNT DUE:** Use this only when additional pages are needed for registering the company's vehicles. Transfer this amount to Line 14, Column 11 of Page 1 of the Renewal/New Vehicle Registration Application. **The form must be signed by Corporate Officer, General Partner, LLC Board Member, or Sole Proprietor.**

If you need additional pages, please visit our webpage at: <http://www.dot.state.mn.us/cvo/credentials.html>. Or you may call our office at 651-215-6330 for additional pages.

- MnDOT, OFCVO Inspectors are the only inspectors authorized to complete the required annual inspection for Limousines and STS vehicles.
- Motor Carriers of Passenger: MnDOT, OFCVO Inspectors & DPS Certified Inspectors are authorized to complete the required annual inspection.
- PASS, LIMO & STS: Please include a copy of your most current vehicle inspection report (for each vehicle) along with your vehicle registration application.

INSURANCE REQUIREMENTS FOR LIMOUSINE OPERATIONS

Your insurance company must submit a Form E to MnDOT. The Form E must be submitted by an authorized company representative and cannot be submitted by your local insurance agent.

Cancellation. Cancellation of Form E requires a notification of at least 30 days.

Minimum coverage. A provider shall have in effect an insurance plan that provides the following minimum coverage for each vehicle as stated in Minnesota Statutes, section 168.128:

Insurance

(a) The application must include a certificate of insurance verifying that a valid commercial insurance policy or policies is in effect and giving the name of the insurance company and the number of the insurance policy. The policy or policies must provide in the aggregate stated limits of liability, exclusive of interest and costs, with respect to each motor vehicle for which coverage is granted, of:

- (1) not less than \$1,500,000 because of bodily injury to one person in any one accident;
- (2) not less than the minimum aggregate amount required under section 65B.135* per accident; and
- (3) not less than \$100,000 because of injury to or destruction of property.

(b) The insurance company must notify the commissioner if the policy is canceled or if the policy no longer provides the coverage required by this subdivision.

(c) The commissioner of public safety is required to notify the commissioner of transportation if the policy of a person required to have a permit under section 221.84 is canceled or no longer provides the coverage required by this subdivision.

*65B.135 minimum aggregate is \$1,500,000 per accident, per limousine covered.

How to Access Limousine Regulations

General Information for Limousine Providers



The Office of The Revisor serves as the official publisher of Minnesota Statutes, Laws and Rules. This is where you can find limousine regulations.

The website for limousine statutes and rules is <https://www.revisor.mn.gov/rules>

Many of the statutes and rules reference other statutes and rules and contain embedded links. Click on the links to view the references.

How to Find MN Rule Chapter 8880 Limousine Service, Permit Requirements



Type a chapter number in the "Retrieve by number" box. Example: type "8880". You can also add the part number, for instance "8880.0400."

Choose "Rules" from the drop down box. Click on the "GO" button. If you need to access a Statute, Choose "Statute" from the menu.

Key Parts of MN Rule Chapter 8880

PROVIDER REQUIREMENTS

8880.0300 General Requirements

- Permit required
- Decal required
- Insurance required
- Advertising restrictions
- Use of unauthorized name
- Fares and records
- Trip referrals
- Leased vehicles and drivers
- Solicitation prohibited

8880.0400 Limousine Service Permit; Fees

- Forms
- Information required
- Signature required
- Worker's compensation coverage
- Fees

8880.1000 Records

- Records required; authority to inspect
- Trip and fare records
- Referral records
- Vehicle records
- Driver records

DRIVER REQUIREMENTS

8880.0800 Driver Qualifications

- General qualifications
- Physical qualifications
- Waiver for physical defects
- Driving record
- Criminal record

VEHICLE REQUIREMENTS

8880.0900 Vehicle Requirements

- Operation
- Equipment standards
- Maintenance
- Inspections
- Inspection records

Chapter 8880 Reference Guide

Parts listed in numerical order

- 8880.0100 Definitions
- 8880.0200 Authority
- 8880.0300 General Requirements
- 8880.0400 Limousine Service Permit Application; Fees
- 8880.0500 Limousine Service Permit
- 8880.0600 Limousine Identification Decal Application; Fees
- 8880.0700 Limousine Identification Decal
- 8880.0800 Driver Qualifications
- 8880.0900 Vehicle Requirements
- 8880.1000 Records
- 8880.1100 Vehicle Inspection by Commissioner
- 8880.1200 Administrative Penalties
- 8880.1300 Suspension or Revocation of Permit
- 8880.1400 Cooperative Agreements

Federal Regulations

In addition to the State Statutes and Rules, some Federal regulations apply to limousine providers. For instance, 8880.0900 Vehicle Requirements references a federal law in subpart 3. It reads:

*Subp. 3. Safety equipment. A limousine providing limousine service must carry the following safety equipment:
A. a fire extinguisher that conforms to Code of Federal Regulations, title 49, section 393.95, paragraph (a), which is incorporated by reference.*

To view the federal regulation, you have to go to the Code of Federal Regulations (CFR) website:

<https://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>

You can also use your internet or web browser to search for the federal regulation named in subpart 3. Simply type "49 CFR 393.95" in your web browser.

This information is intended to provide you with general guidance concerning applicable laws and rules and does not constitute legal advice.

MnDOT Contact Information:

Minnesota Department of Transportation
Office of Freight and Commercial Vehicle Operations
395 John Ireland Blvd., Rm 153 (Mail Stop 420)
St. Paul, MN 55155
Phone: 651-366-3700
Fax: 651-366-3718-----

For more information visit www.mndot.gov/cvo/limo

Or call 651-366-3700

MAY 2019

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How to Have a Successful Limousine Vehicle Inspection

Vehicle safety inspections are conducted by MnDOT staff during the application process for new operators and annually thereafter for all operators. The primary items that will be inspected include:

<p>Exterior Inspection Components</p> <ul style="list-style-type: none"> • Lights • Wipers and washer fluid • Horn • Windshield • Wheels, rims and lug nuts • Tires • Brakes • Mirrors • Doors and windows <p>Engine Compartment</p> <ul style="list-style-type: none"> • Fluid levels • Battery securement • Battery posts • Hoses, wiring and belts 	<p>Interior Inspection Components</p> <ul style="list-style-type: none"> • Overall cleanliness • Critical light indicators on dashboard • Emergency parking brake • Defroster <p>Overall Systems</p> <ul style="list-style-type: none"> • Brakes • Exhaust • Fuel • Steering • Suspension • Frame <p>NOTE: The mechanical components of a limousine must be maintained according to the manufacturer's recommended maintenance schedule.</p>
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Vehicle Requirements - Operation

A limousine operator may not cause or permit a limousine to be driven, and a driver may not drive a limousine on the public highway, when its mechanical condition is so imminently hazardous that it is likely to contribute to a loss of control of the vehicle or cause an accident or breakdown. The "North American Uniform Vehicle Out-of-Service Criteria," adopted in Minnesota Statutes, section 221.031, subdivision 9, must be followed in determining whether a limousine's mechanical condition is so imminently hazardous that it is likely to contribute to a loss of control of the limousine or cause an accident or breakdown.

A limousine providing limousine service must be operated in compliance with the provisions of Minnesota Statutes, chapter 169, governing the operation of motor vehicles and with the rules or ordinances of a political subdivision relating to routing, parking, speed, or the safety of operation of a motor vehicle.

For more information visit www.mndot.gov/cvo/limo

Safety Equipment Will Be Inspected

Use this checklist	✓
Fire Extinguisher that conforms to Code of Federal Regulations, title 49, section 393.95, paragraph a <ul style="list-style-type: none"> (not less than 5B:C rating) 	
Working cellular telephone or other means of two-way communications	
Three bidirectional, emergency, reflective triangles that comply with Code of Federal Regulations, title 49, section 571.125 <ul style="list-style-type: none"> 17-22" in length 2-3" in width 	

Vehicle Inspection Records

- **Daily Inspections:** Daily inspections records are not required to be kept.
- **Annual MnDOT inspections:** Records must be kept for three years.
- **Annual mechanical inspections:** Records must be kept for three

Limousine Service Definition and Decal Requirements

By definition, limousine service means a service that:

- is not provided on a regular route;
- is provided in a luxury passenger automobile that has a seating capacity of not more than 15 persons, including the driver;
- provides only prearranged pickup; and
- charges more than a taxicab fare for a comparable trip.

No person may operate a limousine providing limousine service unless the limousine displays a valid limousine identification decal that:

- Bears an identifying number, the month and year of expiration and the letters "LM"
- Is securely affixed to the lower corner of the limousine windshield on the passenger side of the vehicle
- Is not obscured and is easy to read when the vehicle is stationary

How long is a decal valid?

A decal is valid for one year from the last day of the month in which it is issued and until it is removed from the limousine or upon revocation of the limousine operator's permit, whichever occurs first. Example, a decal issued in March of 2019 will expire on March 31 of 2020.

Are decals transferrable?

A limousine decal may not be transferred to another limousine and must be removed if a limousine operator stops using the limousine to provide limousine service.

Possible Inspection Outcomes:

Outcome	Limousine Company Actions
<p>Vehicle passes inspection; an inspection report is given to the driver and a copy is given to the operator. Decal is not issued at the time of the inspection.</p>	<p>Operator must submit the Inspection Report, the Vehicle Registration form and the decal fee to MnDOT. Operator will receive the decal in person or by mail.</p>
<p>Non-critical violations are found and discussed with the driver. An inspection report is given to the driver and a copy is given to the operator. Decal is not issued at the time of the inspection.</p>	<p>Provider must certify on the Inspection Report that the violations have been corrected. Operator must submit the Inspection Report, the Vehicle Registration form and the decal fee to MnDOT. Operator will receive the decal in person or by mail.</p>
<p>Violations likely to cause an accident or break down are found. A report noting the critical violation(s) is given to the driver and the provider, and the violations are discussed. Decal is NOT issued.</p> <p>NOTE: The vehicle cannot be used to provide limousine services until violations are fixed.</p>	<p>Limousine company fixes all violations. Provider must contact MnDOT to schedule a new inspection.</p> <p>NOTE: Decal will not be issued until vehicle is re-inspected and passes the inspection.</p>

To schedule an inspection:

Call 651-366-3648

Metro Inspection Location:

1912 East 66th Street
Richfield, MN 55423

This information is intended to provide you with general guidance concerning the applicable laws and rules and does not constitute legal advice.

HOW TO REQUEST DRIVER RECORDS (Driving records and criminal records)

Minnesota Administrative Rule 8880.0800 Driver Qualifications requires that limousine operators review the driving and criminal records of drivers, both initially before they may provide limousine service and annually thereafter.

- Driving records are held by the Minnesota Department of Public Safety, Division of Driver and Vehicle Services.
- Criminal records are held by the Minnesota Bureau of Criminal Apprehension.

A limousine operator may not use a driver to provide limousine service who does not meet the standards detailed in 8880.0800 Driver Qualifications.

Driving Records Request Procedure

Request driving records from the Minnesota Department of Public Safety, Division of Vehicle Services.

Records Request Procedure on-line

<https://dps.mn.gov/divisions/dvs/Pages/records-request-procedure.aspx>

Driver and Vehicle Services – Central Office

Town Square Building
445 Minnesota Street, Suite 190
Saint Paul, MN 55101-5190

Driver's License: DVS.driverslicense@state.mn.us

Motor Vehicle: DVS.motor.vehicles@state.mn.us

Records Unit: (651) 296-2940

Assistance for deaf or hard of hearing callers (TDD/TTY): (651) 282-6555

Criminal Records Request Procedure

Request criminal records from the Minnesota Department of Public Safety, Bureau of Criminal Apprehension.

<https://dps.mn.gov/divisions/bca/Pages/criminal-history-search.aspx>

Minnesota Bureau of Criminal Apprehension

CHA Unit
1430 Maryland Ave. East
St. Paul, MN 55106

Call the BCA at 651-793-2400 between 8 a.m. and 4:30 p.m., if you need additional information.

REQUIRED RECORDKEEPING

Minnesota Administrative Rule 8880.1000 Records requires that a limousine operator shall keep the records listed below at the limousine operator's principal place of business and have them available for inspection and copying in Minnesota by the commissioner upon request.

Records must be kept for three years.

Trip and fare records

A limousine operator shall keep a record of each trip provided under a permit. For a trip, the record must show:

- A. the date;
- B. the location of origin and destination;
- C. the mileage;
- D. the time it began and ended; and
- E. the fare charged.

Referral records

A limousine operator shall keep a record of trip referrals when required by part [8880.0300](#), subpart 7. For each trip referral, the record must show:

- A. the date referred;
- B. the date the trip was to be provided;
- C. the name and permit number of the limousine operator to whom the trip was referred; and
- D. the name of the customer who requested the service.

Vehicle records

A limousine operator shall keep a separate file for a limousine used to provide limousine service. The file must contain the year, make, and vehicle identification number of a vehicle. The file also must contain the inspection record required by part [8880.0900](#), subpart 6, (the annual mechanical inspection) showing:

- A. the date and mileage of an inspection;
- B. a list of each component or item described in part [8880.0900](#), subpart 5, item B, and a notation of which components or items were inspected; and
- C. a notation of necessary maintenance, repair, or replacement of vehicle parts and the date the maintenance, repair, or replacement was completed.

Additionally, a limousine operator must keep a copy of the annual MnDOT vehicle inspection report.

Driver records

A limousine operator shall keep a separate file for each driver employed or used to provide limousine service. The file must contain:

- A. the name and birthdate of the driver;
- B. the driver's license number;
- C. a copy of the medical examiner's certificate required in part [8880.0800](#), subpart 3, and a copy of a waiver granted under part [8880.0800](#), subpart 4, if any; and
- D. a statement signed by the person who conducted the most recent review of the driver's driving and criminal records as required by part [8880.0800](#), subpart 7. The statement must show:
 - the name of the person who checked the records,
 - the date the records were checked, and
 - whether the driver was found to meet the standards of part [8880.0800](#), subparts 5 and 6.

If the driver was found not to meet the standards, the statement must show the date the driver became disqualified and the reason for the disqualification.