



OAC 165:30-3-1; OAC 165:30-15-4; OAC 165:5-3-1

USDOT No. _____
PIN _____
SUB NO. _____

TDF 29
APPLICATION FOR OKLAHOMA
TRANSPORTATION NETWORK COMPANY (TNC) PERMIT
Oklahoma Transportation Network Company Services Act (OTNC Services Act)

1. Applicant _____ **FEIN** _____
Type of Applicant Sole Proprietorship Corporation Partnership Other (describe) _____
Doing business as (trade name if any) _____

2. Addresses and Contact Information

Mailing Address 1 c/o _____ P.O. or Street _____ City, State, Zip _____ Telephone No. (_____) _____ Fax No. (_____) _____ Email _____	Mailing Address 2 c/o _____ P.O. or Street _____ City, State, Zip _____ Telephone No. (_____) _____ Fax No. (_____) _____ Email _____
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Company's Physical Address or Location Street _____ City, State, Zip _____	Contact Person _____ Telephone # (_____) _____ Domicile County _____
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3. Principal Place of Business State (PPB) _____

4. Is Applicant properly registered with the Oklahoma Secretary of State? YES NO

Oklahoma Process Agent

Name _____ City, State, Zip _____
Street Address _____

5. Digital Network

Website Address(es) _____ Sources from which the app can be downloaded (e.g. iTunes App Store,
Application Name _____ Android Market, etc.) _____

6. Provide screenshots of Applicant’s Digital Network or website where the following can be found: (Each document must be labeled accordingly.)

<ul style="list-style-type: none"> a. Fare Calculation Method b. Drug/Alcohol Zero Tolerance & Reporting Procedure for Passengers c. Street Hail Prohibition d. Cash Payment Prohibition e. Legal limit on size of personal vehicles used to provide pre-arranged rides 	<ul style="list-style-type: none"> f. Legal limit on number of passengers in vehicles g. Nondiscrimination against passengers h. Accommodation of service animals i. No extra charges for service to those with disabilities j. Method to request wheelchair accessible vehicle k. Notice to TNC drivers (required under Section 17 of the OTNC Service Act) concerning insurance coverage
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7. The following documentation is required to be submitted with the TNC application: (Each document must be labeled accordingly.)

<ul style="list-style-type: none"> a. Example TNC Driver Application b. Example Passenger Electronic Receipt c. Method or Company for Performing TNC Driver d. Criminal Background Checks e. Procedure for Periodic Criminal Background Information Updates for TNC Drivers 	<ul style="list-style-type: none"> f. Screenshot of Example TNC Driver Picture and License Plate Given to Passenger Before Pickup g. TNC Two Year Record Retention Policy h. TNC Driver Policy Requiring Compliance with Vehicle Safety standards of sections 12-101 through 12-415 of Title 47 of the Oklahoma Statutes
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- 8. Will the Applicant or any affiliated individual or entity have any ownership interest in motor vehicles that will be used to provide TNC services? YES NO
- 9. Will Applicant’s TNC drivers use taxicabs, limousines, or buses for TNC services? YES NO
- 10. Can TNC services be arranged through means other than the Applicant’s Digital Network or website? YES NO
- 11. Will the Applicant’s TNC drivers use their personal vehicles for TNC services? YES NO
- 12. Will the Applicant control, direct, or manage individual TNC drivers? YES NO
If yes, include an example copy of a TNC driver contract.

**TDF 29
ATTACHMENT "A"**

LEGAL ENTITY INFORMATION (other than an individual/sole proprietorship)

Date of Incorporation _____ State of Incorporation _____

Attach copy of document/cover page filed with the Secretary of State or Partnership agreement.

Name of Officer/Partner	Title of Officer/Partner	Address of Officer/Partner

Please keep a copy of this completed application. In the event we have any questions about the application and contact you, it will be helpful as a reference tool. Please make the check or money order payable to the Oklahoma Corporation Commission. The application must be signed. **Original application must be filed with all attachments.** Application must be submitted with **\$5,000 filing fee.** Please print or type application.

1. *Applicant* must be a legal entity (individual, corporation, partnership, etc.). A DBA (doing business as) may be indicated, but the application cannot be filed in a trade name only. If a partnership, Applicant must include the names of each of the partners. For *Type of Applicant*, indicate Applicant's business entity type. The Applicant's FEIN must be listed.
2. *Mailing Address 1* is the location to which all correspondence is to be mailed. Permit service, attorney's office, TNC's address, or other location may be listed. If the address listed in *Mailing Address 1* is NOT the TNC's address, the TNC's address MUST be listed in the Mailing Address 2 column. *Company's Physical Address or Location* is the TNC's actual physical location. If the TNC has an out-of-state address, do not provide *Domicile County*.
3. A company's *Principle Place of Business* is typically where the records are kept and/or where the corporate headquarters is located.
4. If the Applicant is other than a Sole Proprietorship, it must be properly registered with the Oklahoma Secretary of State's office (405) 521-3911 and a copy of the certificate of incorporation or similar paper must be submitted with this application. For a foreign business entity (organized in a jurisdiction other than Oklahoma) proof of required registration with the Oklahoma Secretary of State's Office must be submitted with this application. The name and mailing address of the TNC's agent for service of process in Oklahoma must also be provided.
5. Applicant must provide information concerning the digital network through which the TNC will operate, including the web address(es) of any and all website(s), the name of the mobile app and the locations from which it can be downloaded.
6. The items listed in this category are required by the Oklahoma Transportation Network Company Services Act ("OTNC Services Act"). All may be provided as a printed screenshot. Emailed copies of either JPEG or PDF screenshots are also accepted with prior Transportation Division staff approval. If it is not evident from the screenshot where the URL or online-app location of the required items can be located by the public, provide that information in writing along with the screenshot. **Each document must be labeled to indicate the subpart to which it is responsive, e.g., "6a."**
7. The items listed in this category are required by the OTNC Services Act. Example document submittals should not contain personal information of either drivers or passengers. **Each document must be labeled to indicate the subpart to which it is responsive, e.g., "7c."**
8. Indicate whether the Applicant or an affiliated individual or entity will have any ownership interest in any motor vehicle that will be used to provide TNC services through the Applicant's digital network. *Ownership interest* in a motor vehicle includes owning in whole, owning in part, or leasing.
9. Indicate whether any TNC driver will utilize a vehicle that seats more than 15 passengers or a vehicle which is also otherwise authorized to operate as a taxicab or limousine. (Note: The OTNC Services Act prohibits the use of such vehicles to provide TNC services.)
10. Please indicate whether rides can be booked in any manner in addition to a digital network. If yes, provide a written explanation on a separate sheet and attach it to this application. (Note: The OTNC Services Act requires that all TNC services be booked exclusively through the TNC's Digital Network. Arranging services through telephone dispatch, street hails, or any other means outside the Digital Network or website is prohibited.)

11. State whether TNC drivers providing TNC services under Applicant's authority will be required to utilize Personal Vehicles (as defined in the OTNC Services Act) to provide TNC services. (Note: Under the ONTC Services Act, TNC drivers may only use their personal vehicles for TNC services. A personal vehicle is a motor vehicle that is owned, leased or otherwise authorized for use by the TNC driver and is not a taxicab, limousine, or other for-hire vehicle used by a motor carrier.)
12. State whether TNC drivers providing TNC services under Applicant's authority will be controlled, directed or managed by Applicant. If yes, provide a copy of Applicant's TNC driver contract. (Note: Under the OTNC Services Act, the Applicant may not control, direct, or manage TNC drivers or their personal vehicles without a written contract. Control, direct, or manage may include: setting individual TNC driver operating hours, managing geographical areas in which TNC drivers are required to operate, establishing TNC driver waiting areas, etc.)

Signature: Acceptable notarized signatures on this application are as follows: (1) Sole proprietorship - sole proprietor; (2) Partnership - one of the partners; (3) Corporation - one of the officers or directors; (4) Limited liability company - the manager. An attorney or agent may sign in lieu of the Applicant, but a copy of the power of attorney must be attached to the application.

Liability Insurance: An Oklahoma Transportation Network Company Certificate of Insurance (TDF 30) must be filed by the Applicant's Insurance Company with this office as proof of liability insurance as required under the Oklahoma Transportation Network Services Act. The name, address and liability limits must EXACTLY match the information shown on the front of this application. You may need to contact the TNC's insurance agent to inform the insurance company to provide the insurance filing to this office. (Agents do not typically provide the required filing.)