



**State of Washington**  
**Business Licensing Service**  
 PO Box 9034  
 Olympia, WA 98507-9034  
 1-800-451-7985

UBI
Owner Name <i>(please print clearly)</i>

## Limousine Carrier Chauffeur Addendum

All chauffeurs operating a limousine for your business must meet the qualification requirements outlined in RCW 46.72A and WAC 308-83. You must submit their names and copies of their driver licenses to the Business Licensing Service with this form before they may operate a limousine. You must certify to the Department of Licensing that you have the required records (listed on the reverse of this form) on file at your business location to prove all qualifications for each chauffeur listed below. This information must be kept current at all times.

- Use this form the first time you file as a Limousine Carrier and to add or remove a chauffeur at other times during the year. List all chauffeurs' names exactly as they appear on their driver license. At least one chauffeur is required.
- Make sure to include yourself on the list if you also operate a limousine.
- Include WA Drivers License Number and expiration date for all chauffeurs.

Incomplete or unsigned forms will delay your application or renewal. Attach additional forms if needed.

**ADD Limousine Chauffeurs - Complete section below.**

Last Name	First Name	Middle Initial	WA Drivers License #	Expiration Date

**REMOVE Limousine Chauffeurs - Complete section below.**

Last Name	First Name	Middle	Date of Birth

*As the authorized representative of the business, I certify under penalty of perjury under the laws of the state of Washington that the persons listed above have completed the requirements for chauffeurs, and I have the proof as outlined in RCW 46.72A.090, and described in WAC 308-83-140.*

  X  
\_\_\_\_\_
\_\_\_\_\_  
 Signature of Authorized Representative
 Date

## Chauffeur qualification requirements:

For each person acting as a chauffeur, a limousine carrier must obtain the information listed below and keep it on file at the business location: (RCW 46.72A.090):

- A clear photocopy of both front and back of the chauffeur's valid Washington state driver license.
- A certificate of completed chauffeur training signed by a training provider approved by the department.
- Documentation verifying that the chauffeur has passed a four (or more) hour National Safety Council Defensive Driving (NSCDD) course.
- The results of a criminal background check obtained through the Washington state patrol.
- A U.S. Department of Transportation Medical Examiner's Certificate completed within the previous ninety calendar days by an examiner meeting the U.S. Department of Transportation standards under 49 C.F.R. 391.41-391, on a two-year renewal cycle.
- A Department of Licensing employment record driving abstract not more than sixty days old at the time of hire. If the chauffeur has resided in another state within the past five years, the chauffeur must also provide a complete driving record from the previous state(s) of residence.
- A drug test report obtained within the previous ninety days from a facility meeting the U.S. Department of Transportation standards under 49 C.F.R. 40.
- A report or certificate from a drug testing facility meeting the U.S. Department of Transportation standards under 49 C.F.R. 382.305 stating that the chauffeur is participating in a random testing program. The carrier must obtain an updated report each year before recertifying the chauffeur with the annual license renewal application [WAC 308-83-145(2)].

You must certify your chauffeurs are qualified when you apply for a limousine carrier endorsement and any time you add or remove a chauffeur. The documents listed above must be available for review on request by the Department of Licensing.