

**State of Nevada**  
**Department of Business and Industry**  
**Nevada Transportation Authority**

**APPLICATION FOR**  
**A CERTIFICATE TO PROVIDE**  
**INTRASTATE CHARTER SERVICE BY BUS**  
*FILED PURSUANT TO NAC 706.1377*

In the matter of the application of:

\_\_\_\_\_

dba \_\_\_\_\_

\_\_\_\_\_.

The Applicant requests permission to establish service under the provisions of the Nevada Revised Statutes NRS 706.386 to provide intrastate charter bus transportation service. **The exhibits are labeled with tabs attached hereto and include all the information that is required pursuant to NAC 706.1377(2)(a through l).**

Wherefore, Applicant requests the Nevada Transportation Authority enter its order granting the Certificate prayed for.

Dated in \_\_\_\_\_, Nevada, this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attorney's signature (if any)	Applicant's signature
Attorney's printed name	Applicant's printed name
Attorney's address	Applicant's mailing address
Attorney's address cont.	Applicant's address cont.
Attorney's phone number	Applicant's phone number
Attorney's facsimile number	Applicant's facsimile number
Attorney's email address	Applicant's email address

## **Filing Instructions:**

Included in this application packet is a checklist of attachments and exhibits to help you put together a complete application. You must follow the checklist provided and place attachments and exhibits in the order listed on the checklist. Please make certain your application is complete and accurate. Incomplete applications or those with illegible text may be rejected.

1. **IN ORDER TO COMPLETE THE APPLICATION EXHIBITS YOU MUST REFER TO NAC 706**

The exhibits are labeled (a) through (l) to correspond with NAC 706.1377(2) (a through l). Your application cannot be completed without referring to NAC Chapter 706.1377(2) (a through l) for detailed explanations and instructions for each corresponding exhibit.

2. **DO NOT BIND THE DOCUMENTS**

Do not enclose the original application or the one (1) copy within a folder, ring binder, or other binding device. The preferred format for submitting the application and the corresponding copies is use of a single staple or binder clip on each of the applications submitted.

3. **TAB AND LABEL EXHIBITS**

Be certain to insert labeled tabs between exhibits.

If an exhibit does not apply to you, insert a page explaining that the exhibit is not applicable.

4. **CHECK OFF THE ITEMS ON THE CHECKLIST AS YOU ASSEMBLE THEM**

5. **FILE THE ORIGINAL APPLICATION & ONE (1) COPIES**

To file the completed application, submit the original application plus one (1) copy (for a total of two (2)) along with the required filing fee and estimated publication costs to:

The Nevada Transportation Authority  
3300 West Sahara Avenue  
Suite 200  
Las Vegas, NV 89102

The NTA accepts checks, cash, and money orders.

6. **PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL ASSISTANCE**

Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.

**Southern Nevada:**

Main Telephone: **(702) 486-3303**

General information ..... Extension 66546  
Docket status information..... Extension 66403  
Tariff information ..... Extension 66401 or 66557

Fax number: (702) 486-2590

**Northern Nevada:**

Main Telephone: **(775) 688-2800**

Fax number: (775) 688-2802

**Website:** <http://nta.nv.gov>

**OATH**

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

I, \_\_\_\_\_, being duly sworn, state that I file this application as (indicate relationship to applicant, i.e. owner, title as officer, etc.) \_\_\_\_\_; that, in such capacity, I am qualified and authorized to file and verify such application; that I have carefully examined all the statements and matters contained in the application; and that all such statements made and matters set forth therein are true and correct to the best of my knowledge, information, and belief. Affiant further states that the application is made in good faith, and presents evidence in support of said application on every particular requested by the Nevada Transportation Authority.

\_\_\_\_\_  
Signature of Affiant

Subscribed to and sworn before me on this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature of Attorney, if any

## LETTER TO ALL APPLICANTS FOR A CERTIFICATE TO PROVIDE INTRASTATE CHARTER SERVICE BY BUS

To all applicants:

The Nevada Administrative Code (NAC) Chapter 706 relates to the regulation and licensing of motor carriers regulated by the Nevada Transportation Authority (“NTA”). It is essential for you to understand and comply with selected statutes and regulations in order to successfully obtain a Certificate of Public Convenience and Necessity from the NTA.

To ensure that you understand the regulations governing the transportation industry, you will need to reference Nevada Revised Statutes (NRS) 706 and Nevada Administrative Code (NAC) 706. All Nevada Statutes and Regulations are available on the Legislative website at [www.leg.state.nv.us](http://www.leg.state.nv.us). For your convenience, direct links to NRS 706 and NAC 706 are available on the NTA website homepage at the “Statutes and Regulations” tab. You may also obtain a copy of N.R.S. 706 &/or N.A.C. 706 from the NTA for a nominal copy charge.

NAC 706.1377(2) lists the required contents for applications for a certificate to provide intrastate charter service by bus in the state of Nevada. **NAC 706.1377(3) states that if the Applicant does not cure any deficiency in the application within fifteen (15) working days after a request from the NTA, the NTA shall move that the application be dismissed.**

When your application is filed, it will be assigned a docket number, by which the NTA will reference your filings. Please refer to your docket number on any correspondence or conversations you have with our staff.

If you have any questions relating to the completion of this application, please call our Las Vegas office at (702) 486-3303 or our Reno office at (775) 688-2800. If you have specific questions that require a legal or detailed analysis, please contact an attorney.

Respectfully,

Nevada Transportation Authority

**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF:  
LETTER TO APPLICANTS FOR A CERTIFICATE TO PROVIDE  
INTRASTATE CHARTER SERVICE BY BUS**

To: The Nevada Transportation Authority

I have read and understand the contents of the letter addressed to all applicants for a certificate to provide intrastate charter service by bus, which was included in my application packet.

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Signature

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Printed Name

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Date

**Checklist for attachments and exhibits for:**  
**Application for a Certificate to Provide**  
**Intrastate Charter Service by Bus**  
*Pursuant To NAC 706.1377*

- Attach completed cover page (1<sup>st</sup> page) of this application.
- Attach completed OATH page.
- Attach completed ACKNOWLEDGMENT OF RECEIPT OF LETTER TO APPLICANTS FOR CERTIFICATE TO PROVIDE INTRASTATE CHARTER SERVICE BY BUS.
- Attach this completed Checklist.
- Label and Tab EXHIBIT (a)  
The type of service proposed, a general description of the service and a reference to the authority pursuant to which the service is to be performed.
- Label and Tab EXHIBIT (b)  
The specific authority you are requesting and the statutory provision pursuant to which the certificate is requested.
- EXHIBIT (c)  
\* The requests stated in Subsection (c) for the “rates and fares” have been preempted by federal law & therefore “Exhibit (c)” is not required by this State agency.
- Label and Tab EXHIBIT (d)  
The type and number of units of equipment to be used in the proposed service that includes, the year, make, model, passenger capacity and, if available, vehicle identification number of each vehicle to be used to provide the intrastate charter service by bus. The exhibit must also include a statement identifying which units of equipment are owned by the applicant, photographs of the equipment to be used and copies of the registration and title of each vehicle already owned by the applicant that will be used under its operation authority.
- Label and Tab as EXHIBIT (e)  
A statement describing: 1.The address of the domicile of the company and the location where the company maintains its business office and records; and 2.The address and location of the terminal and the equipment to be used by the company.
- Label and Tab as EXHIBIT (f)  
If the applicant is a corporation or a limited-liability company, a copy of its articles of incorporation or articles of organization, certified by the Secretary of State, and all effective amendments thereto. If the corporation or limited liability company was incorporated or established in another state, the application must include: 1. A copy of the certificate issued by the office of the Secretary of State authorizing the corporation or limited-liability company to transact its business in the State of Nevada; or 2. Its equivalent, as provided in NRS 80.120.
- Label and Tab as EXHIBIT (g)  
If the applicant is a partnership, provide a copy of the partnership agreement and any amendments thereto.

- Label and Tab as EXHIBIT (h)  
If the applicant is not a natural person, a list of all owners, including associated stock certificates, membership certificates or associated documents, along with the percentage of ownership interest of each partner, member or owner. If the applicant is a publicly traded corporation, the requirements of this paragraph may be satisfied by attaching to the application a copy of the Form 10-K or its equivalent filed with the Securities and Exchange Commission showing the controlling ownership, officers and directors of the corporation.
- Label and Tab as EXHIBIT (i)  
If the applicant is operating under a fictitious name, a copy of the certificate filed pursuant to Chapter 602 of NRS, if applicable.
- Label and Tab as EXHIBIT (j)  
A copy of the complaint procedures that will be used.
- Label and Tab as EXHIBIT (k)  
Evidence that the applicant can secure the insurance required by NAC 706.191.
- Label and Tab as EXHIBIT (l)  
Additional information as necessary for a full understanding of the application.

**NOTE:** Personal information that includes social security numbers, account numbers, etc., must be submitted with the application in a separate envelope (containing an original and six copies) to ensure confidentiality.

*Rev 03-20-2017*