

# **Nevada Transportation Authority Process to Apply for a CPCN to Transport Passengers or Household Goods**

## **Determine your Transportation Authority**

Review NRS 706 and NAC 706 definitions to determine which authority applies to your business model. The statutes and regulations are available at [http://nta.nv.gov/About/Regulations\\_Page/](http://nta.nv.gov/About/Regulations_Page/)

## **Complete the Checklist**

Complete this checklist if applying for the following transportation authorities:

- Airport transfer, charter limousine, contract carrier, household goods mover, non-emergency medical, scenic tour, and special services traveling within the State of Nevada.
- Taxi service traveling outside of Clark County, Nevada and within the State of Nevada.

Reviewed/audited financial statements prepared by a CPA will expedite the process for these authorities.

If applying for charter bus service or transportation network company (TNC) authorities, these applications are available at [http://nta.nv.gov/Forms/New\\_Applicant\\_Forms/](http://nta.nv.gov/Forms/New_Applicant_Forms/). No financials are required.

Exemptions - review NRS 706.735-745 to apply for an exemption. The application is available at <http://nta.nv.gov/uploadedFiles/ntanvgov/content/Forms/RequestforExemption.pdf> and there is no fee.

Follow NAC 706.3949 and NAC 706.1325 to request confidentiality of documents.

Call our office at 702-486-3303 option 5 to set up an appointment with staff to review your documents. Documents must be completed correctly for staff to accept payment.

## **Provide Copies and Payment**

Once staff determines your documents are complete, staff will request:

### Copies:

- An original and 2 copies (3 collated copies total) of the application (Item #1 of the checklist)
- An original and 1 copy (2 collated copies total) of the financials (Items #2 through #7 of the checklist)
- Copy only on one side of the paper and separate each collated copy with a binder clip or rubber band.

### Payment:

- Checks, money orders (made payable to Nevada Transportation Authority), and credit cards are accepted. The fee schedule is at [http://nta.nv.gov/uploadedFiles/ntanvgov/content/Forms/FilingFee\\_PublicationCost-Schedule.pdf](http://nta.nv.gov/uploadedFiles/ntanvgov/content/Forms/FilingFee_PublicationCost-Schedule.pdf)

Additional costs may include paying additional noticing costs, hiring a court reporter, attorney, accountant or CPA.

A completed application can be purchased and used as an example. The request form is available at <http://nta.nv.gov/uploadedFiles/ntanvgov/content/Forms/RequestForPublicInformationCopies-ADA.pdf>.

Procedure	Completed	Notes
1. Complete the application starting on page 4. When completing the application:		
Ensure the tabs and your documents are prepared according to the directions listed in the application.		
Exhibit H - <ul style="list-style-type: none"> <li>• Use the tariff template available at <a href="http://nta.nv.gov/Forms/New_Applicant_Forms/">http://nta.nv.gov/Forms/New_Applicant_Forms/</a> Review NAC 706.138 through NAC 706.139.</li> <li>• For all authorities, include NAC 706.333.</li> <li>• For household goods authority, include NACs 706.312, 706.334, and 706.335.</li> <li>• For charter limousine authority, you may charge a fuel surcharge. Use the model tariff page available at <a href="http://nta.nv.gov/Forms/Fuel_Surcharge_Model/">http://nta.nv.gov/Forms/Fuel_Surcharge_Model/</a></li> <li>• For all authorities, except for airport transfer, you may charge a 3% Passenger Transportation Tax. Use the model tariff page available at: <a href="http://nta.nv.gov/Forms/Passenger_Transportation_Tax_Forms/">http://nta.nv.gov/Forms/Passenger_Transportation_Tax_Forms/</a></li> <li>• Review tariffs from other certificated carriers as an example available at <a href="http://nta.nv.gov/Carriers/Tariffs-Certificates/">http://nta.nv.gov/Carriers/Tariffs-Certificates/</a></li> </ul>		
Exhibit I - add the following counts in the exhibit that are applicable: # of new (proposed) vehicles + # of existing vehicles = Total # of vehicles. <i>(Note: do not purchase any vehicles during this process)</i>		
Exhibit M - New certificates or expansion of existing certificates for: airport transfer, charter limousine, special services, non-emergency medical, and special services: provide letters of intent, supporting documentation and contact information. What's quantified in the letter/documentation must be used to project revenues and expenses in the pro forma income statement in d below.		
Exhibit Q - pro forma income statement - separate projected monthly revenues and expenses from existing ones if the applicant is an ongoing operation.		
2. Provide a pro forma balance sheet ("PFBS") on an accrual basis for the Applicant. Use the balance sheet included in the Authority's Annual Report and follow its instructions. <i>(Note: an updated PFBS may be requested by staff)</i> . When completing the PFBS:		
<ul style="list-style-type: none"> <li>• Total assets must equal total liabilities plus equity.</li> <li>• Do not include projected sales.</li> <li>• Include all new vehicles in the asset and liability sections.</li> <li>• Ensure it has, at a minimum, 20% equity (total equity/total assets).</li> <li>• Ensure it has, at a minimum, a 1 to 1 current ratio (current assets/current liabilities).</li> <li>• Ensure the cash balance can cover 90-days' worth of fixed expenses in addition to the equity and current ratio requirements.</li> <li>• Review NAC 706.208 if vehicles will be leased. Charter limousines must be either financed or under a capital lease.</li> <li>• Include existing assets and liabilities if the applicant is an ongoing operation.</li> </ul>		\$_____ 90-day expenses  _____% current ratio  _____% equity ratio
3. Provide documentation to support each balance on the PFBS.		
a. When compiling the documentation, use the following method to mark the documentation: label each balance on the PFBS with a letter (a, b, c, etc.) and label the related documents with the same letter.		
b. When compiling the documentation for the vehicles: <ul style="list-style-type: none"> <li>• Provide vehicle quotes and loan amortization schedules for new vehicles.</li> </ul>		

Procedure	Completed	Notes
<ul style="list-style-type: none"> <li>• Provide bills of sale, finance/lease agreements, loan amortization schedules, and loan bank statements for existing vehicles.</li> <li>• Provide a lead schedule for all new and existing liabilities. Include the last 4 of the VIN #s for existing vehicles.</li> <li>• Provide a depreciation schedule that includes all new and existing assets. Include the last 4 of the VIN #s for existing vehicles.</li> <li>• Use the depreciation schedule included in the Authority’s Annual Report and follow its instructions. Charter limousine is required to be depreciated on a straight-line basis over 5 years with no salvage value. All others require straight line basis.</li> </ul>		
<p>4. Provide narratives to the pro forma income statement (“PFIS”) that was submitted in Exhibit Q. <i>(Note: An updated PFIS may be requested by staff).</i> When completing the narratives:</p>		
<ul style="list-style-type: none"> <li>• Ensure there is a narrative for every revenue and expense line item.</li> <li>• Projected revenues and expenses—include sufficient calculations and supporting documents for staff to follow how the amounts were projected.</li> <li>• Projected revenues—include calculations that tie the projected revenues to Exhibit M.</li> <li>• If the applicant is an ongoing operation, narratives can state “based on historical data” for existing revenues and expenses.</li> </ul>		
<p>5. Provide the following if the Applicant is an ongoing operation: <i>(Items marked with a “**” are the only documents required if reviewed or audited financial statements are provided.)</i></p> <ul style="list-style-type: none"> <li>• All business bank statements for the previous calendar year.</li> <li>• Actual balance sheet used to prepare the PFBS.</li> <li>• Income statement for the previous calendar year. <i>(Note: updated financials may be requested by staff)</i></li> <li>• Tax returns and schedules for the 2 most recent years.</li> <li>• IRS transcripts for the 2 most recent years from the IRS’ website.</li> <li>• The number of drivers that are currently employed by the applicant**</li> </ul>		
<p>6. Provide the following for each owner of the Applicant if the Applicant is a start-up company. For all other Applicants, Staff will determine during the review process if this information is required.</p> <ul style="list-style-type: none"> <li>• All personal bank statements for the previous calendar year.</li> <li>• Tax returns and schedules for the 2 most recent years.</li> <li>• Credit report authorization form (form included in application in #1).</li> <li>• IRS transcripts for the 2 most recent years from the IRS’ website.</li> <li>• Net worth statement and documentation supporting each balance. Label the documentation using the same method used for the documentation to the PFBS.</li> </ul>		

Include the following revenues and expenses in the PFIS (Exhibit Q):

Revenues	Drug Testing	Office Supplies	Telephone
Advertising	Fuel	Payroll <sup>1</sup>	Utilities
Bank Charges	Fuel Surcharge Revenues	Payroll Taxes	Vehicle Insurance <sup>2</sup> <u>provide a quote</u>
Broker Fees	General Liability Insur.	Professional Fees	Vehicle Registration
Claims	Interest	Repairs/Maint.	Workman’s Compensation, <u>provide a quote</u>
Credit Card Fees	Internet	Rent	
Depreciation	Licenses (business, etc.)	Storage	

<sup>1</sup> Separate payroll for drivers, dispatch, management, etc. and list the number of employees that are and will be employed in each category.

<sup>2</sup> Refer to NAC 706.191 for vehicle insurance minimum requirements.

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

Application for a Sale and Transfer of a Certificate or Order and Permit to  
 Transport Passengers or Household Goods filed pursuant to NAC 706.1375.

(Check one type of carrier)

- Common Carrier**
- Contract Carrier**

(Check one type of service)

- Taxi Cab**
- Household Goods Mover**
- Other Passenger Carrier (not bus)**

Seller's Name: \_\_\_\_\_

dba \_\_\_\_\_

Buyer's Name: \_\_\_\_\_

dba \_\_\_\_\_

Check One:  Purchase Stock \_\_\_\_\_%       Purchase Assest/Authority

Certificate number: \_\_\_\_\_

**Attached and labeled with tabs hereto; exhibits that include all of the information required in accordance with NAC 706.1375 (2) (a through u).**

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

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

X	X
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:**

Make certain your application is complete and accurate. Incomplete applications or those with illegible text may be rejected.

Do not enclose original or copies within binders, folders, or other devices. Preferred methods are a single staple, or binder clips.

Be certain to insert labeled tabs between exhibits. If an exhibit does not apply to you insert a page explaining that the exhibit does not apply.

When complete, file an original and three (3) copies of this application along with the required filing fee and estimated publication costs to:

Nevada Transportation Authority  
3300 W. Sahara Ave, Suite 200  
Las Vegas, NV 89102

The NTA accepts checks, cash, and money orders.

Our office hours are 8:00 am to 5:00 pm Monday through Friday, excluding holidays.

If you have any questions, call us at 702-486-3303.

General information ..... Extension 66546  
Application information or docket status ..... Extension 66403  
Tariff information ..... Extension 66401 or 66557  
Fax number ..... 702 486-2590

Included in this application packet is a checklist of attachments and exhibits to help you put together a complete application. For detailed explanation and instruction for each exhibit, you must refer to the most current NAC 706.1375 (2) (a through u). Your application cannot be completed without referring to NAC Chapter 706 for instructions.

Please notice that the exhibits are labeled (a) through (u) to correspond with the NAC 706.1375 (2) (a through u).

**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 and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

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

Therefore, the joint applicants request the Nevada Transportation Authority enter its order granting the Certificate transfer.

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Signature of Seller

\_\_\_\_\_  
Signature of Buyer

\_\_\_\_\_  
Name of Seller (print or type)

\_\_\_\_\_  
Name of Buyer (print or type)

\_\_\_\_\_  
Physical Address

\_\_\_\_\_  
Physical Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

Fax

\_\_\_\_\_  
Phone

Fax

Applicants' Attorney (if any)

\_\_\_\_\_  
Signature of Attorney

\_\_\_\_\_  
Name of Attorney (print or type)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

Fax

**OATH OF SELLER**

STATE OF \_\_\_\_\_ )  
 ) SS  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being duly sworn, state that I file this application as (indicate relationship to seller, that is, owner or proprietor, title as officer of applicant corporation or association, partner of applicant partnership or other authorized representative of applicant) \_\_\_\_\_; 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 the application is made in good faith, with the intention of presenting evidence in support thereof in every particular.

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

Subscribed and sworn to before me, a Notary Public, in and for the state and county above named, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public (Seal)

**OATH OF BUYER**

STATE OF \_\_\_\_\_ )  
 ) SS  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being duly sworn, state that I file this application as (indicate relationship to buyer, that is, owner or proprietor, title as officer of applicant corporation or association, partner of applicant partnership or other authorized representative of applicant) \_\_\_\_\_; 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 the application is made in good faith, with the intention of presenting evidence in support thereof in every particular.

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

Subscribed and sworn to before me, a Notary Public, in and for the state and county above named, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public (Seal)



**LETTER TO ALL APPLICANTS FOR A CERTIFICATE TO PROVIDE  
INTRASTATE TRANSPORTATION OF  
PASSENGERS OR HOUSEHOLD GOODS**

To All Applicants:

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 706.1375(2) lists the required contents for applications for a certificate to provide intrastate transportation of passengers or household goods in the state of Nevada. **NAC 706.1375(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) 687-9790. 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 TRANSPORTATION OF PASSENGERS OR  
HOUSEHOLD GOODS**

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 transportation of passengers or household goods, which was included in my application packet.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Checklist for attachments and exhibits for:  
Application for a Certificate to Provide Intrastate  
Transportation of Passengers or Household Goods  
filed pursuant to NAC 706.1375**

- 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 TRANSPORTATION OF PASSENGERS OR HOUSEHOLD GOODS.
- Attach this completed Checklist.
- Identify the market the applicant intends to service, demonstrating that such market will support the proposed operations.
- Label and Tab EXHIBIT (a)  
The type of service, if any, presently being performed by the applicant, a general description of the service and a reference to the authority pursuant to which the service is being performed.
- Label and Tab EXHIBIT (b)  
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 (c)  
The specific authority requested and the statutory provision pursuant to which the certificate is requested.
- Label and Tab EXHIBIT (d)  
If the applicant proposes to be a carrier of household goods, a description of the types of household goods proposed to be transported.
- Label and Tab EXHIBIT (e)  
The geographical area proposed to be served pursuant to the certificate, including, without limitation, the terminal and other points to be served, the number and location of points where equipment will be located, and a concise, narrative description of the proposed route.
- Label and Tab EXHIBIT (f)  
A map or sketch of the route and points to be served, drawn to a suitable scale which is indicated on the map or sketch. The map or sketch must show present and proposed operations by distinctive coloring or marking.
- Label and Tab as EXHIBIT (g)  
If the applicant proposes to be a contract carrier, a copy of each proposed contract.

- Label and Tab as EXHIBIT (h)  
A statement of the rates or fares proposed to be charged and the rules governing service in the form of a tariff prepared pursuant to NAC 706.138 to 706.139, inclusive.
- Label and Tab as EXHIBIT (i)  
The type and number of units of equipment to be used in the proposed service and a statement as to which units of equipment are owned by the applicant that includes, without limitation, photographs of the equipment to be used and a copy of the registration and title of each vehicle currently owned by the applicant which will be used under its operating authority. If the applicant proposes to operate a taxicab service, the application must include the proposed color scheme of the vehicles that will be used to provide the taxicab service.
- Label and Tab as EXHIBIT (j)  
A statement indicating the frequency of the proposed service. If on-call service is proposed, the application must set forth the conditions under which the service would be performed.
- Label and Tab as EXHIBIT (k)  
A statement of the qualifications and experience of the personnel who will manage and operate the proposed service, and the proposed operating procedures relating to service, safety, maintenance, the training of drivers, billing, relations with customers and the keeping of records.
- Label and Tab as EXHIBIT (l)  
A statement describing the facilities which will be used to provide the proposed service, such as terminals, shops, warehouses or offices.
- Label and Tab as EXHIBIT (m)  
Facts showing that the proposed operation is or will be beneficial to the traveling public.
- Label and Tab as EXHIBIT (n)  
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 (o)  
If the applicant is a partnership, a copy of the partnership agreement and any amendments made thereto.
- Label and Tab as EXHIBIT (p)  
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 shows the controlling ownership, officers and directors in lieu of the list of all owners, including associated stock certificates, membership certificates or associated documents.
- Label and Tab as EXHIBIT (q)

Evidence that the applicant is financially able to operate the proposed business, including, without limitation:

1. A statement of income for the 12-month period immediately preceding the application.
2. A pro forma statement of income for the first 12-month period, presented in a monthly basis format, of the proposed operation using the proposed rates. The Nevada Transportation Authority may require, as a condition to the granting of the application, that the applicant is prohibited from placing into service more vehicles than the vehicles projected in the pro forma statement for any period that the Nevada Transportation Authority deems necessary to ensure that the granting of the application will not unreasonably and adversely affect other carriers operating in the territory.
3. A balance sheet which was prepared not more than 6 months before the date of the application which: (I) For a sole proprietorship or partnership, must reflect the personal and business operations of the sole proprietor or each general partner. (II) For a corporation, limited-liability company or partnership, must reflect the entire business operations.
4. A list of the names and addresses of all transportation entities owned by or under the control of the applicant.

**NOTE:** All financial statements must be prepared pursuant to generally accepted accounting principles, except that the personal financial statement of a sole proprietor or general partner may be prepared on the basis of estimated values.

- Label and Tab as EXHIBIT (r)

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 (s)

Evidence that the applicant can secure the insurance required by NAC 706.191.

- Label and Tab as EXHIBIT (t)

If the applicant is proposing to transport and store household goods and effects, proof that the applicant has the ability to store such goods and effects in a warehouse operated in accordance with the requirement of chapter 712 of NRS. As used in this paragraph, "warehouse" includes, without limitation, any structure used for the reception and storage of household goods and effects.

- Label and Tab as EXHIBIT (u)

Additional information as is necessary for a full understanding of the application.

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

**NEVADA TRANSPORTATION AUTHORITY  
Credit Report Authorization Form**

Authorization is hereby granted to the Nevada Transportation Authority (hereinafter “NTA”) to obtain a consumer credit report through a credit reporting agency chosen by the NTA. I understand and agree that the NTA intends to use the consumer credit report for the purpose of evaluating my financial readiness to obtain a Certificate of Public Convenience and Necessity as a non-emergency medical transportation service designated as Docket No. \_\_\_\_\_.

My signature below authorizes the release to the credit-reporting agency of financial information which I have supplied to the NTA in connection with such evaluation. Authorization is further granted to the credit reporting agency to use a photostatic reproduction of this form if required to obtain any information necessary to complete my consumer credit report.

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Applicant’s Name (Print)

\_\_\_\_\_  
Applicant’s Name (Print)

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Applicant’s Signature

Address:

Address:

\_\_\_\_\_  
Number      Street

\_\_\_\_\_  
Number      Street

\_\_\_\_\_  
City      State      Zip Code

\_\_\_\_\_  
City      State      Zip Code

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date