

GROUND TRANSPORTATION PERMIT APPLICATION



APPLY FOR NEW PERMIT

Hartsfield-Jackson Atlanta International Airport's Ground Transportation providers continuously provide world-class service to the world's busiest airport. Our goal is to provide safe, comfortable, and affordable transportation options while creating enjoyable transportation experiences to all of our customers. If your company is interested in contributing to this culture of excellence, please submit a permit application.

You may submit your permit application for consideration. However, please be advised that new company applications will be processed from **March 1 – May 31**. Submission of an application does not guarantee an approval for a permit.

To apply for a New Ground Transportation Permit, you must:

1. Please reference the following:
 - [Georgia Public Service Commission](#) – “What Do I Need?” – You **MUST** be permitted to operate in the State of Georgia prior to applying for a Ground Transportation permit at the airport
 - [City of Atlanta Ordinance – Vehicles for Hire \(Chapter 162\)](#)
 - [Ground Transportation Airport Permit](#)
2. Please attach a letter of intent on the company's letterhead describing the type of transportation service you intend to provide to the airport. Complete your Permit Application and mail it back with all required documentation as noted to:

Hartsfield-Jackson Atlanta International Airport
Ground Transportation
P.O. Box 20509, Suite 435
Atlanta, GA 30320-2509

NOTE: If your company's Ground Transportation permit has expired, you will be required to start a **NEW** Permit Application.

- A. Complete the [HJAIA GT New Permit Application](#) form under your company's transportation category (please type your information) and ensure you submit the required business plan as indicated.
- B. Complete the [HJAIA GT Authorized Driver List](#)
 - Please type your information and print a copy to submit with your application.
 - Save the file to your computer for your records and for future staff revisions.
- C. Complete the [HJAIA GT Airport Authorized Vehicle List](#)
 - Please type your information and print a copy to submit with your application.
 - Save the file to your computer for your records and for future fleet revisions.

NOTE: Any changes to your driver staff or vehicle fleet will require an updated Driver List and/or Airport Authorized Vehicle List submission to the Ground Transportation office. Drivers and vehicles are not authorized to operate at the airport unless they are on these lists, and must not operate until these forms have been submitted and approved by Ground Transportation.

- D. Complete and submit notarized [SAVE Affidavit](#) which is required to conduct business with The City of Atlanta.
- E. Provide three photos of your vehicle(s), showing the overall paint scheme and markings.
 - One (1) of the front of the vehicle.
 - One (1) with the side view of the vehicle. Markings must be visible in the photo (e.g. Company info, authorities—DOT#, GPSC#, etc.). All vehicles except limousines are required to have permanent markings. Magnetic signs are NOT permissible.
 - One (1) of the rear displaying the vehicle's current license plate.

Ground Transportation will contact you to schedule an appointment. Please make preparations to pay the annual permit fee upon approval.

- A corporate check or money order made payable to "City of Atlanta"

Bring applicable receipts for payment (see below) to the appointment:

Payment of applicable fees Invoices, citations, liquidated damages and other applicable fees must be paid before the permit can be approved.

If you have any additional questions, please contact Ground Transportation at 404-530-6674 or email comments.gt@atlanta-airport.com

IMPORTANT: The permit is not valid until you receive written notification from Ground Transportation advising that your permit is approved and complete. You are not authorized to conduct commercial operations at Hartsfield-Jackson Atlanta International Airport until you receive this written notice. You may be subject to fines, denial of your permit and other corrective actions if you operate without authorization.