

LAX ANNUAL MOTOR VEHICLE WINDOW DECAL

All motorized vehicles, both street-licensed and non-street-licensed, operating on the Air Operations Area (AOA) at LAX are required to display a valid window decal. Window decals are issued for a period of one year, commencing July 1st and expiring June 30th.

Your company's vehicle decals will be issued after the requested information has been received, required decal fees have been paid, insurance is in compliance, and there are no outstanding account balances with LAWA. Your decals will be ready for pick-up three weeks after your complete application package is received. Our office will notify you if any information is missing. **Only the designated contact person on file with this office will be allowed to pick up the decals.**

If your company intends to utilize vehicles on the AOA, please comply with the following requirements **as soon as possible**.

→ Letter of Intent – Submit a letter, on your company letterhead, stating the following:

- Type of services to be provided
- To whom the services will be provided and duration of contract
- Specific location(s) at LAX where services will be provided
- Purpose of vehicles on AOA and location(s) where vehicles will be operated

Note: Air Carriers with a current ACOP and government entities are not required to submit a letter of intent.

→ Company Contact Information Form – This form must be completed in its entirety. The highest ranking local official must sign this form certifying that the designated contact person will be responsible for all motor vehicle permit activities pertaining to your company. **Both the contact person and the highest-ranking local official must possess a valid LAX Security Photo Identification Badge.**

→ Vehicle List Form – This form must be completed in its entirety. Enter both license plate number (if available) and vehicle identification number (VIN).

→ Valid Vehicle Registration – Attach a copy of current registration for each vehicle. If vehicles are not street-licensed, please submit a copy of one of the following for each vehicle: the title, sales record, Planned Non-Operation Certificate or insurance card.

Note: Government entities are not required to submit vehicle registration.

→ Alternative Fuel Vehicle Reporting Form – must register vehicles at website: <https://online.lawa.org/altfuel/login>.

→ Fees – A yearly fee of \$120 per vehicle (\$60 after January 1st) will apply. Company checks, cashier's checks, or money orders should be made out to LAWA. **NO CASH, CREDIT CARDS, OR PERSONAL CHECKS.**

→ Insurance – Required insurance must be approved and remain in compliance with LAWA requirements at all times. All insurance inquiries should be directed to the Insurance Compliance Unit at (424) 646-5480.

→ Accounts Receivable with LAWA - All company accounts must be in good standing with LAWA prior to the release of any window decals. Questions concerning account balances may be directed to the Airfield Permits Unit at (424) 646-5880.

Please return Letter of Intent, Company Contact Information form, Vehicle List form, Alternative Fuel Form, vehicle registration, and payment, either in person or by mail, to the address below. **INCOMPLETE PACKAGES WILL NOT BE ACCEPTED.**

By mail: Airfield Permits Unit
Los Angeles World Airports
P.O. Box 92216
Los Angeles, CA 90009-2216

In person: Airfield Permits Unit
7301 World Way West
Room 100, 1st Floor
Los Angeles, CA 90045