

New Charter Applicants

If this is the first time you have applied for a Charter Permit to operate at San Diego International Airport please email the following information to GTPermits@san.org

1. Company Name
2. Contact Name
3. Business Address
4. Phone Number
5. Email Address
6. Business Entity Type (Sole Proprietor, LLC, Corporation, etc.)

A Specialist will email you a link and access code to apply on-line. Please gather all required documents in electronic format (i.e. PDF, Doc Docx etc.) or take a digital photo image when applying, see list of required documents below.

Charter Operator Renewals

Charter Operators will apply for a permit using our digital permit system, allowing you to apply for your new Charter Permit on-line using your computer or mobile device.

Active Operators will receive an email with a link to the digital permit system and your access code. This email is from SDCRAA Permits@intellex.com. Before you start the application process please have all your **required** documents available.

The following **required documents will need to be uploaded into the on-line application:**

1. Current Vehicle Registration(s) for all vehicles.
2. Current Certificate of Insurance and **Endorsement form** listing SDCRAA as an "Additional Insured" (see Insurance Requirements link on website).
3. Current Charter-Party Carrier of Passengers Certificate (TCP Certificate).
4. Current Evidence of Workers Compensation Insurance (if applicable).

Digital permit application steps:

- A. Click on the link in the email and enter the code provided.
- B. Complete the on-line application and upload your documents.
- C. Click submit.
- D. Your file will be automatically sent to SDCRAA Ground Transportation Specialist for review.
- E. If exceptions are found the Specialist will notify you by email to make corrections.
- F. If no exceptions are found your approved application will be sent to you via DocuSign email for your digital signature and on-line permit payment at time of signing.
- G. Ground Transportation team member will contact you by email to advise when your Charter Permit is ready.

Please email any questions to GTPermits@san.org

Thank you,

Marc Nichols, Director