

New Courtesy Vehicle Applicants

If this is the first time you have applied for a Courtesy 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.

Courtesy Operator Renewals

Courtesy Operators will apply for a permit using our digital permit system, allowing you to apply for your new Courtesy 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 Permit Application DoNotReply@intellex.com](mailto: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 copy of Contract for ADA Services.
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