



Charter Operators,

Your current 2025 Charter Decal(s) will expire **December 31, 2025**.

We would like to inform current operators that the Charter Permit application for 01/01/2025 – 12/31/2025 will be emailed to you on **October 30, 2025**.

You will receive an email from SDCRAA – Ground Transportation via Docusign dse_NA3@docusign.net titled 2026 Charter Permit Application. This is the Docusign online permitting system. Please check your primary email inbox and if it is not there, check your junk/spam inbox. If you have not received it by Monday, November 3, 2025, please email your assigned permit specialist as follows:

- # - C: Cristobal Ramirez - Permitting Manager - cramirez2@metropolis.io
- D - K: Laila Haro - Permitting Specialist - lhara@metropolis.io
- L - R: Araceli Azar - Permitting Specialist - aazar@metropolis.io
- S to Z: Michel'le Hunter - Permitting Specialist - mhunter@metropolis.io

Once you have received your application by email, please begin to fill it out and submit it for review to expedite your permit process. Please be sure to email your specialist all supporting documentation outlined in the Application Email, on the Application and Email from your specialist that you will receive the week of 11/3/25. Please know that Documents must be received prior to your application review and approval.

Please submit your application as soon as possible to prevent delays in receiving a decal for 2026 and transponder installation appointment prior to 12/31/2025. Applications received close to the expiration date will experience a delay due to the high volume of submitted applications and may result in operation delays as a 2026 Charter Decal is required to operate at the San Diego Airport after 12/31/25. 2026 Charter decal(s) must be affixed to the windshield of your vehicle prior to operating **January 1, 2026**.

Enforcement actions will commence on **January 1, 2026**. Charter Operators not displaying a valid 2026 Charter decal are subject to citations by the San Diego Airport Traffic Officers.

Current operators will have the opportunity to apply online with your mobile device and/or computer. All required documents must be emailed to your Permitting Specialist or GTpermits@san.org:

1. Current Vehicle Registration(s) for all vehicles.
2. Current Certificate of Insurance and Endorsement
3. Current Vehicle Schedule
4. Current Charter-Party Carrier of Passengers Certificate (TCP Certificate).
5. Current Evidence of Workers Compensation Insurance (if applicable).

Please review your Permit Application for changes and pay special attention to Article 4. Please also read all emails sent from GT Permits or your specialists regarding changes this permitting season in relation to:

- Trip Fees
- Transponder Appointments
- Missed Appointments
- Liquidated Damage Fees
- Reprocessing Fees
- Tampering Policies.

The Permitting office is **closed** to the public. All permitting inquiries and transactions will be handled through email.

Please email any questions to GTPermits@san.org. A team member will respond to you within two business days.

Regards,

2026 Permitting Specialists