

# CALIFORNIA PUBLIC UTILITIES COMMISSION

## PASSENGER CARRIER EQUIPMENT STATEMENT INSTRUCTIONS (Form PL-664)

Transportation companies required to file this form must report to the CPUC any additions or deletions to the list of their vehicles within 10 days of the date the vehicle is put into or pulled out of service.

**The California Vehicle Code 260(a) requires a vehicle used or maintained for the transportation of persons for hire, compensation or profit to be registered as a commercial vehicle.**

### **SECTION 1 – CARRIER INFORMATION**

All fields in this section must be completed. If you do not have a “Fictitious Business Name / DBA” or an “Email Address” indicate N/A in those fields.

### **SECTION 2 – EQUIPMENT**

**Check New Application, Renewal Application, Refile Application or Update (Add/Delete/Change).**

<b>Add, Delete Change</b>	Select the option for the vehicle you will be entering on the form.
<b>License Plate</b>	Enter the license plate information associated with the vehicle.
<b>State</b>	Enter the state (ex: CA for California).
<b>Vehicle Identification Number (VIN)</b>	Enter the VIN number for the vehicle. <i>*Any vehicle purchased from another TCP carrier must be deleted from the old TCP before you can add it to your TCP.</i>
<b>Seats</b>	Enter the total seating capacity of the vehicle including the driver. (You are required to complete a new PL-664 if the seating capacity changes)
<b>Body Type</b>	Enter one of the following: LIM = Limousine, CAR = Car, BUS = Bus, VAN=Van, SUV=Suv, SW = Station Wagon
<b>Year</b>	The model year of the vehicle.
<b>Gross Vehicle Weight Rating (GVWR) – (lbs)</b>	Enter the Gross Vehicle Weight Rating (GVWR) of the vehicle assigned by the manufacturer.
<b>Chassis Stretch (Inches)</b>	If the vehicle chassis has been stretched, indicate the number of inches (for example, 140”).
<b>Handicapped Accessible</b>	Indicate Yes or No
<b>Modified Limousine</b>	Indicate Yes or No Any vehicle that has been modified, altered, or extended in a manner that increases the overall wheelbase of the vehicle, exceeding the original equipment manufacturer’s published wheelbase dimension for the base model and year of the vehicle, in any amount sufficient to accommodate additional passengers with a seating capacity of not more than 10 passengers including the driver, and is used in the transportation of passengers for hire.
<b>Autonomous Vehicle</b>	Indicate Yes or No Any vehicles that are classified as autonomous by the DMV and authorized for use of commercial operations.
<b>Fire Extinguishers</b>	Indicate number of fire extinguishers
<b>Emergency Exits</b>	Indicate number of emergency exits
<b>Terminal Address</b>	Enter the location where this vehicle is garaged or operated from. Provide the Address, City, State and Zip Code. *If you have multiple terminals please group your vehicles by terminal location.
<b>Phone</b>	Enter area code and phone number associated with the terminal address entered.

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### **SECTION 3 – CERTIFICATION**

Sign, Print name and date the form.

### **OTHER INFORMATION** Note the following:

- A copy of the current **commercial vehicle registration** for each equipment must accompany this form. **The applicant or permit holder must be shown on the registration as either the registered owner or the lessee.** (In the case of a partnership, at least one of the general partners whose name is listed on the permit or certificate must appear on the registration.) Samples of acceptable registration are available via our website:  
[http://www.cpuc.ca.gov/psg\\_transportation\\_forms/](http://www.cpuc.ca.gov/psg_transportation_forms/)
- **Effective immediately**, individuals and one-owner LLC's and Corporations without employees will be permitted to have and maintain *two (2) vehicles*. The term "employee" is defined here as a non-manager-member (LLC) and non-officer (Corp). Requests to add more than two (2) vehicles must include a reason justifying the additional vehicle, and may result in the CPUC requiring the filing of an active workers' compensation insurance policy.
- **Effective immediately**, CHP-issued CA # is required for all carriers who will operate vehicles seating 11 or more passengers, including the driver, or who will operate modified limousines. Public Utilities Code Section 1042 (d), "modified limousine" means any vehicle that has been modified, altered, or extended. The CA# must be entered on the PL664 and the PL739 (new TCP application).
- Effective 9/30/14, the Department of Motor Vehicle (DMV) will no longer issue livery plates, therefore, the CPUC License Section will no longer issue livery letters. You may be issued an Acknowledgement of Vehicle Added notice listing the limousines you have requested to be added. **Please do not take this Acknowledgement of Vehicle Added letter to DMV.**
- If there are any changes regarding vehicle license plate numbers, it is your responsibility to immediately submit a PL-664 reflecting these changes.

### **Vehicle Registration:**

Before the License Section will process your request to add a vehicle, you must provide us with a copy of the vehicle's registration, which must show that the vehicle is registered "commercial" or "limousine". In addition, the registration must show the registered owner or lessee to be the following and as listed on the Statement of Information (SOI) if your entity is a Corporation or LLC:

For this type of entity	the registered owner or lessee must be
Individual	The Individual
General Partnership	One or more of the partners
Corporation	The Corporation or Corporate Officer
LLC	The LLC or Manager Member or Member
LP	The LP or a general partner

### **YOU MUST PRINT, SIGN AND DATE THE FORM.**

You can scan and email the copy to: [licensing@cpuc.ca.gov](mailto:licensing@cpuc.ca.gov)

Or Mail to: License Section  
California Public Utilities Commission  
505 Van Ness Avenue  
San Francisco, CA 94102

# CALIFORNIA PUBLIC UTILITIES COMMISSION

## PASSENGER CARRIER EQUIPMENT STATEMENT (Form PL-664)

### SECTION 1 – CARRIER INFORMATION

PSG/TCP#	CARRIER NAME	FICTITIOUS BUSINESS NAME / DBA (IF ANY)		
BUSINESS ADDRESS	CITY	STATE	ZIP CODE	PHONE
EMAIL ADDRESS				CA#

### SECTION 2 – EQUIPMENT

NEW APPLICATION    
  RENEWAL APPLICATION    
  REFILE APPLICATION    
  UPDATE (Add/Delete/Change)

**NOTE: In "SEATS" indicate the seating capacity (i.e., number of seats), including the driver.**

ADD    DELETE    CHANGE			LICENSE PLATE	STATE	VEHICLE IDENTIFICATION NUMBER (VIN)				AUTONOMOUS VEHICLE	
									Yes	No
SEATS	BODY TYPE	YEAR	GVWR (LB)	CHASSIS STRETCH (INCHES)	HANDICAPPED ACCESSIBLE	MODIFIED LIMOUSINE		# of FIRE EXTINGUISHERS	# of EMERGENCY EXITS	
					Yes    No	Yes    No				
TERMINAL ADDRESS			CITY	STATE	ZIP	PHONE				

ADD    DELETE    CHANGE			LICENSE PLATE	STATE	VEHICLE IDENTIFICATION NUMBER (VIN)				AUTONOMOUS VEHICLE	
									Yes	No
SEATS	BODY TYPE	YEAR	GVWR (LB)	CHASSIS STRETCH (INCHES)	HANDICAPPED ACCESSIBLE	MODIFIED LIMOUSINE		# of FIRE EXTINGUISHERS	# of EMERGENCY EXITS	
					Yes    No	Yes    No				
TERMINAL ADDRESS			CITY	STATE	ZIP	PHONE				

ADD    DELETE    CHANGE			LICENSE PLATE	STATE	VEHICLE IDENTIFICATION NUMBER (VIN)				AUTONOMOUS VEHICLE	
									Yes	No
SEATS	BODY TYPE	YEAR	GVWR (LB)	CHASSIS STRETCH (INCHES)	HANDICAPPED ACCESSIBLE	MODIFIED LIMOUSINE		# of FIRE EXTINGUISHERS	# of EMERGENCY EXITS	
					Yes    No	Yes    No				
TERMINAL ADDRESS			CITY	STATE	ZIP	PHONE				

### SECTION 3 - CERTIFICATION

I certify that the above information is accurate and that each vehicle listed is covered by an automobile liability insurance policy, which provides at least the following minimum amount of coverage based on vehicle seating capacity (not including the driver):

7 passengers or less - \$750,000 • 8 through 15 passengers –\$1.5 million • 16 passengers or more - \$5 million

Note: Any vehicles operated under a TCP "C" Certificate only requires \$750,000

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

### CALIFORNIA HIGHWAY PATROL RECOMMENDATION (FOR CHP USE ONLY)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approval     Denial     Other

Remarks:

\_\_\_\_\_  
Division

**PLEASE ALLOW 7-10 BUSINESS DAYS FOR PROCESSING**