

**Philadelphia International Airport
Ground Transportation
Limousine, Van/Shuttle, Charter Bus, Reserved Taxi AVI Application
Checklist**

When you return your completed AVI application packet for processing, please be sure you have included all of the following documents:

- Completed AVI application
- Signed Terms and Conditions Agreement (*Included in AVI application*)
- Operating Business License/Permits (*if applicable; PUC, PPA Business License, Business Certificate, Certificate of Authority, LLC/EIN, Taxi Cab Driver's License, Taxi Cab License, Township Letter, etc*)
- Certificate of Insurance: Must list AVI as a Certificate holder: **(Parkway AVI) Philadelphia International Airport/Philadelphia Pa. 19153**
- Vehicle Registration (*Limousine/Bus plates only, private plates are not accepted*)
- Supporting Seating Capacity Documentation (*if not available, charges are set from manufacturer vehicle seating chart*)
- Vehicle listing (*including in AVI package or you can provide a personal listing*)
- Driver's License (*Owner's*)
- Payment for Transponders - **\$20.00** per vehicle
- Account Opening Fee- **\$25.00**
- Initial Account Opening Fee- **\$150.00**
- Total Opening Amount- \$195.00** in the form of cash, cash, ApplePay, Venmo and credit/debit cards (**Please note:** Online payments are available via <http://phlavi.parkwaycorp.com> with a service fee of \$3.45)

You must provide ALL of the above documentation in order for your PHL GT AVI application to be processed and approved. Please note: Please 24-48 hours for application packet approval. (Payments must be made within 30 days after approval or you will be required to submit a new package)

Contact the AVI Documentation at (215) 937-6764 should you have any questions.

AVI CSR Signature/ Date: _____