Instructions for Application for Secure Transportation Service License

1. Enter the name under which the Secure Transportation Service will be licensed.

2. Check the type of license requested for this Secure Transportation Service. Only check one.

3. Complete the information for the person applying for the license.

4. Complete the information for the person who will be in charge of the Secure Transportation Service.

5. Complete the information about owner(s) or governing board for the Secure Transportation Service.
    - Provide the contact information for the owner of the Secure Transportation Service. If the owner of a Secure Transportation Service is a partnership, provide the contact information for each partner. Attach additional sheets if needed.
    - If the owner of a secured transportation service is a corporation, provide the contact information for each director of the corporation and each stockholder owning ten percent (10%) or more the outstanding stock. Attach additional sheets if needed.
    - If the owner of a Secure Transportation Service is a government, provide the contact information for each member of the governing board. Attach additional sheets if needed.

6. Describe the area to be served by the Secure Transportation Service. A map may be substituted if it shows sufficient detail to clearly identify the service area boundaries.

7. List the location(s) of the Secure Transportation Service headquarters, substation(s), office(s), secure transportation post(s) or other locations from which it is intended to operate the Secure Transportation Service.

Attachments required for all applications:

- Certificate of occupancy or other documentation that the applicant's premises were found to be in compliance with applicable local requirements.
- Certificates of insurance.
- Copy of written policy and procedures manual, personnel policy, quality management program, operational protocols, medical protocols, training procedures, or other relevant documents as fully described in the Archuleta County Policy and Procedures regarding Secure Transportation Services.