

Accessible Parking Permit Company / Organization Help Guide

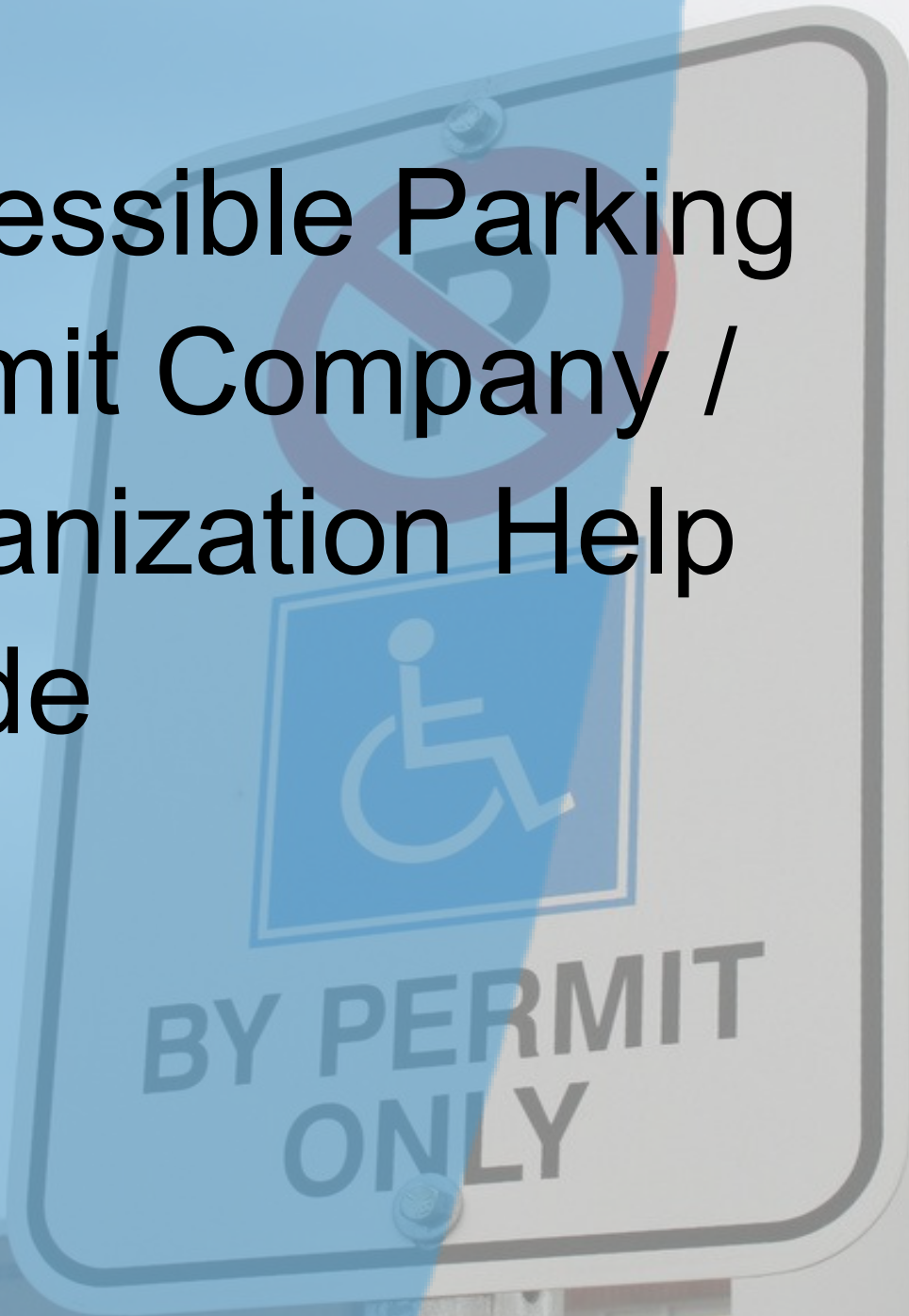


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Company Accessible Parking Permits

An Accessible Parking Permit (APP) may be issued to an Ontario company or organization for the use in vehicles they own or lease for the purpose of transporting people with disabilities provided they meet the eligibility criteria.



How can my company / organization get APPs for our vehicles?

Companies or organizations may apply for an accessible parking permit by completing the online form and attaching supporting documents through the online channel or by completing an application form and mailing documentation directly to the APP Services Office .



Note - ServiceOntario centres are not authorized to process applications for company permits. You must apply either online or by mail.

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What does my company / organization need to provide to show proof of eligibility for a company APP?

Companies:

- A letter on official letterhead explaining why permit(s) should be issued (i.e. the nature of the business and declaration that the vehicle(s) are primarily used to transport persons with disabilities).
- The licence plate number and vehicle identification number (VIN) of each vehicle that is used for transporting people with disabilities.



This is a form for an Ontario Permit - Plate Portion / Certificat d'imm. - Plaque. It contains the following information:

- Ontario logo and PLATE AXUR1234
- Issued pursuant to the Highway Traffic Act / Délivré en vertu du Code de la route
- PERMIT - PLATE PORTION / CERTIFICAT D'IMM. - PLAQUE
- BRAND: NONE
- VIN: AHGES16365H111111
- PLATED: D1234 - 11111 - 11111
- NAME: HOND
- MODEL: UDV
- YEAR: 05
- VIN REG NO: 1415730
- CAPRYL DATE: 081001
- NAME: Ontario APP Inc.
- ADDRESS: 1234 HARLING ST, HARLING, ONTARIO L1S1S1
- OFFICE / BUREAU: 379-1/ON
- ISSUE DATE / EN VIGUEUR: 20 10 31
- PERMIT NO. / N° DE CERTIFICAT: D6849682
- Signature of the Minister of Transportation
- Minister of Transportation / Ministre des Transports
- Text: "This plate portion must be signed by the owner to be valid. / Le certificat d'immatriculation-plaque doit être signé par le propriétaire pour être valide."



- Proof showing the company provides transportation services to people with disabilities (e.g. valid contracts), if applicable.
- In the case of a company, proof of incorporation (e.g. Articles of Incorporation)



This is a Certificate of Incorporation / Certificat de constitution form from the Province of Ontario. It contains the following information:

- Request ID, Transaction ID, Category ID, Province of Ontario, Ministry of Government Services, Date Report Produced, Document Produced, Time Report Produced, Numéro de la personne morale en Ontario
- Certificate of Incorporation / Certificat de constitution
- This is to certify that / Ceci certifie que
- THE NAME OF YOUR CORPORATION
- Ontario Corporation No. 123456
- THE NUMBER OF YOUR CORPORATION
- is a corporation incorporated, under the laws of the Province of Ontario. / est une société constituée aux termes des lois de la province de l'Ontario.
- These articles of incorporation are effective on / Les présents statuts constitués entrent en vigueur le
- THE DATE OF REGISTRATION
- Signature of the Director/Directrice
- Director/Directrice / Business Corporations Act/Loi sur les sociétés par actions

Organizations:

- A letter on official letterhead explaining why permit(s) should be issued (i.e. the nature of the business and declaration that the vehicle(s) are used to transport persons with disabilities on a non-profit basis).
- The licence plate number and vehicle identification number (VIN) of each vehicle that is used for transporting people with disabilities.

Ontario PLATE PLAQUE AXUR1234
Issued pursuant to the Highway Traffic Act / Délivré en vertu du Code de la route
PERMIT - PLATE PORTION / CERTIFICAT D'IMM. - PLAQUE

BRAND - NONE
VIN: AHGES16365H111111
PLATED
D1234 - 11111 - 11111

MAKE: HOND
MODEL: UDV
YEAR: 05

VEHICLE NO. / N° DE VÉHICULE: 1415730
EXPIRY DATE / DATE D'ÉCHÉANCE: 081001

NAME: Ontario APP Inc.
1234 HARLING ST
HARLING, ONTARIO L1S1S1

OFFICE / BUREAU: 379-1/ON
ISSUE DATE / EN VIGUEUR: 20 10 31
PERMIT NO. / N° DE CERTIFICAT: D6849682

Signature: [Signature]
Minister of Transportation / Ministre des Transports

This plate portion must be signed by the owner to be valid. / Le certificat d'immatriculation-plaque doit être signé par le propriétaire pour être valide.
It was issued while the vehicle is being operated on a highway. / Selon la loi pour lequel il a été délivré lorsque ce véhicule circule sur la voie publique.
Ontario, 2015



- Proof showing the organization provides transportation services to people with disabilities (e.g. valid contracts), if applicable.
- Proof of operation as an organization (e.g. Articles of Incorporation, master business license etc.)

Province of Ontario / Province du Ontario
Ministry of Government Services / Ministère des services gouvernementaux

Certificate of Incorporation / Certificat de constitution

This is to certify that / Ceci certifie que

THE NAME OF YOUR CORPORATION
[Redacted]

Ontario Corporation No. 123456 / Numéro municipal de la personne morale en Ontario

THE NUMBER OF YOUR CORPORATION
[Redacted]

is a corporation incorporated, / est une société constituée aux termes
under the laws of the Province of Ontario. / des lois de la province de l'Ontario.

These articles of incorporation / Les présents statuts constitués
are effective on / entrent en vigueur le

THE DATE OF REGISTRATION
[Redacted]

Director/Directrice
Business Corporations Act/Loi sur les sociétés par actions

Ontario **Master Business Licence**

Date Issued: 20XX-XX-XX
Business Number: [Redacted]

Business Name and Mailing Address:
YOUR BUSINESS NAME
YOUR ADDRESS
CITY, ONTARIO CANADA POSTAL CODE

Business Address: SAME AS ABOVE
Telephone: [Redacted] Ext: [Redacted] Fax: [Redacted]
Email: [Redacted]

Legal Name(s): YOUR LEGAL NAME

Type of Legal Entity: GENERAL PARTNERSHIP (This business has 2 partner(s) recorded on this licence)

Business Activity: HOME DECOR/STAGING & SELLING HOME DECOR

Business Information	Number	Effective Date	Expiry Date
BUSINESS NAME REGISTRATION	[Redacted]	20XX-XX-XX	20XX-XX-XX

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Note - Only companies and organizations operating in Ontario can receive a company permit.

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Are there requirements for our company / organization vehicles in order to be eligible for an APP?

- All vehicles must be registered in the company/ organization name; vehicles registered in an individual's name will not be eligible for a company/organization APP.



- Only vehicles owned or leased by the company /organization can use the permit; a vehicle may be leased, but the licence plate must be registered to the company/organization. Accessible parking permits cannot be issued for a rental vehicle.



- When a company/ organization's leased vehicle contract expires, the APP must be transferred from one vehicle to another. All eligibility requirements must be met in order to transfer your permit(s).

Please contact the Accessible Parking Permit Services Office by email at APPCompany@ontario.ca or by phone at 1-800-267-0295 ext. 4828 to speak with our company subject matter expert to update your company file.

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What documents will my company / organization be required to show as Proof of Incorporation or Operation?

An organization is required to provide proof that they are legally authorized to operate in Ontario. A company is required to provide proof of incorporation. As many of these documents have expiration dates, your company/organization will be required to provide active proof of operation at the time of original application, renewal, or as part of a request to add additional permits and for any replacement permits or change of address.

Documents that are considered acceptable as proof of operation for an organization:

- Articles of Incorporation
- Master Business Licence
- Letters Patent under the Corporations Act (copy of Charter)
- Company Seal Imprint
- Certified Copy of Declaration of Partnership issued under the Partnership Registration Act
- First Nations Band Letter
- Band number as proof of operation of a company/organization for the Oneida Nation of the Thames

Note: GST/RST numbers and /or CRA tax receipts are not acceptable; organizations must provide their charitable number.

Documents that are considered acceptable as proof of incorporation for a company:

- Articles of Incorporation
- Letters Patent under the Corporations Act (copy of Charter)

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How does my company / organization apply for APPs?

You can choose to apply for an APP in **TWO** ways:

Option #1: Electronically – go to www.ontario.ca/AccessibleParking

1) Complete the online form

2) Upload the following attachments (note: there is a 20MB limit for attachments so please review your file size and ensure they are compressed prior to attaching):

- A letter on official letterhead explaining why your company or organization requires Accessible Parking Permits and how it meets ServiceOntario's eligibility criteria,
- **In the case of a company,**
 - proof of incorporation (e.g. Articles of Incorporation)
 - proof showing the company or organization provides transportation services to people with disabilities (e.g. valid contracts), if applicable.
- **In the case of an organization,**
 - proof of operation as an organization (e.g. Business Licence, Articles of Incorporation etc.)
 - proof showing the company provides transportation services to people with disabilities on a non-profit basis (e.g. valid contracts), if applicable
- A list of Vehicle Identification Numbers and associated Licence plates for each vehicle that is used for transporting people with disabilities. **Please note these vehicles must have active validation at the time of request.**

Option #2: By Mail

You will be required to provide the following:

- A letter on official letterhead explaining why your company or organization requires Accessible Parking Permits and how it meets ServiceOntario's eligibility criteria,
- In the case of a company
 - a photocopy of your proof of incorporation (e.g. Articles of Incorporation or Letters Patent)
 - proof showing the company or organization provides transportation services to people with disabilities (e.g. valid contracts), if applicable.
- In the case of an organization,

- a photocopy of your proof of operation (e.g. Business Licence, Articles of Incorporation etc.)
- proof showing the company provides transportation services to people with disabilities on a non-profit basis (e.g. valid contracts), if applicable
- A list of Vehicle Identification Numbers and associated Licence plates for each vehicle that is used for transporting people with disabilities. **Please note these vehicles must have active validation at the time of request.**

Once you gather your documentation, please mail your request to:

**Attn: Company Permits
Accessible Parking Permit Services Office
Service Ontario
P.O. Box 9800, Kingston, Ontario, K7L 5N8**

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Frequently Asked Questions

How long are the APPs Valid for?

A company APP is valid for the length of time that the company will be providing transportation services to persons with a disability, up to a period of five years. Organization APPs are valid for the length of time that the organization anticipates that it will be providing transportation services to persons with a disability on a non-profit basis, up to a period of five years. The expiry date of any additional permit(s) added to a company's existing roster of permits will be automatically set to align with the company's existing permit expiry date(s).

How many APPs can my company/ organization have?

Companies/ organizations themselves are not limited to the number of APPs acquired for this purpose, however they may only obtain one permit per vehicle that transports a person (or persons) with a disability and that meets eligibility criteria.

How much does it cost to get an APP for my company/ organization vehicles?

There is no fee charged for the initial company permit, any additional requested permits or for any renewal or replacement of company permits.

Do vehicles have to be registered to the company/ organization in order to use the company APPs?

Yes, vehicles that are being used to pick up or transport individuals with a disability must be registered to your company or organization and must meet ServiceOntario's eligibility criteria; personal vehicles are not authorized to use company permits.

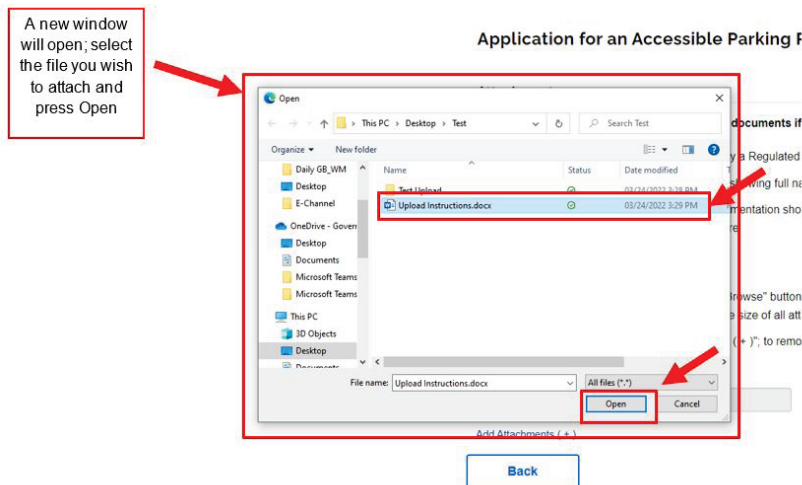
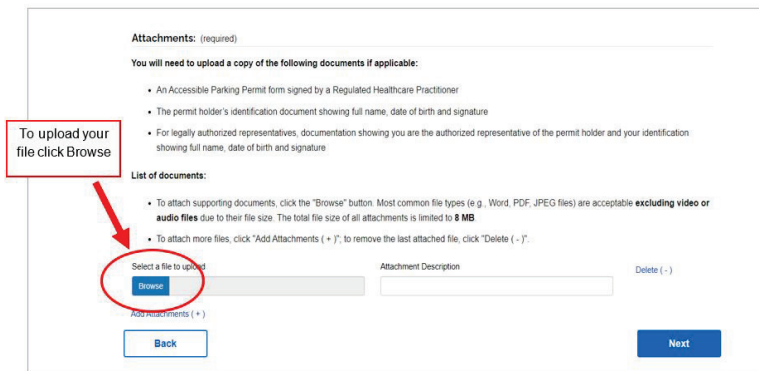
What happens if one of our company/ organization permits is stolen?

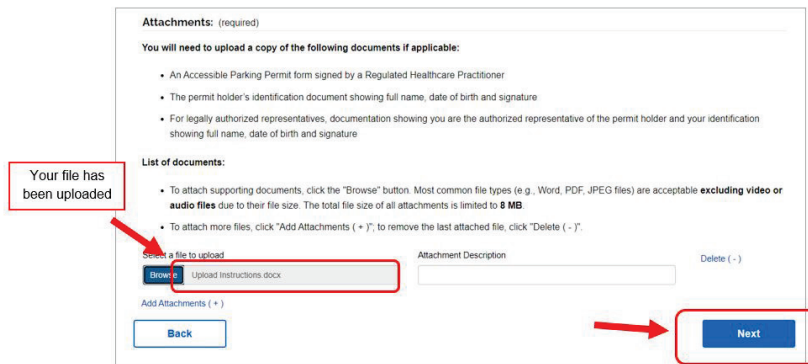
Please contact the Accessible Parking Permit Services Office at 1-800-267-0295 ext. 4828 to speak with our company subject matter expert to discuss next steps. You will be able to use the online form to obtain a replacement, however, you will require the name of the

police service and occurrence number that was given to you when you reported the permit stolen, and the licence plate/VIN associated with the permit.

How do I attach a document to my online application?

Save a copy of your document to your computer in a place you will remember. Click the button that says “Add File” – you will be asked to find the document you would like to attach in your files. Once you locate the document you would like to attach, select it, and click open. Your file is now embedded in the application.





What should I do if I've compressed my attachments and they still exceed the 20MB limit?

Don't worry – you can still submit your application. Attach what documents you can up to the 20MB limit then submit your application.

After submission, you will receive a confirmation email and number. Once you receive that email contact the the Accessible Parking Permit office by phone at 1-800-267-0295 ext. 4828 or (613) 545-4828 and we will walk you through the next steps for the remaining documentation you were unable to attach on your application. Please have your confirmation number available so we can reference your application.

Reminder – Misuse and Abuse

An accessible parking permit must be clearly displayed with the number and expiry date visible on your vehicle's sun visor or dashboard to park in an accessible parking space.

A company/organization vehicle may only use the accessible parking permit to park in an accessible parking space if they are transporting individuals with a disability. A company/organization charged and convicted of misusing or abusing an accessible parking permit could be fined up to \$5,000 under the *Highway Traffic Act* and the permit may be seized.