

**Philadelphia International Airport  
Ground Transportation  
Courier 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*)
- Certificate of Public Convenience/Business License/Business Certification (*if applicable*)
- Certificate of Insurance: Must list AVI as a Certificate holder: **(Parkway AVI) Philadelphia International Airport/Philadelphia Pa. 19153**
- Individual Insurance Card
- Registration Card
- Vehicle Information Sheet (*Vehicle listing/included in application*)
- 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, ApplePay, GooglePay 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 allow 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: \_\_\_\_\_