



Golden Crescent Regional Planning Commission
State Planning Region XVII
Golden Crescent Economic Development District

Transportation Services Department

Charter Service Request Process

Charter Service Request forms must be submitted no later than **fifteen (15) business days prior** to the requested date of service. To ensure timely processing, please fill out the entire request form.

Charter service requests must be submitted via:

Mail: Golden Crescent Regional Planning Commission
Attention : Charter Service Liaison
1908 N. Laurent St., Ste. 600
Victoria, Texas 77901

Fax: (361) 578-8865
Attention: Charter Service Liaison

Email: marys@gcrpc.org

Charter service requests received before 2:00 pm will be processed on the same day. Request received after 2:00 pm will be processed on the following business day.

Incomplete request forms will not be processed.

GCRPC will upload your request to FTA's Charter Registration website: [FTA Charter Registration: Legal Disclaimer \(dot.gov\)](#).

Registered charter companies must respond within 72-hours for charter services requested less than 30-days in advance; or within 14-calendar days for charter services requested 30-days or more in advance.

If GCRPC receives no indication of interest from registered charter providers, charter service may be provided under exception #5. GCRPC is prohibited from providing charter service if a registered charter company expresses interest.

It is the responsibility of the charter provider to contact the person/entity requesting charter services. As a courtesy, GCRPC will provide contact information of private charter companies who express an interest in meeting your needs.