

MODOT Motor Carrier Services

FORM MO-1 INSTRUCTIONS - Application to Operate in Intrastate Commerce

SECTION 1 –TYPE OF REQUEST

Section 1A – Check the box if you are applying for a new intrastate authority or additional/enlargement of existing intrastate authority. Also check the type of operation applied – definitions below:

- **Property Carrier Registration** is the authorization to transport property, except household goods and passengers, in intrastate commerce. This includes hazardous materials.
- **Household Goods** is the authorization that requires you to provide proof of financial fitness by completing Section 13, Financial Fitness on page 4, showing your ability to provide requested service and proving the need for the requested service. Once approved, MoDOT MCS will publish your application in the NOTICE REGISTER that is mailed to all authorized household good motor carriers. These motor carriers are able to intervene/protest and become a party to your household goods application. If this occurs and a hearing is held, you will be required to present witnesses supporting the need for your service. If MoDOT MCS does not receive any interventions, you must submit a notarized statement of support for the service area you are seeking, request your insurance company to submit required BIPD and CARGO insurance and a formal tariff. Temporary authority may be requested prior to your permanent authority only if there is an urgent need for your service. Proof of urgency must be submitted to MoDOT MCS.
- **Passengers Other than in Charter** is the authorization to transport passengers for-hire in a service in which individuals are charged a per passenger fee. This authorization can be on a specific, regular route or not on a restricted route within a service area that could be a radius of a town or within named counties. This authorization has the same requirement of a hearing, intervention, statement of support, BIPD insurance and formal tariff as the household good authorization.
- **Charter Service** is the authorization to transport passengers, who for a fixed charge, have exclusive use of the vehicle to travel together as a group. Service charges are usually a fee per mile, per hour, etc., and are paid in a single amount to the motor carrier no matter how many individuals are transported.

Charter and Non-Charter Passenger Service authorization is required when your passenger-carrying motor vehicle has a seating capacity of six or more passengers (excluding the driver).

Section 1B – Complete this section only if applying for household goods or passengers other than in charter. If you select contact carrier (*operates under a continuing contract*), include a copy of the contract when submitting your completed application.

Section 1C – Complete this section only if you are transferring all or a portion of your authority to new owners or you have formed a new business entity. If you are an interstate motor carrier authorized by the Federal Motor Carrier Safety Administration, please ensure the transfer is complete with the FMCSA. You may verify at www.safer.fmcsa.dot.gov. If you also have apportioned plates (IRP) and/or IFTA, you must update the cab card and/or IFTA license with the new name, which may require the submission of new titles and/or leases. If you are completing this form as a transfer of property carrier registration, complete pages 1 and 2 only.

If a corporation sells its stock and the corporation is NOT been dissolved, liquidated or merged, the corporation has NOT changed its legal form and the completion of this application as transfer is NOT required.

SECTION 2 – GENERAL INFORMATION

If you do not have a USDOT number, complete the enclosed Missouri Motor Carrier Identification Report (MCS-150) and send to MoDOT MCS with your completed MO-1 application. If you plan to operate for-hire in interstate commerce, you must obtain a USDOT number from the federal government. Visit www.safer.fmcsa.dot.gov or complete the MCS-150 and MCS-150A (available on this Web site) or contact MoDOT MCS. Send the completed MCS-150 and MCS-150A forms to the United States Department of Transportation.

- **Your applicant name** is your name if you file as an individual or your corporate name if a corporation. Do not list your personal name if your entity is a corporation or limited liability company. Your applicant name and d/b/a name must be identical to the name registered with the USDOT/FMCSA and, if applicable, the Missouri Secretary of State.
- **Your applicant doing business name** is your d/b/a name. For example; John W. Doe, d/b/a Doe Trucking. If you are using a d/b/a name other than your given, legal name, you must register it with the Missouri Secretary of State's office as a fictitious name. For example; d/b/a Doe Trucking is a fictitious name. If a corporation, Missouri Lemonade Manufacturing, Inc., d/b/a Missouri Lemonade, uses the d/b/a name Missouri Lemonade, they use a fictitious name. Visit the Missouri Secretary of State Web site, www.sos.mo.gov/business/faqs.asp. File for a fictitious name registration at www.sos.mo.gov/business/corporations/onlineServices.asp or by calling 1-866-223-6535.
- **Your Addresses** - provide the address for your principal place of business (must be a physical location not a post office box). Include a mailing address if it is different than your business address. Provide a daytime telephone number and a fax number and/or e-mail address if possible. *Please note, once your authority is approved and ready to issue, we can fax or e-mail it to you.*

SECTION 3 – FORM OF BUSINESS

Check the box to indicate if the business is a sole-proprietorship, partnership, etc. If it is a corporation or a LLC that was not organized in Missouri, please provide the state of origin in 3B. Unless the business is a sole-proprietorship, list the officers, partners or members and their titles in 3C.

SECTION 4 – PUBLIC LIABILITY SECURITY

Your insurance company must file the required insurance forms immediately if you apply for property carrier and/or charter passenger registration. If applying for household goods or non-charter passenger, the insurance forms are not required until MoDOT MCS requests them. Ensure the forms include your **correct legal applicant name, d/b/a name (if applicable) and business address as reflected on your completed MO-1 Form.**

COMMODITY TRANSPORTED	AMOUNT OF REQUIRED COVERAGE	FORM TO BE FILED
Non-hazardous Property and Household Goods	\$100,000 for any injury or death of one person \$300,000 for any one accident \$50,000 property damage for any one accident	Form E or Form G
Hazardous Property	\$1 million or \$5 million dependent upon hazard class(es)/division(s) being transported. To determine exact liability coverage, call MoDOT MCS at 866-831-6277, option 3.	Form E or Form G
Cargo (Only Required for Household Goods and Housemover Applications)	\$2,500 for loss or damage to property carried on any one motor vehicle. \$5,000 for loss or damage to, or aggregate of losses or damages of or to property, occurring at any one time or place.	Form H or Form J

SECTION 5 – REGISTERED AGENT FOR SERVICE OF PROCESS IN MISSOURI

Provide the name and address of the individual who will act as your company's agent for service of process of any legal notice or action against your company. **This must be an individual who has a physical address in Missouri.**

SECTION 6 – FEES (NOT REQUIRED IF APPLICATION IS FOR NOT-FOR-PROFIT CORPORATION)

If you included these vehicles when filing with the interstate **Unified Carrier Registration** program, you will NOT purchase stickers. Just check the second box indicating compliance with the UCR program.

If your business is intrastate only or it operates vehicles not included in the **UCR**, indicate the number of stickers and/or window stickers you need. Window stickers are for passenger motor carriers with vehicles having a seating capacity of 6 to 12 passengers. Stickers are \$10 per vehicle. Please make your check payable to the Director of Revenue.

SECTION 7 – SAFETY FITNESS

Indicate if your company has obtained a safety rating from the USDOT or any state regulatory agency. Include the date as well as the rating. If the company is not rated, select the first option. ***If your principal place of business state is not Missouri, a satisfactory rating must be issued by your state. Send a copy of the rating by FAX to 573-751-4354.***

SECTION 8 – HAZARDOUS MATERIALS

Check the box that indicates your hazardous material status. If choosing to transport hazardous materials, select the box that indicates the hazard class(es) and/or division(s) you plan to transport. Ensure that these classes/divisions are registered with the USDOT or indicated on an enclosed Missouri Motor Carrier Identification Report (MCS150) that will accompany your MO-1 application. If you have questions on hazardous material transportation, call MoDOT MCS toll-free at 1-866-831-6277.

SECTION 9 – SIGNATURE

You, as the applicant, must sign the application. If someone other than you signs your application, proof of power of attorney is required. If the business is a corporation, an officer of the corporation or an authorized representative of the corporation must sign this form. A member or manager of the LLC must sign this form. An attorney licensed by The Missouri Bar may sign on your behalf. Include your title and date the application.

If this is a transfer application, ***both the seller and buyer must sign the application as indicated.***

PROPERTY CARRIERS – Your form is now complete. You can skip the remaining sections of the form.

SECTION 10 – SERVICE AREA

If you are applying for household good or passengers other than charter (non-charter), complete this section. If you will provide service on an irregular route, describe the area or territory. This area could be described in terms of counties or a radius of a particular town/city, etc. If applying for a regular route, you must specify the exact highway routes your vehicle will travel. Include a map of those routes. If transporting passengers as a not-for-profit corporation, check all that apply.

SECTION 11 – LIST OF EQUIPMENT

List all power units/equipment to be used under the requested authority. Check the box if they will be used to transport hazardous materials.

SECTION 12 – STATEMENT OF RATES – ATTACH AS EXHIBIT 12-A

Attach a statement of rates as outlined in this section for the authorization you seek. A formal tariff is required for household goods and passengers other than charter before authority is issued.

SECTION 13 – FINANCIAL FITNESS

This section is NOT required for applications by not-for-profit corporations that apply for other than charter passenger service. Neither is it required for those applying for charter authority who use equipment with a seating capacity of 16 passengers or more (not counting the driver).

Please keep a copy of the completed application for your records. Mail the completed application and fees to MoDOT MCS, PO Box 893, Jefferson City, MO 65102. If no fees are required, fax the application to (573) 751-4354. If you plan to apply in person, a map to our Jefferson City, Mo., address is available at www.modot.org/mcs/location_map.htm

Use these checklists to check off each step of the application process.

Property Carrier Registration

- Complete Pages 1 & 2
- USDOT Registration or Completion of Missouri Motor Carrier Identification Report MCS-150
- Insurance (Form E or Form G)
- Safety Compliance
- Properly registered with the Missouri Secretary of State's office if applicable
- Purchase of stickers (unless registered with the Uniform Carrier Registration program)

Household Goods

- Complete pages 1 thru 4
- USDOT Registration or Completion of Missouri Motor Carrier Identification Report MCS-150
- Properly registered with the Missouri Secretary of State office (if applicable)
- Safety Compliance
- Purchase of stickers (unless registered with the Uniform Carrier Registration program)
- Formal Tariff – MoDOT MCS will request when needed.
- Statement of Support for Entire Service Area – MoDOT MCS will request when needed.
- Insurance (BIPD and CARGO) – MoDOT MCS will request when needed.

Charter Passenger

- Complete pages 1 thru 3. (Complete page 4 only if using equipment with a seating capacity of 16 passengers or more.)
- USDOT Registration or Completion of Missouri Motor Carrier Identification Report MCS-150
- Properly registered with the Missouri Secretary of State office (if applicable)
- Insurance (Form E or Form G)
- Statement of Rates - as Exhibit 12A listing what you will charge for the exclusive use of the vehicle(s).
- Safety Compliance
- Purchase of stickers (unless registered with the Uniform Carrier Registration program)

Non-Charter Passenger

- Complete Pages 1 thru 4
- USDOT Registration or Completion of Missouri Motor Carrier Identification Report MCS-150
- Insurance (Form E or Form G) – MoDOT MCS will request when needed.
- Safety Compliance
- Properly registered with the Missouri Secretary of State office (if applicable)
- Purchase of Stickers (unless registered with the Uniform Carrier Registration program)
- Statement of Rates as Exhibit 12A listing what you will charge as a passenger rate.
- Formal Tariff – MoDOT MCS will request when needed.

Passenger Not-for-Profit Corporation

- Pages 1 thru 3
- Insurance (Form E or Form G)
- USDOT Registration or Completion of Missouri Motor Carrier Identification Report MCS-150
- Properly registered with the Missouri Secretary of State's office if applicable
- Safety Compliance

MoDOT MCS CONTACT INFORMATION

If you have questions on the application, safety, etc., please contact MODOT MCS or the federal government:

- ***MO-1 application and/or the Missouri Motor Carrier Report (MCS-150)***
 - Call toll-free 1-866-831-6277, option 3 or direct 573-751-3358.
- ***Safety Rules and Regulations or questions regarding Hazardous Materials***
 - Call 1-866-831-6277, option 5 or direct 573-751-7117.
- ***Updating IRP cab card and/or IFTA licenses***
 - Call 1-866-831-6277, option 2 or direct 573-751-6433.
- ***Statement of Rates or questions on a formal tariff***
 - Call 573-751-7139 or toll-free 1-866-831-6277 and ask to speak with the tariff section.
- ***Financial Fitness***
 - Call 1-866-831-6277, option 3 or 573-522-5211.
- ***UCR National Online Registry*** – www.ucr.in.gov. Information regarding UCR is available at www.modot.org/MCS/UCR.htm or by calling 1-866-831-6277, option 3.
- ***FMCSA's forms*** Call toll-free 1-800-832-5660 or direct at 202-366-9805.

NOTE – MoDOT Motor Carrier Services is open from 7:00 a.m. to 5:00 p.m. Central Time, Monday - Friday.
After business hours, send an e-mail contactMCS@modot.mo.gov and we'll respond to your questions the next business day.

VISIT www.modot.org/mcs anytime for Motor Carrier Rules and Regulations, links to federal Web sites and more.