



MODOT-Motor Carrier Services

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

SECTION 1 – TYPE OF REQUEST

A – TYPE OF CARRIER: Check the box that represents if you are requesting authority as a Common Carrier or Contract Carrier. *If you are applying as a contract carrier attach a copy of the contract to this application.*

B – TYPE OF AUTHORITY: Check all boxes that apply to the type of authority you are requesting.

- **Property** – authorization to transport property, *except household goods and passengers*.
THIS INCLUDES HAZARDOUS MATERIALS – if hauling hazardous materials also check box 6.
- **Household Goods** – authorization to transport personal effects and property to be used in a dwelling, store, office, or institution; or articles that require specialized handling and equipment used in moving household goods.
- **Passengers Other than in Charter** – authorization to transport passengers for-hire at a per passenger fee.
- **Passengers in Charter Service** – authorization to transport passenger groups from a point of origin to a predetermined destination at a fixed charge for the vehicle (charges are usually per mile or per hour and are paid in a single amount to the carrier for the entire group).
- **Passengers Other Than in Charter as a Not-for-Profit Corporation** – check the box to indicate the type of not-for-profit corporation.

C – TRANSFER OF AUTHORITY: A Transfer of Authority indicates a change in ownership or type of business (e.g. Joe Smith is now MO Carrier LLC). Indicate if the transfer is full or partial (if partial, attach a description of the portion of authority to be transferred and title it Exhibit 1C). Be sure to include the USDOT number and Name of Carrier transferring authority. *The Name of the Carrier is the company name or legal name registered with the Missouri Secretary of State.*

A corporation that has sold its stock, but has not dissolved, liquidated, or merged with another corporation has not changed its legal form so a Transfer of Authority is NOT required.

If you are an interstate carrier, you must also complete the transfer with the Federal Motor Carrier Safety Administration (FMCSA). You can verify your information at www.safer.fmcsa.dot.gov.

If you have apportioned license plates (IRP) and/or a fuel tax license (IFTA), you will need to update information with those programs to receive new cab cards and/or an IFTA license in the new name. This may require that you submit new titles and/or leases.

SECTION 2 – GENERAL INFORMATION

- **USDOT Number** – A USDOT number is required for operation in intrastate commerce in the state of Missouri. If you DO NOT have a USDOT number, you must apply for one. You can do this online at www.fmcsa.dot.gov/registration/register-or-update-registration-online.
- **FMCSA Number** – An FMCSA number is assigned to carriers that have federal operating authority. It may also be known as an MC, FF, or MX number.
- **FEIN Number/Social Security Number** – An FEIN number is a federal tax id number. If you are a sole proprietor and do not have an FEIN number leave this box blank and enter your Social Security Number in the next box. If you have an FEIN number you do not need to provide a Social Security Number.
- **Name of Carrier** – This is the Company name or Legal Name registered with the Missouri Secretary of State. This name **MUST** be the same as the name registered with the FMCSA and the Missouri Secretary of State’s Office (if applicable).
- **Trade or DBA (Doing Business As) Name** – DBA stands for “doing business as”, and is a name that a company may use that is different from their legal company name. *If using a DBA name, it **MUST** be registered with the Missouri Secretary of State. You can file a fictitious name registration online at <https://www.sos.mo.gov> or by calling 1.866.223.6535.*
- **Principle Place of Business Address** – The Principle Place of Business address is the location where the safety records of the company are kept or can be made available. This must be a physical location, not a post office box.
- **Mailing Address** – Enter if your mailing address is different than your Principal Place of Business address.

PROVIDE A FAX OR E-MAIL ADDRESS FOR FASTER SERVICE!

Once your authority is approved and ready to issue we can fax or e-mail it to you!

SECTION 3 – FORM OF BUSINESS

A – BUSINESS TYPE: Check the box that represents the type of business you have. This **MUST** be the same as the type of business you registered with the Missouri Secretary of State.

B – OUT OF STATE ORGANIZATION: Provide the state where your business is organized, if other than Missouri.

C – NAME OF COMPANY OFFICERS: List the company’s officers, partners, or members and their titles. *This is not required for a sole proprietorship.*

SECTION 4 – PUBLIC LIABILITY SECURITY–INSURANCE: Your insurance company must file the required insurance forms BEFORE authority can be granted. This form **MUST** include:

- The correct Motor Carrier Name,
- The D/B/A name (if applicable), and
- The business address as reflected in Section 2 of this form.

This **MUST** be the same as the name registered with FMCSA and the Missouri Secretary of State’s Office.

INSURANCE REQUIREMENTS

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, please call MoDOT-MCS.	Form E or Form G
Cargo (Only Required for Household Goods 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: If your principal place of business is NOT in Missouri you **MUST** provide the name and address of a process agent based in Missouri where service can be made on your business. *This must be the name of an individual, not an organization, and the address must be a physical location, not a PO Box.* The FMCSA provides a list of some process agents on their website at www.fmcsa.dot.gov/registration/process-agents.

For corporations located in Missouri, any officer listed in Section 3C may be used as the registered agent unless another individual has been specified below.

SECTION 6 – REGULATORY LICENSE FEES (NOT REQUIRED FOR NOT-FOR-PROFIT CORPORATIONS): Check the box that represents if you need door or window decals, or pay fees under the Unified Carrier Registration (UCR) program.

Intrastate Carriers: you will need to purchase either door or window decals for each vehicle. *Note: Window decals are for passenger service only with 6 to 12 passenger capacity.*

Decals are \$10 per vehicle, and payment must be received before authority is issued.

Interstate Carriers: you should pay fees through the **Unified Carrier Registration (UCR)** program. You are not required to purchase or display Intrastate stickers.

SECTION 7 – HAZARDOUS MATERIALS: Check the box that indicates the type of insurance you are required to carry and what class and division of hazardous materials you transport. *If you transport ALL divisions within a class check the box titled “All Divisions”.*

The classes and divisions you list **MUST** be registered with the FMCSA.

If you transport objects that are powered by a flammable liquid including, but not limited to Motor Vehicles you must choose Class 9 – Miscellaneous.

SECTION 8 – SIGNATURE: The signature of the applicant is required before this application will be processed. If someone other than the applicant signs, proof of Power of Attorney is required.

If the application is for a transfer, **BOTH** the transferor and transferee must sign the application.

Corporate officers may sign on behalf of the corporation, and a Member or Manager of an LLC may sign on behalf of the business.

Property Carriers are not required to complete Sections 9-12

SECTION 9 – VERIFICATION OF WORKERS COMPENSATION (REQUIRED FOR HOUSEHOLD GOODS CARRIERS ONLY): Check the box that represents that you are COMPLIANT, SELF-INSURED, or EXEMPT from obtaining workers compensation coverage.

Any lapse or discontinuation of service will result in a suspension of your authority.

SECTION 10 – EQUIPMENT TO BE USED: List all power units or equipment to be used. Be sure to indicate if the equipment will transport hazardous materials in the far right column.

SECTION 11 – STATEMENT OF RATES (REQUIRED FOR PASSENGER AUTHORITY ONLY): Provide a description of how rates will be charged.

Household Good Carriers: You must complete a formal tariff AFTER authority has been granted, but before operations begin. The tariff must be available for review at each terminal.

Passenger-Other-Than-Charter Carriers: Intrastate carriers must file a formal tariff with MoDOT Motor Carrier Services BEFORE the issuance of authority. *Interstate Passenger-Other-Than-Charter carriers are NOT required to file a tariff with MoDOT.*

SECTION 12 – FINANCIAL FITNESS: Fill out the appropriate information as indicated below if applying for Household Goods, Passenger Other than Charter, or Passenger Charter authority with a seating capacity of less than 16 passengers.

Sole Proprietor or Partnership: complete column A. *Partnerships must also complete a balance sheet for each partner.*

Limited Liability Company or Corporation: complete columns A & B.

This section is required for the following applicants:

- Household goods applicants
- Passengers other than in charter applicants
- Passengers in charter applicants with a seating capacity of less than 16 passengers

MAIL the completed application and any fees due to:

MoDOT MCS
PO Box 270, 830 MoDOT Dr
Jefferson City, MO 65102-0270

You may FAX the application to:

(573) 522-6708

Fees due may be paid via phone using a credit card or electronic check. Convenience fees will apply. For your safety, DO NOT write credit or debit card information on this application.

Our business hours are 7:30 a.m. to 4:00 p.m., Monday through Friday

If you want to send us questions after our business hours, send us an e-mail contactMCS@modot.mo.gov and we'll respond to your questions the next business day.

VISIT OUR WEB SITE at www.modot.org/mcs

Links to federal web sites are available online as well as MoDOT-MCS Rules and Regulations are available online.