

Checklist to Apply for MC Authority

1. ____ File form MCS-150 and OP-1 with the FMCSA to obtain your USDOT number and MC (docket) number.

https://li-public.fmcsa.dot.gov/LIVIEW/pkg_registration.prc_option_decision

This is the main application which gets everything started. Once you have your USDOT number and MC number you will be recognized as a motor carrier. Follow the instructions closely and you should have this application complete in only a few minutes.

*Be sure to check both boxes for “Common Carrier of Property” AND “Contract Carrier of Property.” The fee for checking BOTH boxes is \$300. The wording on the application is inaccurate as it says it is \$300 for each box you check.

2. ____ Designate process agents (BOC-3)

Designating process agents is required by FMCSA to ensure that there is someone who can process legal paperwork in each state on your behalf. Many companies provide this service for a fee. If you are a member of OOIDA or NASTC this service is provided as a part of your membership. Other companies charge as little as \$20. The following links are provided as options but feel free to use any service you choose.

www.oida.com

www.nastc.com

http://www.fmcsaprocessagent.com/category_s/60.htm

3. ____ Bind your insurance policy and have your agent file form BMC-91

This is the final step in your approval through the FMCSA.

4. ____ File with UCR for your state.

<http://www.ucr.in.gov/>

The Unified Carrier Agreement allows all states to recognize your FMCSA filing. You must register even if you are in a non-participating state. In that case, follow the instructions and pick a neighboring state.

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5. ___ Apply for an IRP account and obtain your Apportioned Tags.

This step is done through your state. Most states have an online system but only process the applications in the state capital offices. The tags are then sent via U.S. Mail. You can find your states online service by doing a Google search. Be sure to only use a site with a “.gov” to be avoid excessive fees charged by a private company.

6. ___ Apply for an IFTA account and obtain your IFTA decal

This is usually done through the same office which processes your IRP

7. ___ Properly apply lettering and identification to your truck.

Your truck is required to have your company name exactly as it is written on the MCS-150. You must also have your USDOT number with the letters “USDOT” preceding it. You should also have a unit number displayed. NO OTHER WORDING IS REQUIRED. However, the state of Colorado *prefers* for the last 8 digits of the vehicles identification number to be displayed.

8. ___ Create a drivers file.

Although you may be the only employee of your own company, you are still required to have a drivers file. The most important item in the file is a current copy of your MVR for the past 3 years. You should also have a basic drivers application in the file.

9. ___ Enroll in a DOT approved drug consortium. Take a pre-employment drug screen.

It is a requirement to be enrolled in an approved drug testing program. OOIDA and NASTC both offer these services. There are many other programs available from multiple companies. You should expect to pay approximately \$100/yr for an approved program. Make sure you have the all of the supporting documentation and put it in your drivers file.

Once you receive your approval letter from FMCSA, you are authorized to conduct interstate operations at this point. If you will be operating in the states of NY, OR, NM, or KY please follow the procedures for the proper permits in those states.