



FORM MO-1 INSTRUCTIONS

Application to Operate in Intrastate Commerce

Please review the following instructions. Incomplete or incorrect applications will delay issuance of authority.

Section 1A – Type of Request

Check a box to indicate whether you are applying for new or expanded authority as a common or contract carrier. If applying as a contract carrier, please include a copy of the contract with the completed application.

Section 1B – Type of Authority

Check a box to indicate the type of authority you request.

- **Property** – authorization to transport property in intrastate commerce, *except household goods or passengers*. This includes hazardous materials. **If hauling hazardous materials, also mark box 6.**
- **Household Goods** - authorization to transport household goods in intrastate commerce.
- **Passengers Other Than in Charter** – authorization to transport passengers for-hire at a per passenger fee.
- **Passengers in Charter Service** – 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 regardless of the number of passengers.
- **Passengers other than in Charter Service as a Not-For-Profit Corporation** – Indicate the type of not-for-profit corporation if applicable.

Section 1C – Transfer of Authority

Use only if applying to transfer partial or complete authority that was previously granted to a new owner or to a new business entity (for example Joe Smith is now MO Carrier LLC).

Indicate full or partial transfer (if partial attach Exhibit A, describing the portion of authority to be transferred). If you are an interstate carrier, you must also complete the transfer with 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.

A corporation that has sold its stock but has not dissolved, liquidated or merged with another corporation has not changed its legal form. A transfer of authority is not required.

Section 2 – General Information

- **USDOT number** - A USDOT number is required for operation in intrastate commerce in the state of Missouri. If you already have a USDOT number, enter that number in the space provided. If you don't have a USDOT number, you must apply for one online at www.safer.fmcsa.dot.gov or by filing a paper form, the MCS 150.
If you plan to operate as an interstate carrier and complete a paper form, the MCS 150 must be sent directly to FMCSA for processing. Intrastate carriers can apply online or mail an MCS 150 along with a completed MO-1 form. Forms are available at www.modot.org/mcs or by dialing 1-866-831-6277 and choosing option 7.
- **FMCSA number** – enter your FMCSA number if applicable.
- **FEIN number** – enter your federal tax id number
- **Social Security Number** – enter only if organized as a sole owner.
- **Applicant Name** – The name on the MO-1 application must be the same as the name registered with FMCSA and with Missouri Secretary of State, if applicable.
- **Applicant will be doing business as (DBA)** – if you have a DBA name, record it. If using a DBA name as a sole proprietor that does not include your full legal name (example Joe Smith dba Tip Top Transport) the DBA name must be registered with the Missouri Secretary of State. File a fictitious name registration online at www.sos.gov/business/corporations/startBusiness.asp or by calling 1-866-223-6535.
- **Addresses and contact information** – Provide the principal place of address (cannot be a post office box) and include the mailing address if different than the business address. Provide a daytime telephone number, fax number and/or email address if possible.

Section 3 – Form of Business

Check the box that represents the type of business. If it is a corporation or LLC that was not organized in Missouri, provide the state where the business was organized in Section 3B. Complete Section 3C by listing the company officers, partners or members and their titles. Section 3C is not required for a sole proprietorship.

Section 4 – Public Liability Security - Insurance

Your insurance company must file the required insurance forms immediately when you apply for intrastate authority. Ensure the forms include:

- the correct legal applicant name,
- the d/b/a name (if applicable), and
- the business address as reflected on the completed MO-1 Form.

This information must also match the information registered with FMCSA and/or Missouri Secretary of State, if applicable.

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, call MoDOT MCS at 1-866-831-6277, 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 a service of process agent based in Missouri if the principal place of business is NOT in Missouri. This must be the name of an individual, not an organization.

Section 6 – Regulatory License Fees (not required for Not-For-Profit Corporations)

Interstate carriers that pay fees through the Unified Carrier Registration program (UCR), are not required to purchase or display intrastate stickers. Check the box that states you are or will be in compliance with UCR.

Intrastate carriers should indicate the number of door and/or window stickers needed (for passenger service only with 6-12 passenger capacity). Fees are \$10.00 per sticker. Payment by check, money order, cash or credit card or echeck (convenience fees apply) must be received before stickers can be issued.

Section 7 – Hazardous Materials

Check the appropriate boxes detailing the intent to haul and choose the classes/divisions of hazardous materials. The classes and divisions you list on this form, must match those listed on the USDOT record (MCS-150).

Section 8 – Signature

The signature of the applicant is required. If someone other than the applicant signs, proof of power of attorney is required. Corporate officers may sign on behalf of the corporation. Members or the manager of the LLC can sign on behalf of the business.

If applying for a transfer of existing authority, both the buyer and seller must sign the application.

PROPERTY CARRIERS – *At this point, your form is complete. Please fax or mail it to MoDOT Motor Carrier Services along with the MCS 150, if required.*

Section 9 – Verification of Workers Compensation Coverage

Complete only if applying for household goods operating authority.

Choose the box which indicates that you are compliant, self-insured or are exempt from obtaining workers compensation coverage.

Lapses in or discontinuation of coverage will result in suspension of household goods authority until workers compensation coverage is obtained.

Section 10 – List of Applicant’s Equipment to be Used

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

Section 11 – Statement of Rates -Attach as Exhibit 11-A

Complete only if applying for Passenger Authority.

Household goods carriers must complete a formal tariff after authority is granted but before operations begin. The tariff must be available for review at each terminal.

Passenger-Other-Than-Charter intrastate carriers must file a formal tariff with MoDOT Motor Carrier Services prior to issuance of authority. MoDOT will contact the company when the authority is ready to be issued.

Section 12 – Financial Fitness

This section is not required of:

- Property applicants
- Not-for-profit corporations that apply for passenger other than charter service
- Charter applicants who use equipment with a seating capacity of 16 passengers or more (not including the driver).

Keep a copy of the completed application for your records.

Mail the completed application and any fees due to:
MoDOT MCS,
PO Box 893,
Jefferson City MO 65102.

You may also fax a completed application to (573) 522-6708.

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

Use the following guide to ensure registration is complete for the type of authority requested.

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)
- Properly registered with the Missouri Secretary of State's office if applicable
- Purchase of stickers (unless registered with the Unified 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)
- Purchase of stickers (unless registered with the Unified Carrier Registration program)
- Formal Tariff – Must be prepared when authority is granted and prior to operating. The tariff must be available for review at each terminal.
- Insurance (Form E or G and Form H or J)

Charter Passenger

- Complete pages 1 thru 3. (Complete page 4 only if using equipment with a seating capacity of less than 16 passengers)
- 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).
- Purchase of stickers (unless registered with the Unified 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)
- Safety Compliance
- Properly registered with the Missouri Secretary of State office (if applicable)
- Purchase of Stickers (unless registered with the Unified 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