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|-----------------------|
|                       |
| Docket No. FF-_____   |
| Filed _____           |
| Fee No. _____         |
| CC Approval No. _____ |

**SECTION I**

**Applicant  
 Information**

|  |
|--|
| Do you now have authority from or an application being processed by the former ICC, FHWA, OMCS, or FMCSA?<br>NO YES If yes, identify the lead docket number(s):        |
| LEGAL BUSINESS NAME  |
| DOING BUSINESS AS NAME   |
| BUSINESS ADDRESS   |
| _____ (_____) _____<br>Street Name and Number City State Zip Code Telephone Number   |
| MAILING ADDRESS (If different from above)  |
| _____<br>Street Name and Number City State Zip Code  |
| REPRESENTATIVE (Person who can respond to inquiries)   |
| _____<br>Name and title, position, or relationship to applicant  |
| _____<br>Street Name and Number City State Zip Code  |
| Telephone Number (_____) _____ FAX Number (_____) _____  |
| USDOT Number (If available; if not, see Instructions.) _____   |
| FORM OF BUSINESS (Check only one.):<br>Corporation State of Incorporation _____<br>Sole Proprietorship Name of Individual _____<br>Partnership Identify Partners _____ |

**SECTION II**  
**Type of Authority**

HOUSEHOLD GOODS FREIGHT FORWARDER  
FREIGHT FORWARDER OF PROPERTY (EXCEPT HOUSEHOLD GOODS)

**SECTION III**

**Insurance  
Information**

Freight forwarders that perform transfer, collection, and delivery service must have on file evidence of appropriate levels of bodily injury and property damage (BI&PD) insurance and environmental restoration coverage. The dollar amounts in parentheses represent the minimum amount of bodily injury and property damage (liability) insurance coverage you must maintain and have on file with the FMCSA.

NOTE: All freight forwarder applicants should refer to the instructions for information on cargo insurance filing requirements.

Will operate vehicles having Gross Vehicle Weight Ratings (GVWR) of 10,000 pounds or more to transport:

Non-hazardous commodities (\$750,000)

Hazardous materials referenced in the FMCSA's insurance regulations at 49 CFR 1043.2(b)(2)(c) (\$1,000,000).

Hazardous materials referenced in the FMCSA's insurance regulations at 49 CFR 1043.2(b)(2)(b) (\$5,000,000).

Will operate only vehicles having Gross Vehicle Weight Ratings (GVWR) under 10,000 pounds to transport:

Any quantity of Class A or B explosives, any quantity of poison gas (Poison A), or highway route controlled quantity of radioactive materials (\$5,000,000).

Commodities other than those listed above (\$300,000).

Applicant seeks a waiver of liability (BI&PD) insurance requirements and certifies that in its forwarding operations it:

- (1) will not own or operate any motor vehicles upon the highways in the transportation of property;
- (2) Will not perform transfer, collection, or delivery services; and
- (3) Will not have motor vehicles operated under its direction and control in the performance of transfer collection, or delivery services.

**SECTION IV**

**Certification  
Household Goods**

**ALL HOUSEHOLD GOODS FREIGHT FORWARDER APPLICANTS** must certify as follows:

Applicant is fit, willing, and able to provide household goods freight-forwarding operations and to comply with all pertinent statutory and regulatory requirements. This assessment of fitness includes applicant's general familiarity with former ICC, FHWA, OMCS, now FMCSA regulations for household goods movements. The proposed operations will be consistent with the public interest and the transportation policy of 49 U.S.C. 10101 and applicant will offer arbitration as a means of settling loss and damage disputes on collect-on-delivery shipments.

YES

**NOTE: Applicant may attach a supporting statement to this application to provide additional information about the above certification. This evidence is optional.**

**SECTION V**

**Safety  
Certification  
(Vehicle Operating  
Freight Forwarder  
Applicants Only)**

**APPLICANTS SUBJECT TO FEDERAL MOTOR CARRIER SAFETY REGULATIONS** - If you will operate vehicles of more than 10,000 pounds GVWR and are, thus, subject to pertinent portions of the U.S. DOT's Federal Motor Carrier Safety Regulations at 49 CFR, Chapter 3, Subchapter B (Parts 350-399), you must certify as follows:

Applicant has access to and is familiar with all applicable U.S. DOT regulations relating to the safe operation of commercial vehicles and the safe transportation of hazardous materials and it will comply with these regulations. In so certifying, applicant is verifying that, at a minimum, it:

- (1) Has in place a system and an individual responsible for ensuring overall compliance with Federal Motor Carrier Safety Regulations;
- (2) Can produce a copy of the Federal Motor Carrier Safety Regulations and the Hazardous Materials Transportation Regulations;
- (3) Has in place a driver safety training/orientation program;
- (4) Has prepared and maintains an accident register (49 CFR 390.15);
- (5) Is familiar with DOT regulations governing driver qualifications and has in place a system for overseeing driver qualification requirements (49 CFR Part 391);
- (6) Has in place policies and procedures consistent with DOT regulations governing driving and operational safety of motor vehicles, including drivers' hours of service and vehicle inspection, repair, and maintenance (49 CFR Parts 392, 395 and 396);
- (7) Is familiar with and will have in place on the appropriate effective date, a system for complying with U.S. DOT regulations governing alcohol and controlled substances testing requirements (49 CFR 382 and 49 CFR Part 40).

YES

**EXEMPT APPLICANTS** - If you will operate only small vehicles (GVWR under 10,000 pounds), and will not transport hazardous materials, you are, exempt from Federal Motor Carrier Safety Regulations, and must certify as follows:

Applicant is familiar with and will observe general operational safety guidelines, as well as any applicable State and local laws and requirements relating to the safe operation of commercial motor vehicles and the safe transportation of hazardous materials.

YES

**SECTION VI**

**Control  
Relationships**

Applicant is engaged principally in the business of manufacturing, buying, or selling articles and commodities, or is in control of, controlled by, or under common control with any such entity.

YES NO

If yes, describe the relationship and indicate to what extent the involved entity engaged in manufacturing, buying, or selling commodities uses the services of freight forwarders. If applicant itself is engaged in manufacturing, buying, or selling as described above, indicate to what extent it performs its own forwarding operations in conjunction with the assembly, consolidation, and shipment of the commodities it manufactures, buys, or sells.

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**SECTION VIII**

**Applicant's  
Oath**

This oath applies to all supplemental filings to this application. The signature must be that of applicant, not legal representative.

I, \_\_\_\_\_, verify under penalty of  
*Name and title*

perjury, under the laws of the United States of America, that all information supplied on this form or relating to this application is true and correct. Further, I certify that I am qualified and authorized to file this application. I know that willful misstatements or omissions of material facts constitute Federal criminal violations punishable under 18 U.S.C. 1001 by imprisonment up to 5 years and fines up to \$10,000 for each offense. Additionally, these misstatements are punishable as perjury under 18 U.S.C. 1621, which provides for fines up to \$2,000 or imprisonment up to 5 years for each offense.

I further certify under penalty of perjury, under the laws of the United States, that I have not been convicted, after September 1, 1989, of any Federal or State offense involving the distribution or possession of a controlled substance, or that if I have been so convicted, I am not ineligible to receive Federal benefits, either by court order or operation of law, pursuant to Section 5301 of the Anti-Drug Abuse Act of 1988 (21 U.S.C. 862).

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Fee Policy

Filing fees must be payable to the **Federal Motor Carrier Safety Administration**, by check drawn upon funds deposited in a bank in the United States or money order payable in U.S. currency or by approved credit card.

Separate fees are required **for each type of authority requested**. If applicant requests multiple types of permanent authority on one application form (for example, common and contract carrier authority) or if applicant submits more than one form in the OP-1 Series in a single filing, multiple fees are required. The applicant may submit a single payment for the sum of the applicable fees.

Filing fees must be sent, along with the original and one copy of the application, to Federal Motor Carrier Safety Administration, P. O. Box 70935, Charlotte, NC 28272-0935. **For express mail only:** QLP Wholesale Lockbox-NC0810, Lockbox #70935, 1515 West WT Harris Blvd., Charlotte, NC 28262. **For credit card only:** FMCSA, IT Operations Division, 400 Seventh St., SW, Room 8218, Washington, D.C., 20590.

After an application is received, the filing fee is **not** refundable.

The FMCSA reserves the right to discontinue processing any application for which a check is returned because of insufficient funds. The application will not be processed until the fee is paid in full.

## Filing Fee Information

All applicants must submit a filing fee for each type of authority requested. The enclosed fee schedule will show the appropriate filing fee. The total amount due is equal to the fee times the number of boxes checked in **Section II**. Fees for multiple authorities may be combined in a single payment.

Total number of boxes checked in **Section II**: \_\_\_\_\_ x filing fee \$ \_\_\_\_\_ = \$ \_\_\_\_\_

INDICATE AMOUNT \$ \_\_\_\_\_ AND METHOD OF PAYMENT

CHECK or MONEY ORDER, payable to: FMCSA

VISA MASTERCARD

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Instructions for Completing the Freight Forwarder Authority Application OP-1(FF)

Included within this instruction packet is information to help you answer the following questions:

- What forms do I need to complete?
- What are the steps I need to take to get Operating Authority?
- What is the cost for obtaining Operating Authority?
- How do I complete the OP-1(FF) Application for Freight Forwarder Authority

### What Forms Do I Need to Complete?

The following chart will help you to determine which FMCSA Registration and Operating Authority forms you are required to fill out. Boxes marked with an “X” in your corresponding Classification indicate forms that you must complete.

| Classification   | USDOT Number |          |            | Operating Authority |         |          |
|--|--------------|----------|------------|---------------------|---------|----------|
|  | MCS-150      | MCS-150A | MCS-150B   | OP-1                | OP-1(P) | OP-1(FF) |
| <b>Interstate</b>  |              |          |            |                     |         |          |
| Motor Carrier (excludes Hazardous Material Carriers)                 |              |          |            |                     |         |          |
| Authorized For-Hire  | X            | X        |            | X                   |         |          |
| Exempt For-Hire  | X            | X        |            |                     |         |          |
| Private Property   | X            | X        |            |                     |         |          |
| Private Passenger (business and non-business)                        | X            | X        |            |                     |         |          |
| Passenger For-Hire   | X            | X        |            |                     | X       |          |
| Broker   |              |          |            | X                   |         |          |
| Freight Forwarder  |              |          |            |                     |         | X        |
| Hazardous Material Carrier   | See Note 1   | X        | See Note 1 | X                   |         |          |
| Hazardous Material Shipper   | See Note 2   |          |            |                     |         |          |
| Shipper (Non-Hazardous Material)                                     | See Note 3   |          |            |                     |         |          |
| Cargo Tank Facility  | X            |          |            |                     |         |          |
| Registrant (you obtain the plates, but you never drive for yourself) | X            |          |            |                     |         |          |
| <b>Intrastate</b>  |              |          |            |                     |         |          |
| Non-Hazardous Material Carrier                                       | See Note 2   |          |            |                     |         |          |
| Hazardous Material Carrier   | See Note 2   |          | See Note 2 |                     |         |          |
| Hazardous Material Shipper   | See Note 2   |          | See Note 2 |                     |         |          |
| Shipper (Non-Hazardous Materials)                                    | See Note 3   |          |            |                     |         |          |

**Note 1:** If you are an Interstate Hazardous Material Carrier, you will be required to fill out EITHER the MCS-150 or the MCS-150B, but not both. If you transport any of the following Hazardous Material in Interstate commerce, you will be required to fill out the MCS-150B instead of the MCS-150:

Highway Route Controlled Quantities (HRCQ) of Radioactive materials;

More than 25 kg (55 pounds) of a Division 1.1, 1.2, or 1.3 material or a quantity of Division 1.5 material that requires placarding;

For materials that meet the definition of “material poisonous by inhalation” (TIH) as defined in 49 CFR 171.8: More than 1 liter (1.08 quarts) per package of a material meeting the definition of a Hazard Zone A TIH material, a material meeting the definition of a Hazard Zone B TIH material in a bulk package

(capacity greater than 450 liters [119 gallons]), or a material meeting the definition of a Hazard Zone C or D TIH material in a bulk packaging that has a capacity greater than 13,248 L (3,500 gallons);

Shipments of compressed or refrigerated liquid methane or liquefied natural gas with a methane content of at least 85% in a bulk packaging that has a capacity greater than 13,248 liter (3,500 gallons).

**Note 2:** If you are a Hazardous Material Shipper, or an Intrastate Hazardous Material Carrier, you are not required to fill out this form unless you perform some other Interstate operation that requires you to complete the MCS-150 or MCS-150B.

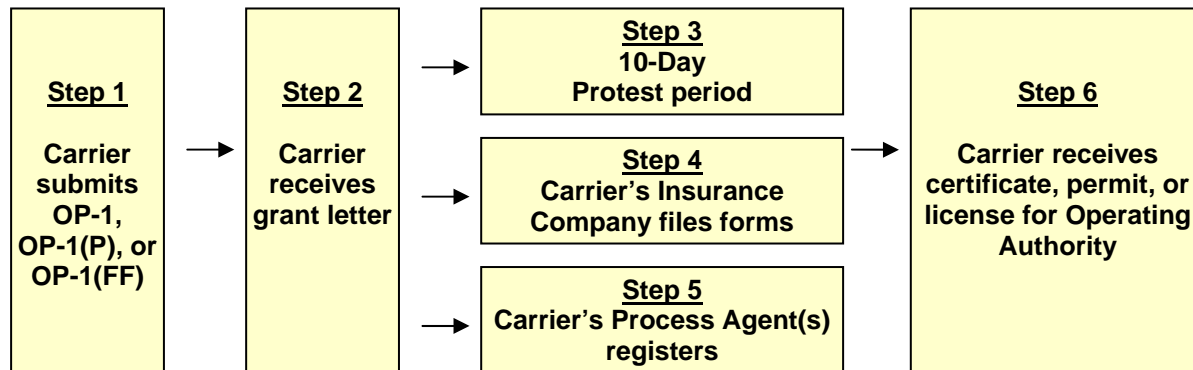
**Note 3:** If you are a Shipper of Non-Hazardous Material only, you do not need to fill out this form. If you are both a Shipper of Non-Hazardous Material and a Motor Carrier, you must fill out this form because you are a Motor Carrier.

## What Are the Steps I Need to Take to Get Operating Authority?

Operating Authority is granted by the U.S. Department of Transportation's (US DOT) Federal Motor Carrier Safety Administration (FMCSA). This Authority is needed by Motor Carriers who transport goods regulated by FMCSA and Motor Carriers who transport passengers or household goods.

### How to Obtain Operating Authority

There are six steps involved with obtaining Operating Authority. You initiate the process in Step 1 by submitting the necessary OP-1 form. The remaining steps will be handled by your Insurance Company and Process Agent and will take between four and six weeks to complete. You may not begin operating until you have received the Certificate, Permit, or License for Operating Authority in Step 6.



#### Step 1

Carriers and Brokers begin the Operating Authority process by filling out one of the following forms:

OP-1—Operating Authority for Common Property, Contract Property, Common Household Goods, Contract Household Goods, Broker, Enterprise transporting international cargo only, and Enterprise transporting international household goods only;

OP-1(P)—Operating Authority for Passenger; or

OP-1(FF)—Operating Authority for Freight Forwarder.

The applications can be filled out either online or by using paper applications that can be downloaded, printed, filled out, and mailed to FMCSA. Both can be found at <http://www.fmcsa.dot.gov/forms/print/r-l-forms.htm>.

If you file online, you can reduce your processing time by up to three weeks allowing you to begin operations sooner. However, if you submit the paper form with an error or incomplete information, your application will be delayed until all the errors can be corrected, resulting in additional time required to process your application.

#### Step 2

Upon receipt and acceptance of your application by FMCSA, which will take approximately three weeks from the date the application is mailed, all Motor Carrier and Broker applicants will receive a grant letter. This letter will include the MC or FF Number assigned to your operation and additional information about the steps your Insurance Company and Process Agents must take to complete your Operating Authority Registration (see Step 3 and Step 4 for additional information.) If you apply online, you will receive the MC or FF Number immediately and will receive your grant letter within 15 days. Although you have received your MC or FF Number, you may not operate until Step 6 is complete. The MC or FF Number is given to you for use by your Insurance Company and Process Agents to make the appropriate fillings to complete the process for obtaining your Operating Authority.

**Although you have received your MC or FF Number, you may not operate until Step 6 is complete.**



### Step 3

At the same time your grant letter is issued, your application will be placed in the FMCSA Register for 10 calendar days. During this protest period, the public can file objections with FMCSA stating why you should not obtain Operating Authority. FMCSA will accept protests sent by mail as long as they are postmarked by the last day of the protest period. If there is a protest filed against your application, FMCSA will provide you with information on the adjudication process. Your Insurance Company and Process Agent can file their documents during this period. You can view the FMCSA Register by going to <http://www.fmcsa.dot.gov>. From there, select "Registration and Licensing", then select "Licensing and Insurance System". Click the continue button. From there, select the "FMCSA Register" option in the drop-down menu.

### Step 4

This step can begin any time after you have received your MC or FF Number and is not dependant on Step 2 or 3 being completed. Appropriate insurance forms must be filed by your Insurance Company within 90 days after your grant letter is mailed and the date the notice of your application is published in the *FMCSA Register*. Your Insurance Company must file the appropriate forms based on your company's operation plans.

As a Freight Forwarder, you are required to have cargo insurance. In addition, if you perform transfer, collection, or delivery service functions, you may be required to have bodily injury and property damage insurance. Per the Freight Forwarders functions you perform, your Insurance Company will file one or more of these forms with FMCSA on your behalf:

- Form BMC-34 for cargo liability (for all Freight Forwarders);

- Form BMC-91 or BMC-91X for bodily injury and property damage (if you require them);

You may request a waiver of liability insurance requirements if you:

- Do not own or operate any motor vehicles used on the highways in the transportation of property;

- Do not perform transfer, collection, or delivery services; and

- Do not have motor vehicles operated under your direction and control in the performance of transfer, collection, or delivery services.

Operating Authority issued to such Forwarders will indicate that bodily injury and property damage (BI&PD) requirements have been waived. This waiver is conditional and is valid only as long as the forwarder remains in compliance with the non-vehicle operating conditions noted on its operating permit.)

The FMCSA does not furnish copies of these insurance forms. You must contact your Insurance company to arrange for the filing of all required insurance forms, and confirm with your insurance company that FMCSA has received those forms. Any delay on the part of you insurance company will result in a delay in the time it takes you to receive your Operating Authority, and may result in your application being dismissed.

### Step 5

A Process Agent is a representative upon whom court papers may be served in any proceeding brought against a Motor Carrier, Broker, or Freight Forwarder.

All Motor Carrier applicants must designate a Process Agent in each State that they operate in or through. Broker applicants must designate a Process Agent in each State in which their offices are located and in which they will establish contracts. Brokers can act as their own Process Agents in the state in which they are domiciled, but will need Process Agents in the other States they operate in as well. Additional information about Process Agents can be found at by visiting the FMCSA Web site at <http://www.fmcsa.dot.gov>. From there, select "Registration and Licensing", then "What is a Process Agent".

Process Agents must file the BOC-3 form on your behalf. This form must be filed within 20 days after your grant letter is mailed and the date the notice of your application is published in the *FMCSA Register*. Any delay by the Process Agent in filing the Form BOC-3 will result in a delay in the receipt of your Operating Authority and may result in your application being dismissed.

## **Step 6**

Once the application, insurance, and Process Agent filings have been approved by FMCSA, and the protest period has ended without any protest being filed against the applicant, the Carrier, Broker or Freight Forwarder applicants are given final Authority in the form of a certificate, permit, or license, allowing you to begin operations. This document will be mailed to the applicant and will serve as an official record of your Operating Authority.

## What is the Cost for Obtaining Operating Authority?

Fee Schedule (Effective March 1999)

Operating Authority\* .....\$300.00  
Includes: Common Property, Contract Property, Common Household Goods, Contract Household Goods, Broker, Freight Forwarder, Passenger, Enterprise Transporting International Cargo, and Enterprise Transporting International Household Goods.

Notice of Name Change.....\$ 14.00

\* Separate fees must be submitted for each kind of Authority sought. For instance, requests for Common Property Motor Carrier and Contract Property Motor Carrier Authority will require two \$300 fees. Payments can be combined. **REFUNDS FOR FILING FEES ARE NOT PERMITTED.**

Please refer to the last page of the application form for instructions on mailing the application to the Federal Motor Carrier Safety Administration of the US Department of Transportation. **NOTE: RETAIN A COPY OF THE COMPLETED APPLICATION FORM AND ANY ATTACHMENTS FOR YOUR OWN RECORDS.**

**If you are submitting this form online, the applicant's legal name or the representative's name must match the name and billing address of the credit card used to pay the filing fee.**

## How Do I Complete the OP-1(FF) Application for Freight Forwarder Authority?

These instructions will assist you in preparing accurate and complete application filings. **Applications that do not contain the required information will be rejected and may result in a loss of the application fee.** If additional space is needed to provide a response to any item, please use a separate sheet of paper, placing the applicant's name, section, and item number on each additional page.

**Note:** When filling out this application, please **print** clearly in ink or **type** all information.

### SECTION I

#### FMCSA Authority

If you have ever been issued Operating Authority by one of the following agencies: Interstate Commerce Commission (ICC), Federal Highway Administration (FHWA), Office of Motor Carrier Safety (OMCS), or Federal Motor Carrier Safety Administration (FMCSA); or if you have an application for Authority being processed now by FMCSA, check the "yes" box and indicate the MC Number (also called a lead docket number) you have been assigned, for example: MC-987654.

#### Applicant's Legal Business Name

This is the legal name of the business entity (i.e., Corporation, Partnership, or Sole Proprietorship/Individual) that owns/controls the Motor Carrier or Broker operation. The name entered here should be your full legal business name — the name that appears on the incorporation certificate, partnership agreement, tax records, etc. For example, if you are a:

*Corporation* — Please enter the name on your incorporation certificate. This name must include the type of Corporation that you are: John Doe INC, John Doe LLC

*Sole Proprietor/Individual* — Please enter your full legal name: John A. Doe.

*Partnership* — Please enter the legal names of both Partners: John A. Doe and Jane B. Smith.

**Note:** If the name you submit here does not match what was/will be submitted on your insurance papers, there will be a delay in the granting of your Operating Authority.

#### Doing Business As Name

If your Trade Name is different from your Official Business Name (the name entered in the Applicant's Legal Business Name field), please enter that name here. For example, if you entered John A. Doe as the Legal Business Name, but your Trade Name or Doing Business As name is John's Trucking Company, you would enter John's Trucking Company in this field. If your Trade Name is the same as what was entered in the Legal Business Name field, please leave this field blank.

Because FMCSA uses computers to retain information about licensed carriers, it is important to spell, space, and punctuate any name the same way each time you write it. For example: John Jones Trucking Co., Inc.; J. Jones Trucking Co., Inc.; and John Jones Trucking are considered three separate companies.

#### Business Address

The Business Address is the principal place of business (physical location), for example: 756 Bounty Street; 15433 State Highway 23. This is the location that FMCSA will use for safety audits, compliance reviews, or other activities that require FMCSA to physically visit a Motor Carrier. For this reason, a PO Box may not be entered as your Business Address. If you file for a USDOT Number, your Business Address on this form must match your Principal Address on the MCS-150 application.

#### Mailing Address

The mailing address is where you want all correspondence from FMCSA to be sent. If it is the same as the Business Address, please leave this field blank.

To receive pertinent FMCSA notices and to ensure that insurance documents filed on the applicant's behalf are accepted, you must inform FMCSA if your Business or Mailing Address changes. You can do this by changing

your address information online at <http://www.fmcsa.dot.gov> or by sending information in writing to 400 7th Street, SW, Rm. 8214, Washington, DC 20590. If you notify them in writing, please include your name and MC Number.

### **Representative**

If someone other than the applicant is preparing this form, please provide the representative's name, title/position or relationship to the applicant, the address, telephone, and fax numbers. That person will be the person contacted if there are questions concerning this application.

### **USDOT Number**

If you are a Freight Forwarder and are also a Motor Carrier you will be required to obtain a USDOT Number. If you have already been assigned a USDOT Number, please enter it here. To apply for a USDOT number, you can apply online at <http://www.fmcsa.dot.gov>, or by contacting FMCSA at (800) 832-5660 to have an application mailed to you.

### **Form of Business**

There are three main categories of business: Corporation, Sole Proprietorship/Individual, or Partnership. If the applicant/business is a:

*Corporation* — Please provide the name of the State where the Corporation is incorporated.

*Sole Proprietorship* — Please provide the name of the individual who is the business owner. This name should match the name entered under Legal Business Name.

*Partnership* — Provide the name of each Partner. These names should match the names entered under Legal Business Name.

## **SECTION II**

### **Type of Authority**

You may use this application to apply for multiple types of Operating Authority. Please indicate which type(s) of Authority you are requesting by placing a check next to the appropriate box(es). Note: A separate \$300 filing fee is required for each type of Operating Authority requested. In addition, the types of Operating Authority you select will impact the levels of insurance you are required to carry by FMCSA. Please select only those types corresponding to the types of business you will be performing.

Below are descriptions of the different types of Authority you may apply for:

*Freight Forwarder Property*—An Individual, Partnership or Corporation that arranges for interstate transportation of property belonging to others. In the ordinary course of business, Freight Forwarders:

Use For-Hire carriers to provide the actual transportation,

Assume responsibility for that property from origin to destination,

Usually take possession of the cargo (often at a warehouse) at some point during the transportation, and

Assemble or consolidate less-than-a-truckload full into full truckload shipments

*Freight Forwarder Household Goods*—An Individual, Partnership or Corporation that arranges for Interstate transportation of household goods belonging to others. Household goods are personal effects or property used, or to be used, in a dwelling. They include property being moved from a factory or a store if purchased with the intent to use in a dwelling and transported at the request of the householder who pays for the transportation charges. They also include moving from one household to another. In the ordinary course of business, Freight Forwarders:

Use For-Hire Carriers to provide the actual transportation;

Assume responsibility for that property from origin to destination;

Usually take possession of the cargo (often at a warehouse) at some point during the transportation; and

Assemble or consolidate less-than-truckload full into full truckload shipments.

## **SECTION III**

### **Insurance Information**

The dollar amounts in parentheses represent the minimum amount of bodily injury and property damage (liability) insurance coverage you must maintain and have on file with the FMCSA. Please check the appropriate box(es) to describe the type of business you will be conducting. Refer to Step 4 under "How to Obtain Operating Authority" for more information.

Please check one of the following classifications and make any further corresponding selections based on the type of cargo (hazardous or non-hazardous) you will haul:

Operate vehicles having Gross Vehicle Weight Ratings (GVWR) of 10,000 pounds or more;

Operate only vehicles having Gross Vehicle Weight Ratings (GVWR) under 10,000 pounds; or

Certifies that in its forwarding operations it: will not own or operate any motor vehicles upon the highways in the transportation of property or will not perform transfer, collection, or delivery services; and will not have motor vehicles operated under its direction and control in the performance of transfer collection, or delivery services.

## **SECTION IV**

### **Certification Household Goods**

**ALL HOUSEHOLD GOODS FREIGHT FORWARDER APPLICANTS** must certify that they are fit, willing, and able to provide household goods freight forwarding services and that they will comply with the pertinent requirements. You should check the "yes" response only if you can attest to the truth of the statements. Do not complete this section if you are not a Household Goods Freight Forwarder.

## **SECTION V**

### **Safety Certification**

Vehicle-operating Freight Forwarder applicants must complete this section.

Check only one of the boxes in this section.

The first section of questions in the certification statement describes the activities or actions that carriers must follow in order to be compliant with USDOT Federal Motor Carrier Safety Regulations. You should check the "yes" response only if you can attest to the truth of the statements.

The second section relates to EXEMPT APPLICANTS. If the applicant operates only vehicles with a gross vehicle weight rating less than 10,000 pounds and will not transport Hazardous Material, you are exempt from the first certification. However, you must indicate that you are familiar with and will observe general operational safety fitness guidelines and applicable State and local laws relating to the safe operation of commercial motor vehicles.

## **SECTION VI**

### **Control Relationships**

All forwarder applicants must disclose and describe pertinent control relationships.

## **SECTIONS VII**

### **Affiliations**

In the past three years, if the applicant has held ownership (even a percentage of stock ownership), provided a loan to, or held a management position with a trucking entity/company that is regulated by FMCSA, please list that entity's name, MC Number, USDOT Number, and the latest USDOT Safety Rating. This includes any entity or company that is/was licensed by the former ICC, FHWA, or OMCS.

## **SECTION VIII**

### **Applicant's Oath**

The "Applicant's Oath" applies to all certifications on this form. False certifications are subject to the penalties described in the oath.

Applications may be prepared by the applicant or an authorized representative. In either case, the oath must be signed by the applicant. In the case of Corporations, an authorized employee in the ownership structure may sign. An individual with power of attorney to act on behalf of the applicant may sign, provided that proof of the power of attorney is submitted with the application.

**State Notification**

Before beginning new or expanded Interstate operations, all applicants must contact the appropriate regulatory agencies to obtain information regarding various State regulations in every State in and through which the Carrier will operate.

**STATUS:** After your application is processed by FMCSA, you can check its status on the Internet. Application, Insurance, and Process Agent information appears on the Licensing and Insurance Web site as soon as it is entered into the database or filed electronically. The Web site address is <http://www.fmcsa.dot.gov>. From there, select "Registration and Licensing", then select "Licensing and Insurance System".

## **ADDITIONAL ASSISTANCE**

### **INFORMATION SOURCES**

To receive information on your Operating Authority or insurance and Process Agent filings status, please use FMCSA's Automated Response Capability (ARC) telephone system. This system is available 24 hours a day, 7 days a week. To access the system, dial (202) 358-7000. Please have your MC Number (referred to as your docket number in the system) available when you call. You will receive your MC Number in the grant letter (Step 2 in the "How to Obtain Operating Authority" section of these instructions).

For assistance in filing your application, please contact FMCSA at 800-832-5660 and select the appropriate prompts.

## **US DEPARTMENT OF TRANSPORTATION INFORMATION SOURCES**

### **USDOT Registration and Safety Ratings**

To obtain your USDOT Number, you may either:

Apply online at <http://www.fmcsa.dot.gov>, which will provide you with a USDOT Number instantly;

Print the form from FMCSA's Web site ( <http://www.fmcsa.dot.gov/forms/print/r-l-forms.htm>) and mail it to FMCSA by following the mailing instructions included in the application; or

Call (800) 832-5660 to request a form be mailed to you;

To request a safety fitness review, you must contact your local FMCSA field office. To find the contact information for your local field office, please either:

Visit the FMCSA Web site at <http://www.fmcsa.dot.gov> and select "Contact Us". Select the field office corresponding with your State; or

Call (800) 832-5660;

Note: If you already have an assigned safety rating, you may view your status online at FMCSA's Web site, <http://www.fmcsa.dot.gov>, by selecting "Registration and Licensing", going to "SAFER System" and choosing "Company Snapshot," or by calling (800) 832-5660.

### **USDOT Hazardous Materials Regulations**

To obtain information on whether the commodities you intend to transport are considered to be Hazardous Material, refer to provisions governing Hazardous Material in the Federal Hazardous Material Regulations at Parts 100 through 185 of Title 49 of the Code of Federal Regulations (CFR), particularly the Hazardous Materials Table at 49 CFR Part 172, or contact the FMCSA (202) 366-6121.

To obtain information about DOT Hazardous Material transportation registration requirements, contact the USDOT agency responsible for it at (202) 366-4109.

### **NOTICE**

PAPERWORK BURDEN. It is estimated that an average of 2 burden hours per response are required to complete this collection of information. This estimate includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Comments concerning the accuracy of this burden estimate or suggestions for reducing this burden should be directed to the Federal Motor Carrier Safety Administration (FMCSA), Licensing Team, Suite 8214, 400 7th Street, SW, Washington DC 20590. This collection of information is required in order for the FMCSA to obtain data and register for-hire motor carriers of passengers and property and certain U.S.-based Mexican-owned enterprise passenger carriers. Please note that an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently-valid OMB control number. The OMB control number for this collection is 2126-0016