Instructions for Completing the Intermodal Equipment Provider Identification Report Application for USDOT Number (MCS-150C)

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I. Federal Motor Carrier Safety Administration (FMCSA) Overview

The FMCSA's primary mission is to **reduce crashes, injuries and fatalities involving large trucks and buses** on our nation's highways. To carry out our mission, we:

- Develop and enforce data-driven regulations that balance motor carrier (truck and bus companies) safety with industry efficiency;
- Harness safety information systems to focus on higher risk carriers in enforcing the safety regulations;
- Target educational messages to carriers, commercial drivers, and the public; and
- Partner with stakeholders, including Federal, State, and local enforcement agencies, the motor carrier industry, safety groups, and organized labor on efforts to reduce bus and truck-related crashes.

In Section 4118 of the Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (SAFETEA-LU), Congress directed FMCSA to improve highway safety by issuing rules for intermodal equipment providers (IEPs) and their intermodal equipment (IME).

On December 17, 2008, FMCSA published a final rule, *Requirements for Intermodal Equipment Providers and for Motor Carriers and Drivers Operating Intermodal Equipment.* The regulations, for the first time, made IEPs subject to the Federal Motor Carrier Safety Regulations (FMCSRs) and call for shared safety responsibility among IEPs, motor carriers, and drivers.

Among other things, the regulations require IEPs to: register and file an IEP Identification Report (MCS-150C); establish a systematic inspection, repair, and maintenance program to assure the safe operating condition of each intermodal chassis; maintain documentation of their maintenance program; mark each intermodal chassis offered for transportation in interstate commerce; and provide a means to respond effectively to driver and motor carrier reports about intermodal chassis mechanical defects and deficiencies.

Registering and filing an MCS-150C is an IEP's first step toward complying with the requirements of the IEP rule. There are two ways to do this:

1. For IEPs with Internet access, FMCSA encourages you to visit our Web site, www.fmcsa.dot.gov/iep. The Web site includes an on-screen fillable MCS-150C form. After completing the form, it must be printed out and signed. It can then be sent to FMCSA by mail, fax, or e-mail.
2. For applicants without Internet access, FMCSA can mail instructions, forms, and other materials designed to assist in the off-line registration process. Please contact FMCSA at 1-800-832-5660 for assistance.

These instructions assume that the applicant has determined that a USDOT Number is required and that the MCS-150C form must be submitted.

The Web site is a resource and will prove helpful as IEPs move toward complying with the new requirements.

II. Filing Options

After you have completed the application, there are three options for filing the necessary forms to obtain a USDOT Number. FMCSA suggests making a copy of the application for the company's files.

- **Option 1: Filing Application by Mail.**
  - Mail completed application to:
    Federal Motor Carrier Safety Administration
    Attention: IEP Registration/Trenice Jett
    1200 New Jersey Avenue SE (MC-ECE)
    Washington, DC 20590

- **Option 2: Filing Application by Fax.**
  - Fax completed application to:
    Attention: IEP Registration
    202-366-3477

- **Option 2: Filing Application by E-Mail.**
  - Scan the completed and signed application into PDF format.
  - E-mail completed application to:
    IEPInfo@dot.gov
  - Please place "IEP Registration" in the Subject line.

> **Note:** Applications that are incomplete, unreadable, or unsigned will be rejected and returned via mail, which will delay the receipt of the company's USDOT Number.

III. Step-By-Step Instructions

These instructions will assist in preparing a complete and accurate MCS-150C application. The instruction numbers below correspond to the numbered items on the MCS-150C form. When completing the application, please print clearly in black or blue ink or type all information.

Reason for Filing (Top of Form)—The information in the table below represents the valid reasons for filing the MCS-150C form. Select one of the three reasons and mark its corresponding box at the top of the form under "Reason for Filing," and complete all the items on the form that are mandatory for the selected reason.

If you would like to:	Select the following under "Reason for Filing":	Complete the following items on form:
Obtain a USDOT Number – first time filer.	**NEW APPLICATION**	All applicable items (1-22).
File the formal MCS-150C Biennial Update or update MCS-150C information.	**BIENNIAL UPDATE OR CHANGES**	All applicable items 1-16, 21-22, and any others where information has changed since the company's last update.
Notify FMCSA that the company is no longer operating as an intermodal equipment provider.	**OUT OF BUSINESS NOTIFICATION**	All applicable items 1-16 and 21-22.

> **NOTE:** If the company was previously assigned a USDOT Number, **do not** submit this form to obtain a new USDOT Number. That is, if the company currently has or has had at any time a USDOT Number, then the only valid reasons for completing this form are: out of business notification; biennial update; or other changes to the company's MCS-150C application information.
>
> See instructions labeled "To find out if a company already has a USDOT Number" in Section IV of this document.
>
> **If a sole proprietor owner/operator submits personal information for registration purposes to obtain a USDOT number or operating authority, this information will be publicly available on FMCSA Web sites. This published information may include, but is not limited to, the sole proprietor owner/operator's home address, telephone number and email address when the contact information serves as the business contact information.**

1. Name of Intermodal Equipment Provider—This is the legal name of the business entity that owns/controls the intermodal equipment provider operation. The name entered here should be the full legal business name (the name on the incorporation certificate, partnership agreement, tax records, etc.).

For example, if the company is a:

- Sole Proprietorship/Individual, enter the legal name, e.g., John A. Doe
- Partnership, enter the legal names of all partners, e.g., John A. Doe and Jane B. Smith
- Corporation, enter the name on the incorporation certificate (this name must include the type of corporation), e.g., John Doe INC, John Doe LLC.

2. Trade or D.B.A. (Doing Business As) Name—Enter the company's trade name if it is different from the company's official business name (the name entered in item 1). For example, if you entered "John A. Doe" in item 1 as the company's official business name, but the trade name, or "Doing Business As" name, is "John's Trucking Company," you would enter "John's Trucking Company" in this item.

3-6. Business Address (Principal Place of Business)—Enter the physical address where the company is engaged in business operations related to transportation and where safety records are maintained. This address will be used by FMCSA for on-site visits to intermodal equipment providers for the purpose of conducting roadability reviews, investigations, and other activities. A P.O. Box will not be accepted as a Principal Address.

7. Colonia (Mexico Only)—If the company's principal address (and safety records location) is in Mexico, enter the "Colonia" or "Barrio" in Mexico.

8-11. Mailing Address—Enter the mailing address where the company wants all its FMCSA correspondence to be sent (this may be a P.O. Box). If all parts of this address are the same as the "Principal Address" (items 3-6) write "SAME" in item 8 and leave items 9-11 blank. However, if any parts of the mailing and principal addresses differ, complete all items 8-11.

12. Colonia (Mexico Only)—If the company's mailing address is in Mexico, enter the "Colonia" or "Barrio" in Mexico.

13. Principal Business Phone Number—Enter the primary telephone number, including area code, for the "Principal Address" (items 3-6). (This may be a cell phone number.)

14. Principal Contact Cell Phone Number—Enter the cell phone number, if any, including area code. (If this is the same as the "Principal Business Phone Number" [item 13], enter "Same.")

15. Principal Business Fax Number—Enter the company's fax number, including area code. This number is for the location provided as "Principal Address" (items 3-6) above. If there is no fax number available leave this item blank.

16. USDOT Number—If the company is a new applicant, that is if it does not have a USDOT Number, check the "No" box and place "N/A" on the USDOT Number line. If the company is not a new applicant, that is if it already has a USDOT Number, check the "Yes" box and enter the company's USDOT Number.

17. Dun & Bradstreet Number—If the company has a Dun & Bradstreet identifier number, enter it. If you do not know the number, visit www.dnb.com, or call Dun & Bradstreet at 1-800-999-3867.

18. IRS/TAX ID Number—Enter either the Employer Identification Number (EIN) assigned to the intermodal equipment provider company by the Internal Revenue Service, or the owner's Social Security Number (SSN).*

***Sole proprietor owner/operators are encouraged to obtain an EIN rather than using an SSN to register for a DOT number.**

19. E-Mail Address—Enter the e-mail address, if the company has one, for the official point of contact.

20. Number of Vehicles That Will Be Operated in the U.S. (Trailer Chassis Only)—Provide the total number of each type of commercial motor vehicle (CMV) that the company uses in its U.S. operations. This must be broken out by the method used to acquire the vehicle (**owned**, **leased**, or **serviced**).

OWNED: Any equipment offered for transportation that is the legal right of possession of the applicant; this includes but is not limited to equipment for which the applicant is in contract to purchase.

LEASED: Any equipment offered for transportation that is not the legal right of possession or ownership of the applicant but is under a lease agreement. This lease agreement includes trip leased (equipment leased for less than 30 days) or term leased (equipment leased for 30 days or more). A lease is a contract whereby one party agrees to give to another party the use and possession of equipment for a specified period of time as well as a specified fixed monetary sum.

SERVICED: Any entity that by its action or direction makes or keeps equipment fit for use, as by inspecting, adjusting, repairing, maintaining, so that the equipment remains ready for use or release.

21. Enter name(s) of sole proprietor(s), officers, or partners and their titles—If the company's legal business structure is "Sole Proprietor," then enter the owner's name and title in the spaces provided; otherwise, enter the name of two company partners (if the company is a partnership) or two corporate officers and their titles if the company is a corporation (for example, corporate officers might include President , Vice President , Secretary, Treasurer).

22. Certification Statement—Print or type the name of the individual authorized to sign documents on behalf of the entity listed in item 1 (Name of Intermodal Equipment Provider). This individual must sign, date, and print or type his/her name and title in the spaces provided. The individual's signature must match his/her name. The authorized signer in this item should match one of the names provided in response to item 21.

NOTE: If this form is not signed and dated with a printed/typed name and title of an authorized individual, the application will be rejected and a USDOT Number **will not** be assigned.

IV. Where Can I Get Additional Help and Information?

For your convenience, the following is a list of helpful links, most of which are referenced in this instructions document. Information is provided in English-only unless otherwise specified.

1. **Downloadable IEP Registration Forms**
www.fmcsa.dot.gov/iep.

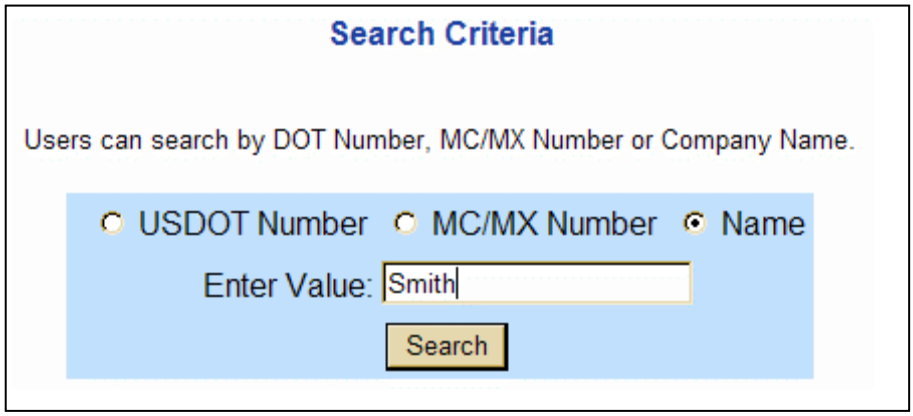
2. **To find out If a company already has a USDOT Number:**
Call FMCSA toll-free at 1-800-832-5660 or go to www.fmcsa.dot.gov/safety-security/safety-security.htm:

a. Under the section "Company Safety Records" select "Snapshot."

b. Select the option labeled "Name" and enter either the company's "D.B.A. Name" (Doing Business As Name) or its Legal Name.

c. Click on the "Search" button.

d. The system will inform you whether a USDOT Number is assigned to the name entered.



3. To get a **Dun & Bradstreet number** or find out if a company already has one:
www.dnb.com.

4. **For more definitions** relating to Intermodal Equipment providers:
www.fmcsa.dot.gov/rules-regulations/administration/fmcsr/fmcsrruletext.aspx?reg=r49CFR390.5.

5. For general information regarding the Requirements for Intermodal Equipment Providers and for Motor Carriers and Drivers Operating Intermodal Equipment:
www.fmcsa.dot.gov/iep.