Chapter 2

Obtaining USDOT Numbers, Operating Authority and MCS-150 Updates

WHO NEEDS TO REGISTER WITH FMCSA?

Companies that operate commercial vehicles transporting passengers or hauling cargo in intrastate/interstate commerce must be registered with the Federal Motor Carrier Safety Administration to receive a USDOT number and operating authority.

The USDOT number serves as a unique identifier for monitoring a company's safety information. Audits, compliance reviews, crash investigations and inspections all use a USDOT number to identify a carrier, so carriers must have their USDOT number on their vehicles. The Compliance Safety and Accountability (CSA) program will also use USDOT numbers and other means of identification to track both commercial motor vehicles' and drivers' adherence to safety rules.

MCS-150 FORM

To obtain a USDOT number, a transport company must complete the MCS-150 form. The form also must be updated every other year (biennially), and also when a company goes out of business or has had its USDOT number revoked and is re-applying.

The MCS-150 form is also used by a company to declare the type of business they will conduct, so they might gain operating authority if required such as: Motor property or passenger carrier, shipper, freight forwarder or cargo tank facility.

A USDOT Number is required if you have:

- Vehicles that are over 10,000 pounds
- If you transport between 9 and 15 passengers (including the driver) for compensation
- If you transport 16 or more passengers,
- or haul hazardous materials in interstate commerce

A USDOT Number update is required:

- Every two years as required by 390.19
- When a company goes out of business
- When Company has its USDOT number revoked
- Anytime company information changes such as phone number, address, etc.

FMCSA ONLINE REGISTRATION AND LICENSING SYSTEM

There is no application fee ever associated with the USDOT number. You must complete the MCS-150 (Motor Carrier Identification Report) to obtain a USDOT number. The form can be found at http://safer.fmcsa.dot.gov

If you do not have access to the internet you can call the FMCSA toll free number 1-800-832-5660 to have a form mailed to you. Interstate operating authority is required to transport property (regulated commodities) or passenger's for-hire in interstate commerce. Please refer to Chapter 3.

To register on line you can access the at http://www.fmcsa.dot.gov/online-registration

Make steps 1-4 fit on one page

When do I update my MCS-150 Form?

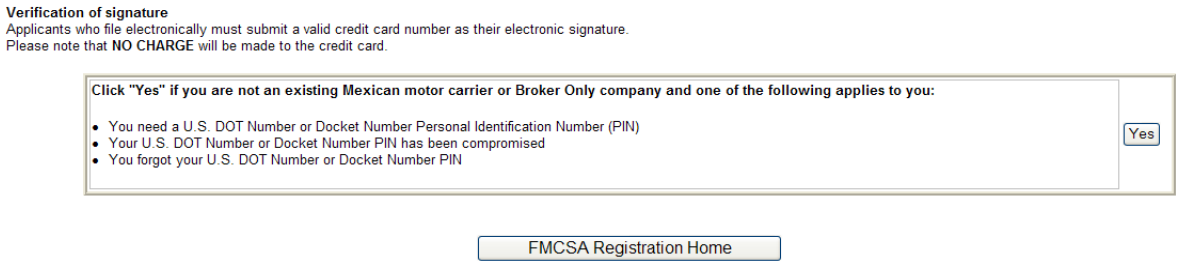
All motor carriers operating commercial motor vehicles in interstate or intrastate commerce are **required** to file an updated form MCS-150 (Motor Carrier Identification Report) ***every two years*** or, if the company information changes.

Update your MCS-150 Form in Four Easy Steps…

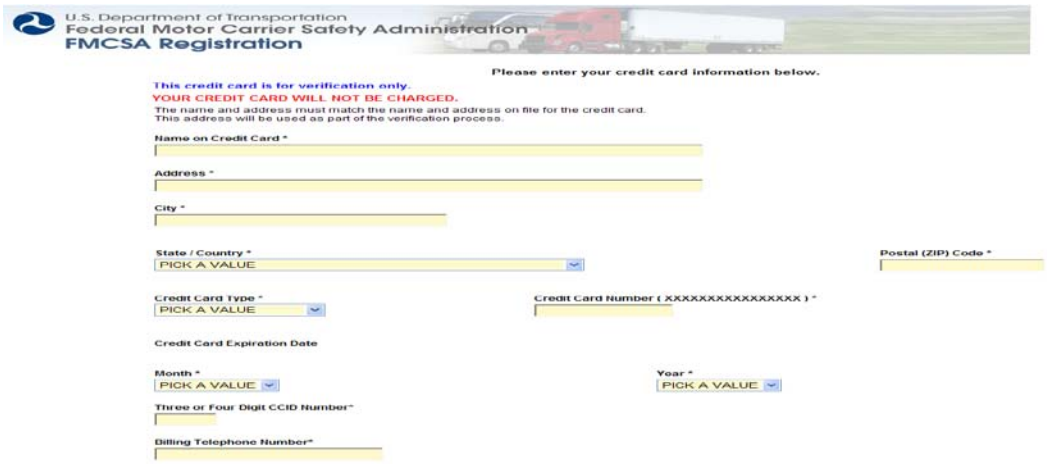
Step 1: Log into the website by typing the following URL into your browser: http://safer.fmcsa.dot.gov/

Step 2: You have now arrived at the Safety and Fitness electronic Records (SAFER) System. Click on "Click here to request your Docket Number Pin and/or USDOT Number PIN."

Step 3: Motor carriers MUST have a USDOT Personal Identifier (PIN) in order to update the Form MCS-150 electronically. To obtain a PIN click **"Yes"** in the box that appears like the one below:



Step 4: You must enter your credit card information to obtain a PIN number. Your credit card information is used for verification only.


U.S. Department of Transportation
Federal Motor Carrier Safety Administration
FMCSA Registration

Please enter your credit card information below.

This credit card is for verification only.
YOUR CREDIT CARD WILL NOT BE CHARGED.
The name and address must match the name and address on file for the credit card.
This address will be used as part of the verification process.

Name on Credit Card *

Address *

City *

State / Country * PICK A VALUE

Postal (ZIP) Code *

Credit Card Type * PICK A VALUE

Credit Card Number (XXXXXXXXXXXXXXXX) *

Credit Card Expiration Date

Month * PICK A VALUE

Year * PICK A VALUE

Three or Four Digit CCID Number*

Billing Telephone Number*

Step 4: <u>Allow 4-7 business days to receive your PIN by mail.</u> Once you have obtained a PIN number, your company will be able to file changes to your USDOT number electronically at http://safer.fmcsa.dot.gov/

The FMCSA Online Registration and Licensing System are web-based and designed to process registration and licensing requests quickly and accurately. It also helps ensure Commercial Motor Vehicle (CMV) operators complete and submit all the correct forms needed for a particular task. Additionally, the system allows for online payment with a major credit card.

FMCSA encourages all applicants with Internet access to use online registration: http://www.fmcsa.dot.gov/online-registration. A registration tracking number with a Personal Identification Number (PIN) can be issued allowing for a return to the system to complete, update or add information.

49 CFR Part 390.21

Interstate carriers are required to mark their vehicles with the carrier's USDOT number in addition to their business name. The letters "USDOT" must precede the number. This number is issued by the United States

Department of Transportation. Carriers can apply for this number by filing the Form MCS-150, Motor Carrier Identification Report and MCS 150A, Safety Certification Application with the USDOT.

For more information or to request a USDOT number online at the FMCSA website (www.fmcsa.dot.gov). If you need assistance with the online system contact the Motor Carrier Division at (801) 965-4892 or (866) 215-5399