**Information Sheet**

**Application for Registration of a Federal Highway Administration Motor Passenger Carrier Authority**

**Important Facts**

* This application is used to register with the Connecticut Department of Transportation (DOT) your Certificate for **interstate** commerce issued by the Federal Motor Carrier Safety Administration (FMCSA).
* Prior to applying to DOT, the applicant must have already received a Certificate from the FMCSA evidencing the carrier’s authority for **interstate** commerce.
* If the application to register your Certificate is approved by DOT, a written Decision will be issued.
* Within thirty days of the date of the Decision, vehicle inspections by DOT inspectors, if required, must be completed and your vehicles must be registered with the Connecticut Department of Motor Vehicles (DMV). S**ee reverse side for information on inspections.**
* Once these steps are complete, you are able to provide livery service from a point within Connecticut to a point outside of Connecticut.
* Registering your Certificate with DOT does not authorize you to provide livery service from a point within Connecticut to another point within Connecticut.
* Applicants must submit a copy of their Certificate with the application.
* An MC# alone is not sufficient evidence of a carrier’s authority.
* The application fee is $200.00.

For information on obtaining an FHA Authority to operate interstate service go to

<http://www.fmcsa.dot.gov/registration/get-mc-number-authority-operate>

**Department of Transportation, Regulatory and Compliance Unit, Public Hours**

* + **Tuesdays Wednesdays and Thursdays**
	+ **9:00 am to 11:30 am**
	+ **1:00 pm to 3:30 pm**

For more than 4 transactions, please call 860-594-2865 for an appointment

**Things to bring with you when applying to DOT to register your FMCSA Certificate for Interstate Commerce:**

* a completed application
* $200.00 fee
* a copy of the letter from the FMCSA issuing you a Certificate for interstate commerce
* a copy of your insurance policy listing coverage, effective dates of that coverage and cost or, if you do not yet own the vehicle, a letter on the insurance company’s letterhead detailing the proposed limits of coverage and proposed cost of insurance
* a photo ID
* if you are not an owner, partner, officer or member, bring a Limited Power of Attorney giving you authorization to complete transactions in the name of the company
* a copy of your organizational documents and, if using a d/b/a, a copy of your trade name registration
* **Criminal Conviction History Reports must be current (less than 24 months old)**

**When is an Inspection Required?**

* You **do need an inspection** if your vehicle has a seating capacity of 8 to 10, regardless of body type
* You **do not need an inspection** if your vehicle has a sedan-type body and a seating capacity of 7 or less
* All Van-type vehicles must be inspected, as well as all SUVs, Crossovers and Station Wagons
* Vehicles must be inspected within thirty (30) days of the date of the Final Decision and Inspections are good for thirty (30) days, so you must register you vehicle with DMV within 30 days of the inspection.

**What Safety Items are Required?**

* Vehicles that share a common load area (for luggage etc.) with the passenger compartment need:
	+ a floor to ceiling luggage barrier secured at the side and floor
	+ three (3) reflective triangles
	+ a mounted fire extinguisher - minimum 2.5lbs and
	+ a first aid kit either mounted or in a labeled compartment

**Things to bring with you to DOT when applying for approval to register your vehicle with DMV**

* a copy of the decision with your Permit Number
* a completed Department of Motor Vehicles Registration Application, Form H-13, for each vehicle.
* Form H-13 can be found on the DMV website, follow the path below

**CT.gov 🡪 Executive 🡪 Motor Vehicles, Department of 🡪 Forms 🡪 All DMV Forms 🡪 Forms to Download**

* the Title or the Bill of Sale for each vehicle
* an insurance card for each vehicle
* if you are not an owner, partner, officer or member, a Limited Power of Attorney giving you authorization to complete transactions in the name of the company, and
* a completed DOT vehicle inspection form for each vehicle, if a vehicle inspection was required.
* **For questions about:**
* Vehicle Inspections, contact: Mr. Richard Majka at 860-594-2898
* Financial and Tariff Forms, contact Mr. Sheldon Lubin at 860-594-2870
* Hearings, contact: 860- 594-2875
* Application Process please call 860-594-2865