**Information Sheet – Change a Household Goods Carrier Headquarters Location**

**Important Facts**

* A Certificate of Public Convenience and Necessity authorizes a company to operate a motor vehicle in the transportation of household goods for hire as a household goods carrier.
* A holder of a Household Good Carrier Certificate shall not maintain a headquarters at a point outside the city or town specified in its certificate nor shall it change the location of its headquarters to a point outside the city or town specified in its certificate without prior department approval. Regulations of Connecticut State Agencies, Section 16-304-F4.
* A holder of a Household Good Carrier Certificate may change the address of its headquarters if it is within the city or town specified in its certificate as long as it notifies the Regulatory and Compliance Unit at the Connecticut Department of Transportation (ConnDOT) within 48 hours of the change.

**Steps to Changing a Household Goods Carrier Headquarters Location**

1. Obtain an application to Change a Household Goods Carrier’s Headquarters Location Form from the Department’s website: To access the Department’s website go to: [www.ct.gov/dot](http://www.ct.gov/dot). Click on Doing Business with CONNDOT, Click on Permits and License Info., Scroll to Regulatory and Compliance Unit at the bottom of the page and, Go to Household Goods Carrier Applications and print an application and the other attachments.
2. Complete the ConnDOT application in its entirety and enclose the requested documentation. NO FEE is required.
3. Bring your application to the Regulatory & Compliance Unit.
	1. **See below** forwhat to bring when applying for a Certificate.
	2. **See below** for Public hours.
4. Regulatory and Compliance Unit staff will review the application and attachments for completeness before accepting it.
5. If the Headquarters will be moved to a different municipality, then, a notice of the application will be sent to interested parties, including local governmental officials and other companies who hold a certificate to provide service as household goods carriers in the proposed municipality.
6. If an objection to the change in location is received within thirty (30) days of the notice, a hearing will be scheduled at which the objections will be heard and any rebuttal to those objections. **You will be required to provide business financial information and the results of a Criminal History Request PRIOR to scheduling a hearing.** **Ask the staff member for the proper forms.**
7. If no objection is received, or after a hearing if required, you will be sent a Final Decision advising you of the Department’s decision approving or denying the application. A reminder of some basic requirements holders of a Household Goods Carriers Certificate need to comply with will also be included if the application was approved.
8. If the Final Decision denies your application, you can appeal the Final Decision to Superior Court within 45 days after the date of the mailing or personal delivery of the Final Decision.

**Things to bring with you when applying to ConnDOT for a Change of Headquarters Location**

* a completed application. NO FEE is required.
* 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.

**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

**For questions about:**

General Forms, contact: Mr. Sheldon Lubin at 860-594-2870

Hearings, contact: Ms. Linda Dillon at 860-594-2875

Application Process, please call: 860-594-2865 and leave a detailed message