

Intrastate For-Hire Authority Information

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Introduction

The Iowa Department of Transportation's (DOT) Office of Motor Carrier Services compiled this booklet to help motor carriers determine:

- Whether a for-hire motor carrier needs a motor carrier permit or a motor carrier certificate in Iowa.
- The type of for-hire authority the law requires a motor carrier to obtain.
- How to obtain the required permit or certificate.

This booklet is also provided to assist motor carriers in understanding the requirements, and in turn, allowing permit or certificate to be obtained more quickly.

Who needs for-hire authority in Iowa?

Any motor carrier hauling for hire must obtain a motor carrier permit or a motor carrier certificate. "For hire" defined by Iowa Code § 325A.1 means all transportation of property or passengers for compensation. Iowa Admin. Code r. 761-524 requires both interstate (travel in Iowa and another state) and intrastate (travel from point-to-point within Iowa) for-hire motor carriers to obtain a permit or certificate. What is the difference between interstate and intrastate commerce?

Interstate commerce is trade, traffic or transportation involving the crossing of a jurisdiction boundary. The vehicle, its passengers or cargo must cross a jurisdiction boundary or there must be intent to cross a jurisdiction boundary to be considered interstate commerce.

A motor carrier must notify the jurisdiction in which it plans to register its vehicle(s) of the intention to operate in interstate commerce to ensure the vehicle is properly registered for purposes of the International Registration Plan (IRP) and International Fuel Tax Agreement (IFTA). The base jurisdiction (where the motor carrier resides, keeps operational records and accrues miles) will help the motor carrier by collecting the appropriate fees and distributing a portion of those fees to the other jurisdictions in which the motor carrier operates commercial motor vehicles.

Intrastate commerce is trade, traffic or transportation within a single jurisdiction. However, if a motor carrier's operations include interstate commerce, the motor carrier must comply with the applicable federal safety regulations and operating authority rules, in addition to state and local requirements.

Interstate authority

To obtain interstate authority, a motor carrier must contact the Federal Motor Carrier Safety Administration (FMCSA) at 800-832-5660, online at www.fmcsa.dot.gov or by mail at 1200 New Jersey Ave. S.E., Washington D.C. 20590.

Unified Carrier Registration (UCR)

Any motor carrier – private, freight forwarder, broker or leasing company – that operates in interstate or international commerce is subject to the UCR agreement. Application for UCR can be completed at the Indiana Web site www.ucr.in.gov.

Intrastate authority

If a motor carrier hauls for hire between points in Iowa, the motor carrier must obtain a motor carrier permit or certificate.

Motor carrier permit

Motor carriers transporting household goods, liquid commodities (both dairy and nondairy) and property other than passengers for hire must file an application with this office for a motor carrier permit. Any vehicle transporting a liquid commodity in bulk that has an origin and destination in Iowa must operate under a motor carrier permit.

Motor carrier certificate

Motor carriers transporting passengers for hire in Iowa over a regular route or in charter operations must obtain a motor carrier certificate.

New applicant requirements

The following chart explains the requirements of new applicants for a motor carrier permit or a motor carrier certificate.

Requirements	Motor Carrier Permit	Motor Carrier Certificate	Comments
Application	*	*	
Application fee (\$150)	*	*	
Safety self-certification	*	*	
Insurance (LPD)	*	*	
Financial statement	*	*	Only motor carriers of liquid nondairy products and regular-route passengers
Safety seminar (\$200)	*	*	Only motor carriers of liquid nondairy products and regular-route passengers
Tariff	*	*	Only motor carriers of household goods

*Indicates a requirement that must be met before a permit or certificate is issued.

Application

All intrastate motor carriers operating for hire must file an Iowa Application for Intrastate Motor Carrier Permit/Certificate (Iowa DOT form 441052). A copy of the application can be obtained online at www.iowadot.gov/mvd/omcs/forms or by calling the Iowa DOT's Office of Motor Carrier Services at 515-237-3224. Applications can be faxed upon request.

Name and address

Indicate the legal name of the business entity (i.e., corporation, partnership or individual) that owns/controls the motor carrier's operation. Indicate the "doing business as" (DBA) name if the business is operating under a name other than the legal name (i.e., trade name). The name on the application must have the **exact** same name listed on the motor carrier's FMCSA's Motor Carrier Identification Report, Application for USDOT Number (MCS-150).

All intrastate motor carriers operating for hire are required to have a USDOT number. If a motor carrier already has a USDOT number, enter the number in the appropriate space on the intrastate application. If a motor carrier does not have a USDOT number, the motor carrier must complete the MCS-150 application, and submit it with the intrastate application and the application fee to the Iowa DOT's Office of Motor Carrier Services. The MCS-150 application can be completed online at www.fmcsa.dot.gov or a copy can be obtained by calling the Iowa DOT's Office of Motor Carrier Services at 515-237-3224. The MCS-150 application can also be faxed upon request.

The following information must also be included on the intrastate application.

- Federal employee identification number (FEIN), if available, or a Social Security number (SSN). Motor carriers are strongly urged to obtain a FEIN from the U.S. Department of the Treasury's Internal Revenue Service (IRS) for security purposes. To obtain a FEIN, complete an online application at <https://sa2.www4.irs.gov/modiein/individual/index.jsp> or call the IRS at 800-829-4933.
- Motor carrier (MC) number (only if interstate motor carrier).
- Business phone number.

Property/Passengers transported for hire

Check the appropriate box on the intrastate application indicating whether property or passengers will be transported for compensation to determine appropriate supporting documents needed and fees due. There are separate application fees for a motor carrier permit and a motor carrier certificate. If a motor carrier is hauling property other than household goods or liquid products, the appropriate box to check is "other property."

Mail the completed application and supporting documents to: Iowa Department of Transportation, Office of Motor Carrier Services, P.O. Box 10382, Des Moines, Iowa 50306-0382.

Supporting documents

- **Insurance.** All for-hire motor carriers must maintain continuous insurance coverage. Evidence of liability and property damage (LPD) insurance on a signed Uniform Motor Carrier Bodily Injury and Property Damage Liability Certificate of Insurance Form E (hereinafter referred to as Form E) must be filed at the time of application. This certificate is completed by the insurance company's home office and filed with the Iowa DOT's Office of Motor Carrier Services. Cargo insurance must be obtained, but no proof of cargo insurance is required to be filed with the Iowa DOT's Office of Motor Carrier Services. Federal insurance limits have been adopted as the minimum levels of insurance. Failure to maintain required insurance coverage will result in the suspension of the motor carrier permit or motor carrier certificate. A reinstatement fee of \$150 must be paid and a reinstatement application received in the Iowa DOT's Office of Motor Carrier Services before the permit or certificate can be reinstated. The minimum insurance limits are shown on the chart on a following page.

Remember, a motor carrier's insurance must have the **exact** same name and address as its motor carrier permit or motor carrier certificate application, as well as its MCS-150 application. The Iowa DOT's Office of Motor Carrier Services will accept fax copies of Form E filings as well as mailed copies. The Iowa DOT's Office of Motor Carrier Services' fax is 515-237-3354.

- **Safety self-certification.** All motor carriers shall follow the safety regulations as stated in the Iowa Admin. Code r. 761-520 concerning operation, maintenance and inspection of vehicles used in business (<http://www.legis.state.ia.us/asp/ACODocs/DOCS/6-17-2009.761.520.pdf>). Motor carriers shall sign a self-certification statement stating knowledge, understanding and willingness to follow those safety regulations. The safety certification statement is located at the bottom of the intrastate application.
- **Financial statement.** Intrastate applications for motor carriers of liquid (nondairy) or regular route passengers must include a statement signed by an authorized agent of a lending institution or certified public accountant attesting to financial capability. A financial certification statement is available upon request at by calling the Iowa DOT's Office of Motor Carrier Services at 515-237-3224 or online at its Web site: <http://www.iamvd.com/omcs/forms.htm>.
- **Tariffs.** Motor carriers of household goods must file tariff(s). All motor carriers of household goods shall maintain on file with the Iowa DOT's Office of Motor Carrier Services a tariff stating the rates and charges that apply for the services performed under the permit. According to Iowa Admin. Code r. 761-524.15(1), a motor carrier must file tariffs with the motor carrier permit/certificate application submitted to the Iowa DOT's Office of Motor Carrier Services or when a motor carrier submits updates to existing tariffs. Motor carriers transporting commodities other than household goods are NOT required to file a tariff with the Iowa DOT's Office of Motor Carrier Services. If a motor carrier needs help preparing a tariff, contact the Iowa DOT's Office of Motor Carrier Services at 515-237-3224. A tariff must be filed, posted and approved before a motor carrier's permit can be issued. (See the tariff section of this booklet for what should be included in a tariff and how to set up a tariff.)

- **Motor carrier identification report form.** All intrastate motor carriers operating for hire are required to have a USDOT number. If a motor carrier already has a USDOT number, enter the number in the appropriate space on the intrastate application. If a motor carrier does not have a USDOT number, the motor carrier can complete an MCS-150 application through the FMCSA at www.fmcsa.dot.gov or a copy of the application can be obtained by calling the Iowa DOT's Office of Motor Carrier Services at 515-237-3224. Applications can be faxed to you upon request.

Minimum insurance limits

<p>Public liability (LPD) – for-hire motor carriers of passengers</p> <p>Any vehicle with a seating capacity of:</p> <ul style="list-style-type: none"> • 16 passengers or more • 15 passengers or less 	<p>\$5,000,000</p> <p>\$1,500,000</p>
<p>Public liability (LPD) – for-hire vehicles 10,000 lbs. GVWR and over</p> <ol style="list-style-type: none"> 1. Property (nonhazardous), includes tow truck operations 2. Hazardous substances, as defined in 49 Code of Federal Regulations (CFR) 171.8, transported in cargo tanks, portable tanks or hopper-type vehicles with capacities in excess of 3,500 water gallons; or in bulk Division 1.1, 1.2 and 1.3 materials; Division 2.3 – Hazard Zone A or Division 6.1 – Packing Group I-Hazard Zone A material; in bulk Division 2.1 or 2.2; or highway route controlled quantities of a Class 7 material, as defined in 49 CFR 173.403. 3. Oil listed in 49 CFR 172.101, hazardous waste, hazardous materials and hazardous substances defined in 49 CFR 171.8 and listed in 49 CFR 172.101, but not mentioned in (2) above or (4) below. 4. Any quantity of Division 1.1, 1.2, or 1.3 material; any quantity of Division 2.3 – Hazard Zone A material or Division 6.1 – Packaging Group I – Hazard Zone A material; or highway route controlled quantities of a Class 7 material as defined in 49 CFR 173.403. 	<p>\$750,000</p> <p>\$5,000,000</p> <p>\$1,000,000</p> <p>\$5,000,000</p>
<p>Public liability (LPD) – for-hire vehicles under 10,000 lbs. GVWR</p> <ol style="list-style-type: none"> 1. Any small freight vehicle under 10,000 lbs. GVWR hauling commodities not subject to 1043.2(b)(2)(d). This includes tow truck operations. 	<p>\$300,000</p>
<ol style="list-style-type: none"> 2. Any small freight vehicle under 10,000 lbs. GVWR hauling any quantity of Division 1.1, 1.2 or 1.3 material; any quantity of Division 2.3 – Hazard Zone A material or Division 6.1 – Packing Group I – Hazard Zone A material; or highway route controlled quantities of a Class 7 material as defined in 49 CFR 173.403. 	<p>\$5,000,000</p>

Fees

The following fees apply to motor carriers transporting property under a permit and passengers under a motor carrier certificate (Iowa Code § 325A.4).

- New permit application \$150
- New certificate application 150
- Reinstatement of permit or certificate 150
- Name/Address change 25
- Permit update 25
- Tariff update 10
- Duplicate permit or certificate 25
- Safety education seminar* 200

***Safety education seminar.** Carriers of liquid (nondairy) and passengers (for vehicles designed to carry 16 or more, including driver), both charter and regular route are required to attend. The seminar is to be completed within six months of issuance of the motor carrier permit or motor carrier certificate. The \$200 fee shall be paid at the time of application. The seminars are scheduled and conducted biannually by the Iowa DOT's Office of Motor Vehicle Enforcement. The motor carrier will receive information on dates and locations after the permit or certificate is issued.

Exception: Passenger carriers that only operate vehicles that do not meet the definition of a commercial vehicle are exempt from paying the \$200 seminar fee and attending the seminar. A certificate is issued to the carrier limiting the operation to vehicles that do not meet the definition. Should a motor carrier decide it wants to start operating vehicles that would meet the commercial vehicle definition; the carrier would first need to update its authority, pay the seminar fee and be issued a new certificate without the exemption. Copies would need to be put in each of the motor carrier's vehicles before operating. The motor carrier would be scheduled to attend a seminar within six months.

Signature

Both statements at the bottom of the application must be signed and dated by an authorized representative(s) of the company.

Credentials

Upon receipt of the completed intrastate application, fee and all supporting documents, the Iowa DOT's Office of Motor Carrier Services will issue the appropriate credential. The credential will be nonexpiring and will only be reissued in the event of a change in the motor carrier's authority or upon reinstatement after a suspension or revocation. The credential will be 8½ inches by 7 inches and will need to be copied and carried in each of the motor carrier's

vehicles at all times. The original credential should be kept in the motor carrier's office. A separate credential will be issued for the motor carrier permit or certificate. Failure to carry and display the credential upon request is a violation in accordance with Iowa Admin. Code r. 761-524.4 (325A) and subject to penalty.

Duplicate permit or certificate

Any motor carrier in good standing requesting a duplicate credential will be issued one upon submission of an intrastate application and \$25.

Name and/or address change

Notification of name and/or address change must be made to the Iowa DOT's Office of Motor Carrier Services within 30 days of change. Notification shall be made by submitting a new intrastate application containing the new USDOT number and \$25. An updated motor carrier permit or motor carrier certificate will be issued. The updated credential must be copied and carried in each of the motor carrier's vehicles. The original credential should be kept in the motor carrier's office.

Change of ownership

A complete change of ownership, including additions or deletions of partners would necessitate a new motor carrier permit or motor carrier certificate. A new application must be submitted to the Office of Motor Carrier Services and the \$150 application fee paid.

Marking of motor vehicle

According to Iowa Admin. Code r. 761-524.12(1) the USDOT number will be the Iowa intrastate authority number. This number will need to be displayed on all vehicles. Lettering shall be on both sides of the vehicle and visible from a distance of at least 50 feet and in a color contrasting the background.

Motor carriers operating only intrastate will display the following.

Name of Motor Carrier
USDOT Number followed by IA

Motor carriers operating both interstate and intrastate must display the following.

Name of Motor Carrier
(The town, state and MC number are
not required, but may be included at the carrier's option.)
USDOT Number

Suspension, revocation, reinstatement

Failure to comply with provisions of Iowa Code Chapter 325A and Iowa Admin. Code r. 761-524 will result in suspension and/or revocation of the motor carrier permit or motor carrier certificate. The suspension or revocation will be in effect until all requirements are met, the

\$150 reinstatement fee is paid and a completed intrastate application is received by the Iowa DOT's Office of Motor Carrier Services. Upon reinstatement, a new credential will be issued that must be copied and carried in each of the motor carrier's vehicles.

Hearing

A motor carrier whose permit or certificate has been suspended or revoked for reasons other than insurance may request a hearing by submitting a written request to the director of the Office of Motor Carrier Services within 20 days of the receipt of the notice to suspend or revoke.

Checklist

Use the following checklist to be sure you have completed all the forms and requirements before your intrastate permit/certificate can be issued.

- Application completed and signed.
- Evidence of liability and property damage insurance on signed Uniform Motor Carrier Bodily Injury and Property Damage Liability Certificate of Insurance Form E ordered from the home office of your insurance company.
- Tariff submitted – household goods carriers only.
- Applicable fees paid.
- Safety self-certification signed and dated by applicant.
- Financial statement – motor carrier of liquid (nondairy) and regular route passenger operations only.
- Motor carrier identification report – required of all motor carriers who do not already have a USDOT number. Name on the report must match **EXACTLY** to the information on application and Uniform Motor Carrier Bodily Injury and Property Damage Liability Certificate of Insurance Form E.

Tariff filing for intrastate household goods carriers

This information pertains only to intrastate motor carriers of household goods. Tariffs are required to be filed with the Iowa DOT's Office of Motor Carrier Services.

Tariffs must state the rates and charges that apply for the services performed under the permit. No carrier is permitted to charge, demand, collect or receive more or less compensation for the transportation or related service than specified in the rates and charges listed in the motor carrier's tariff. Motor carriers may not publish duplicate or conflicting rates.

Title page setup and contents

- The title (or first) page of every tariff and supplement must show the tariff number in the upper right-hand corner. The first tariff filed is labeled IA DOT No. 1, and

subsequent tariffs are numbered consecutively. When tariffs are issued canceling a tariff previously filed, the Iowa DOT number that has been canceled must be shown in the right-hand corner under the IA DOT number of the new tariff.

Example: IA DOT No. 2
Canceling
IA DOT No. 1

- Supplements to a tariff in addition to showing the IA DOT number of the tariff amended shall be numbered beginning with number 1, and such information shall be shown in the upper right-hand corner. Supplements shall also show in the upper right-hand corner the number of any previous supplements canceled, and also the numbers of the supplements containing all changes made in the tariff.
- The name of each household goods carrier must be the same as that appearing on its permit. If the household goods carrier is not a corporation and the trade name is used, the name of the individual or partners must precede the trade name.
- A brief description of the territory in which, or points from and to which, the tariffs apply.
- Date of issue and date effective.
- Name, title and street address of household goods carrier or agent by whom the tariff is issued.

Tariff content and sequence

- Table of contents arranged alphabetically.
- A complete index of all commodities, including the page number. No index needed in tariffs of less than five pages or if the rates are alphabetically arranged by commodities.
- Explanation of all abbreviations, symbols and reference marks used in the tariff.
- Table of rates. All rates must be explicitly stated in cents or in dollars and cents, per one hundred pounds, per mile, per hour, per ton or two thousand pounds, per truck load (of stated amount) or other definable measure. Where rates are stated in amounts per package or bundle, definite specifications of the packages or bundles must be shown, and ambiguous terms, rates, descriptions or plans determining charges will not be accepted.

Tariff changes

All rates, charges and classifications that have been filed with the Iowa DOT's Office of Motor Carrier Services must be allowed to become effective and remain in effect for a period of at least 30 days before being changed, canceled or withdrawn, unless otherwise authorized by the Iowa DOT's Office of Motor Carrier Services. All tariffs, supplements and revised pages (including classifications) shall indicate changes from preceding tariff by use of the following symbols.

- (R) Denote reductions
- (A) Denote increases
- (C) Denote changes, the result of which is neither an increase nor reduction

Posting regulations

Each household goods carrier must post and file at its principal place of business all of its tariffs and supplements. All tariffs must be kept available for public inspection.

Power of attorney

When a household goods carrier desires to give authority to an agent to issue and file tariffs and supplements in its stead, a power of attorney in the form prescribed by the Iowa DOT must be used.

When a household goods carrier desires to participate in tariffs issued and filed by another household goods carrier or its agent, a power of attorney using the form prescribed by the Iowa DOT shall be used in favor of such other household goods carrier.

The original of all powers of attorney shall be filed with the Iowa DOT's Office of Motor Carrier Services and a duplicate of the original sent to the agent or household goods carrier in whose favor the document is issued.

Whenever a household goods carrier desires to cancel the authority granted an agent or another household goods carrier by power of attorney, this may be done by a letter addressed to the Iowa DOT's Office of Motor Carrier Services revoking the authority on 60 days notice. For good cause, the Iowa DOT may authorize a lesser notice. Copies of the notice must also be mailed to all interested parties by the carrier.

Printing

All tariffs and amendments must be in a book, pamphlet or loose leaf form. They must be plainly printed or reproduced. No alteration in writing or erasure shall be made in any tariff or supplement.

Filing date

All changes to tariffs and supplements must be filed with the Iowa DOT's Office of Motor Carrier Services at least 30 days prior to the effective date, unless otherwise authorized. Tariffs or supplements issued in connection with applications for household goods carriers may become effective on the date permits are issued.

Copy to the Iowa DOT

Household goods carriers or their agents shall transmit one copy of each tariff, supplement or revised page to the Iowa DOT's Office of Motor Carrier Services at P.O. Box 10382, Des Moines, Iowa 10382.

Summary

The requirements for obtaining a for-hire motor carrier permit or a motor carrier certificate for intrastate authority in Iowa is outlined in the preceding pages. All the requirements are based on Iowa Code chapters 325A and 327B and Iowa Admin. Code r. 524 and 529. If you have further questions, please contact the Iowa DOT's Office of Motor Carrier Services at the following address or phone number.

Iowa Department of Transportation
Office of Motor Carrier Services
P.O. Box 10382
Des Moines, Iowa 50306
Telephone: 515-237-3224
Fax: 515-237-3354

For general enforcement questions, call 800-925-6469.

If you have met all requirements necessary to obtain a motor carrier permit or motor carrier certificate and wish to bring the documents into the Iowa DOT's Office of Motor Carrier Services, staff may be able to process an application immediately, depending on the type of motor carrier permit or motor carrier certificate requested. The Iowa DOT's Office of Motor Carrier Services' physical address is 6310 S.E. Convenience Blvd., Ankeny, Iowa 50021. Applications may be received by fax, mail or submitted in person.