



## MOTOR CARRIER (MC) APPLICATION PROCESS AND TIMELINES

### Applications for Paratransit, Limousine, HHG, Scheduled Route, Call or Demand, Contractor for Passengers, Group and Party 11-15, and Airport Transfer.

Your application will go through a process as follows. Please note that processing times are calculated without any delay caused by the applicant. Incomplete documents, inaccurate information, missing filing fees, and overall non-compliance can and will result in delays and possibly dismissal and denial of the application.

- Step 1) Applicant eFiles and ePays (mailing is optional) with the Secretary's Bureau of the Commission. The application is processed and entered into our database. Filing fees are logged.  
**Processing Time:** 3 - 10 days.
- Step 2) The application will receive a docket number and is released to the motor carrier section of the Bureau of Technical Utility Services (TUS MC). At this point, the applicant can view their account online. The application is evaluated in more detail by motor carrier experts.  
**Processing Time:** 3 - 10 days.
- Step 3) An insert is now prepared for publication. The proposed territory must be published in the *PA Bulletin* and the application process will be paused, awaiting possible protests. The unprotected application will be released back to TUS MC after the protest period has ended.  
**Wait Time:** No less than 5 weeks.
- Step 4) Once returned to TUS MC, the application will receive tentative approval. The applicant must now comply with all items listed on the compliance letter. This includes but is not limited to approved tariff filing and binding insurance proof from their insurance company.  
**Processing Time:** 1- 7 days.
- Step 5) Only if compliance on all levels is met, a certificate will be issued. If compliance is not met, the application will be dismissed after the 60 days compliance deadline. *The applicant must reapply.*

A motor carrier cannot operate until a certificate is issued. A CPC (Certificate of Public Convenience) will be made available online under the PUC motor carrier account [Utility Authority Search | PA PUC](#). An original with gold seal will be mailed out.

**Broker** applications follow the same process, but an original bond is needed to meet compliance. Form E and a tariff are not required.

Applications for **Group and Party 16+** and **Property** will not be published in the *PA Bulletin*, since the publication process does not apply here. Insurance forms E and H must be provided after approval.

**Processing Time:** 7 - 21 days.

Applications for **TNC** will not be published in the *PA Bulletin*, since the publication process does not apply here. Insurance form E and a tariff must be provided after approval.

**Processing Time:** 7 - 21 days.