

Pennsylvania Public Utility Commission
Bureau of Transportation & Safety
PO Box 3265
Harrisburg, PA 17105-3265
(717) 787-3834

Instructions for the Application for Motor Common Carrier of Property

(Application PUC 189 follows these instructions.)

You must be at least 18 years of age to file an application.

1. This application is required to operate as a commercial carrier of property, excluding household goods, when providing transportation between points in Pennsylvania.
2. The signed original copy of the application must be filed with the Secretary, Pennsylvania Public Utility Commission, PO Box 3265, Harrisburg, PA 17105-3265.
3. A non-refundable filing fee of **\$100** is required at the time of filing. Applications without the required fee will be returned. The filing fee must be paid **by certified check or money order made payable to: Commonwealth of Pennsylvania**. A check drawn on an attorney's account is also acceptable. Please staple the filing fee to the application.
4. Corporations, Limited Liability Companies (LLC), Limited Liability partnerships (LLP), and fictitious trade names must be registered with the Pennsylvania Department of State. Pennsylvania corporations are issued a Certificate of Incorporation. Company's incorporated or organized in other states must register with Pennsylvania as a foreign business corporation, foreign LLC, or foreign LLP. A certificate of authority to do business in Pennsylvania will be issued to non-Pennsylvania corporations, LLCs and LLPs. For the correct forms or additional information, call the Pennsylvania Department of State at (717) 787-1057.
5. Prior to providing service in Pennsylvania, you must submit evidence of insurance to the Public Utility Commission. **Your permanent evidence of insurance will be a Form E for bodily injury and property damage insurance and a Form H for cargo insurance.** (See page 3 of the instructions for insurance limits). These forms are mailed to the Commission directly from the home office of your insurance carrier and must have the exact name and address that you have provided at lines 1, 3 or 4 of the application.

6. Recognizing that there may be a delay in the filing of your permanent proof of insurance, you may file temporary proof of insurance with your application. Temporary proof of insurance is only good for 60 days. Acceptable temporary proofs of insurance are:

- A copy of the declaration page of a current insurance policy (BIPD and/or Cargo) which shows effective dates, limits and is signed by an authorized insurance company representative.
- A copy of a valid binder of insurance.
- A copy of a valid application for insurance to the Pennsylvania Automobile Insurance Plan.

Do not send a Certificate of Insurance. The Commission does not recognize a certificate of insurance as a valid temporary proof.

7. Enclose with your application a copy of a current safety rating issued by a state or federal agency. The rating must be no more than two years old. If you cannot provide the PA PUC with proof of a current safety rating, you must undergo a safety fitness review conducted by a Commission Enforcement Officer.

Within 180 days of our issuance of a Certificate of Public Convenience, an Enforcement Officer will contact you to schedule this review. If it is determined that your safety rating is unsatisfactory, all deficiencies must be corrected immediately. A second safety fitness review will be conducted within 60 days of the date of the initial unsatisfactory rating notification. **Failure to achieve a satisfactory rating at the second review will result in immediate suspension of your certificate.** Continued non-compliance will result in revocation of the certificate.

8. It is the responsibility of the applicant or certificate holder to keep the Commission apprised of changes to current address. Change of address forms can be obtained from the Commission website, www.puc.state.pa.us, under online forms.

Minimum Limits of Insurance for Carriers of Property

General Commodities and/or Household goods in use:

Bodily Injury - \$300,000 per accident per vehicle to cover liability for bodily injury, death or property damage incurred.

Insurance coverage of motor carriers of property shall meet the requirements of 75 PA C.S. Ss.1711 (relating to required benefits).

Cargo - \$5,000 for loss or damage to cargo being transported.

Cargo Insurance may be waived if you meet any one of three criteria:

1. All transportation will be provided in dump trucks.
2. All transportation will be limited to farm products, garbage, ashes, rubbish, coal debris, earth, crushed stone, amesite, and similar construction materials.
3. The value of any one load being transported will not be more than \$500 in value.

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Application for Motor Common Carrier of Property

Please complete all parts of the following application. Incomplete applications will be returned. All questions may be directed to the Bureau of Transportation & Safety at (717) 787-3834.

1. **Legal Name of Applicant** (Individual, Partnership or Corporation)

2. **Trade Name** (Attach a copy of fictitious name registration if applicable)

3. **Physical Address** (do not use PO Box)

Street Address

City, State and Zip Code

Telephone Number

County

4. **Mailing Address** (if different from Physical Address)

Street Address

City, State and Zip Code

5. **Attorney** (if applicable)

Attorney's Name & Telephone Number for this Filing

Attorney's Address

6. Does applicant currently hold PA PUC authority? Yes **No** (circle one)

If yes, enter current docket number **A-00**__ __ __ __ __ __

7. **Form of Organization** (Check one that applies to this application)

Individual

Partnership (Attach a copy of a Partnership Agreement and list the names and addresses of ALL partners)

Corporation, LLC or LLP)

Attach a copy of the Certificate of Incorporation or Certificate of Authority or the foreign corporation registration. Include a list of all officers and titles.

8. **Attachment Checklist**

For Corporations, LLPs and LLCs Only:

- Date-stamped copy of Certificate of Incorporation, or Certificate of Authority, or registration as a foreign entity.
- List of corporate officers/titles and distribution of shares.

For Partnerships Only:

- Copy of Partnership Agreement, list all partners or members.

For ALL Applicants:

- Fictitious Trade Name Registration (if applicable).
- Copy of Current Safety Rating (if available).
- Proof of Insurance (See item 5 on instruction sheet).
- Certified check, money order or attorney's check.

9. **Certification**

Applicant certifies that it is not now engaged in any intrastate transportation of property for compensation between points in Pennsylvania and will not engage in said transportation unless and until authorization is received from the Pennsylvania Public Utility Commission.

Applicant further certifies that it understands the requirements of the Pennsylvania Public Utility Commission, especially as they relate to safety and insurance and that it may be subject to civil penalties, suspension or cancellation of the Certificate for failure to comply with Commission requirements.

Applicant further certifies that it understands that it is subject to an annual assessment based upon its reported gross Pennsylvania intrastate revenues; said assessment to help defray expenses incurred in regulating Motor Common Carriers of Property; and acknowledges that failure to report revenue and pay its annual assessment may result in civil penalties, suspension or cancellation of the Certificate.

You must sign the following application.

Verification of Application

I/we hereby state that the statements made in this application is/are true and correct to the best of my/our knowledge and belief.

The undersigned understands that false statements herein are made subject to the penalties of 18 Pa. C.S. Section 4904 Relating to Unsworn Falsification to Authorities.

(Print Name)

(Signature)

(Date)

The verification of the application must be completed by the applicant appearing on Line 1 of the application by the named individual, all partners (if a partnership) or by the President or Secretary (if a corporation).