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| PUC logo | COMMONWEALTH OF PENNSYLVANIAPENNSYLVANIA PUBLIC UTILITY COMMISSION400 NORTH STREET, HARRISBURG, PA 17120 |  |

January 5, 2018

**Notice of 2018 Unified Carrier Registration**

**Registration Begins January 5, 2018**

Your company is receiving this letter because it has been issued a DOT number and your company’s vehicle(s) travel from one state into another (or transport freight that has an origin in one state and a destination in another state) which is defined as interstate transportation. Companies involved in interstate transportation must register and pay a fee as required by the Unified Carrier Registration Act (UCR law). This includes motor carriers, motor private carriers, brokers, leasing companies and freight forwarders.

The UCR Program requires interstate motor carriers, including for-hire, private, and exempt motor carriers, to register with the program and pay an annual fee. For-hire motor carriers transport someone else’s property, while private motor carriers transport items that they own. Private companies include those that transport their own merchandise, equipment or tools to provide services, or for any other reason operate the vehicles out of state in the course of the business.

 Pennsylvania participates in the Unified Carrier Registration program (UCR program) through the Public Utility Commission (PUC). The PUC is providing you with the enclosed UCR program registration form and instructions. The fee is based on the number of motor vehicles owned or leased by the company. Fees will fund motor carrier safety and enforcement programs in Pennsylvania. The 2018 UCR fee is due by December 31, 2017; payment is due in order to avoid a fine if your vehicles are stopped out of state in 2018.

**How to Register and Pay the Fee - You Have Two Options**

1. *On-line*. To avoid delays, we strongly recommend that you register on-line. Go to [www.ucr.in.gov](http://www.ucr.in.gov) and click on first link at the left, “Start UCR registration” and follow the instructions. Please *make sure* that the address at the top of the screen on the internet site has the address [www.ucr.in.gov](http://www.ucr.in.gov). Any other internet address is not the Unified Carrier Registration site and could result in a significant fee from a processing company. The instructions on the UCR web site will guide you through the registration process. Payments may be made on-line using MasterCard, Visa, Discover Card, debit card, or e-check, and you may print a receipt from the web site. There is a fee for both credit card and e-check payments. The fee for e-check payments is $1.00. This fee does not apply to checks sent in by mail.

Motor carriers may now register and pay for their Unified Carrier Registration using their smart phone.  From your mobile phone go to [www.ucr.in.gov](http://www.ucr.in.gov).

2. *Mail*. To register by mail, please complete the enclosed UCR application form and send your application and payment to: ***UCR Program, PA Public Utility Commission, 400 North Street, Harrisburg, PA 17120***. Checks or Money Orders must be made payable to the **“Commonwealth of Pennsylvania.” Please do not send cash.** You will not receive a receipt for payments made by mail unless you list an e-mail address on your form..

**Forms UCR-1 and UCR-2**

 Additional requirements are referred to in Section 4 above Line 1 and in Line 2 under the second option. As explained in the instructions, these additional requirements refer to forms UCR-1 and UCR-2 which are vehicle lists. These forms are **not required** to be filed with your UCR registration form, but are only to be submitted **if requested** by the PA PUC.

**Changes in Company Information**

If you have gone out of business, no longer travel into other states, are permanently leased to another company, have a new address, or have a change in the number of vehicles, you need to update your company information. This is done by filing a Motor Carrier Identification Report (MCS-150). You may update your MCS-150 information by:

* Going on-line and creating a “FMCSA Portal Account” at <http://portal.fmcsa.dot.gov>.
* Going to <http://safer.fmcsa.dot.gov/public/MCS150.asp> and printing out the MCS-150 form and returning to our office for processing.
* E-mailing marparker@pa.gov to request a copy of the MCS-150 form. A form will be sent by return e-mail.
* Calling the PUC’s Bureau of Investigation and Enforcement at 717-783-5934 or

717-783-3846 to receive a copy of the form by direct mail, fax, or e-mail.

**Additional Information**

Further information on the UCR Act can be found at [www.ucr.in.gov](http://www.ucr.in.gov/) (the FAQs are a good source of information), and the PA PUC’s web site at http://www.puc.pa.gov. We encourage you to visit both web sites. If you have any questions about the registration process, please contact the Pa. PUC’s Bureau of Investigation and Enforcement at either 717-783-5934 or 717-783-3846.

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| PUC logo | **UCR Program****PA Public Utility Commission****400 North Street****Harrisburg, PA 17120** | 2018 UNIFIED CARRIER REGISTRATION**Jan. 5, 2018 – Dec. 31, 2018****To register online go to WWW.UCR.IN.GOV** |

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| **SECTION 1. GENERAL INFORMATION** |
| USDOT Number | MC /MX/FF Number | E-Mail Address | Telephone Number | Fax Number |
| Legal Name | Doing Business under the Following Name (DBA) |
| Principal Place of Business Street Address (See Instructions) | City | State  | Zip Code |
| Mailing Address  | City | State | Zip Code |
| **SECTION 2. CLASSIFICATION – *Check All That Apply*** |
| [ ]  Motor Carrier [ ]  Motor Private Carrier [ ]  Broker [ ]  Leasing Company [ ]  Freight Forwarder |
| **SECTION 3. FEES DUE-BROKERS & LEASING COMPANIES ONLY***Note: If your company is also a motor carrier or motor private carrier, skip this section and go to section 4.* |
| Registrants that (1) hold broker authority and are NOT motor carriers or freight forwarders, or (2) are leasing companies that do not hold ANY interstate operating authority from USDOT, submit the amount of $69 in the form of payment acceptable to your base state and go to Section 7. |
| **SECTION 4. MOTOR CARRIERS & FREIGHT FORWARDERS – NUMBER OF VEHICLES**  |
| ***Check only one box: The number of vehicles below is:***Option A [ ]  Taken from section 26 of your last reported MCS-150/MCSA-1 form.Option B [ ]  The total number of vehicles owned or operated for the 12-month period ending June 30, 2017.***See Instructions for additional requirements if you select Option B.*** |
| **LINE****NO.** |  |
| **1.**  | **The total number of Straight Trucks and Tractors:** |  |
| **2.** | **Number of passenger vehicles designed to carry more than 10 people, including the driver:** |  |
| **3.** | **Add Lines 1 and 2 and enter results here:**  |  |
| **4.** | **(Optional for MOTOR CARRIERS & MOTOR PRIVATE CARRIERS ONLY): Enter the number of vehicles that are used EXCLUSIVELY in INTRASTATE transportation or have a Gross Vehicle Weight Rating less than 10,000 lbs. You are required to maintain a list of vehicles excluded under this option. *See Instructions for additional requirements if you select this option.*** |  |
| **5.** | **Subtract Line 4 from Line 3 enter total here:** |  |
| **6.**  | **(Optional for For-Hire Motor Carriers only). Add any other motor vehicle you operated for compensation, and not included on Line 1 or Line 2, regardless of weight, interstate or intrastate commerce or how many passengers the vehicle is designed to carry:** |  |
| **7.** | **Add lines 5 and 6 and enter results here:** |  |
| **8.** | **Grand Total – Enter amount from Line 3, Line 5, or Line 7, as applicable:**  |  |
| **SECTION 5. FEE TABLE** |
| **Number of Vehicles** | **Amount Due** |  | **Number of Vehicles** | **Amount Due** |  | **Number of Vehicles** | **Amount Due** |
| 0-2 | $69.00 |  | 6-20 | $410.00 |  | 101-1000 | $6,820.00 |
| 3-5 | $206.00 |  | 21-100 | $1,431.00 |  | 1001 or more | $66,597.00 |
| **SECTION 6. FEES DUE – MOTOR CARRIER & MOTOR PRIVATE CARRIER**  |
| Using the number of vehicles in Section 4, Line 8 above, enter the Amount Due from the table in Section 5.*Note: Contact your selected base state for the types of accepted payment.* | $ |
| **SECTION 7. CERTIFICATION**  |
| I, the undersigned, under penalty for false statement, certify that the above information is true and correct and that I am authorized to execute and file this document on behalf of the applicant. (Penalty provisions subject to the laws of the registration state.) |
| Name Of Owner Or Authorized Representative (Printed) | Date |
| Signature | Title |

 **Instruction Sheet for Unified Carrier Registration Form 2018**

**What is my base state for UCR?**

(A) If your principal place of business as completed in Section 1 of the form is AK, AL, AR, CA, CO, CT, DE, GA, IA, ID, IL, IN, KS, KY, LA, MA, ME, MI, MN, MO, MS, MT, NC, ND, NE, NH, NM, NY, OH, OK, PA, RI, SC, SD, TN, TX, UT, VA, WA, WI or WV, **you must use that state as your base state**. If your principal place of business is not in one of these states, go to (B).

(B) If your principal place of business is not one of the states listed in (A) above but you have an office or operating facility located in one of the states listed in (A) above, you must use that state as your base state.

(C) If you cannot select a base state using (A) or (B) above, you must select your base state from (A) above that is nearest to the location of your principal place of business; or

(D) Select your base state as follows:

a. If your principal place of business is in DC, MD, NJ, or VT or the Canadian Province of ON, NB, NL, NS, PE, or QC, you may select one of the following states: CT, DE, MA, ME, NH, NY, PA, RI, VA, or WV.

b. If your principal place of business is in FL or a state of Mexico, you may select one of the following states: AL, AR, GA, KY, LA, MS, NC, OK, SC, TN, or TX.

c. If your principal place of business is in the Canadian Province of ON, MB or NU, you may select one of the following states: IA, IL, IN, KS, MI, MN, MO, NE, OH, or WI.

d. If your principal place of business is in AZ, HI, NV, OR, or WY or the Canadian Province of AB, BC, MB, NT, NU, SK, or YT or a state of Mexico, you may select one of the following states: AK, CA, CO, ID, MT, ND, NM, SD, UT, or WA.

**Change of Base State**

If you selected your base state using (C) or (D) above and your principal place of business has moved to a qualified state in (A) or (B) above, you may at the next registration year change your base state to a state listed in (A) or (B).

**Section 1. – General Information**

Enter all identifying information for your company. The owner and DBA name should be identical to what is on file for your USDOT number (See http://safer.fmcsa.dot.gov/CompanySnapshot.aspx). Enter the principal place of business address that serves as your headquarters and where your operational records are maintained or can be made available.

**Section 2. – Classification (***Definitions****)***

“**Motor carrier**” means a person providing motor vehicle transportation for compensation.

“**Motor private carrier**” means a person who provides interstate transportation of property in order to support its primary line of business.

“**Broke**r” means a person, other than a motor carrier, who sells or arranges for transportation by a motor carrier for compensation.

“**Freight forwarder**” means a person who arranges for truck transportation of cargo belonging to others, utilizing for-hire carriers to provide the actual truck transportation, and also performs or provides for assembling, consolidating, break-bulk and distribution of shipments and assumes responsibility for transportation from place of receipt to destination.

“**Leasing company**” means a person or company engaged in the business of leasing or renting for compensation motor vehicles without drivers to a motor carrier, motor private carrier, or freight forwarder.

**Section 3. - Fees Due-Brokers and Leasing Companies**

Brokers and leasing companies pay the lowest fee tier. If your company is also a motor carrier (whether private or for-hire) you will skip this section of the application.

**Section 4. - Number of Motor Vehicles– Motor Carrier & Motor Private Carrier**

Check the appropriate box indicating where you obtained the vehicle count for the numbers you entered into the table in this section. If you select Option B, and your fleet count using this method places you in a bracket with a lower fee than if you had selected Option A, you are required to maintain a list of vehicles covered by your UCR registration and submit this information on **Form UCR-2** to your base state upon request. **Form UCR-2 may be obtained from your base state or at www.ucr.in.gov. You only need to provide Form UCR-2 to your base state upon request, do not submit the form with your UCR registration!**

**Line 1.** Enter the number of trucks and tractors over 10,000 pounds.

**Line 2**. Enter the number of passenger vehicles designed for more than 10 passengers, including the driver that you operated during the 12-month period ending June 30, 2017.

A vehicle must be included as “operated” (1) if you included it among the vehicles you operated on the last Form MCS-150 or MCSA-1 you filed for the U.S. DOT number you entered at the top of this Form, or (2) if the vehicles traveled under the U.S. DOT number you entered at the top of this Form during the 12-month period that ended June 30, 2017. However, vehicles you operated only under a short-term lease (less than 30 days) should not be included.

**Line 3. Add lines 1 and 2 and enter the results.**

**Line 4.** (**Optional, FOR MOTOR CARRIERS ONLY)**. You may also subtract vehicles that you included in Line 1, Column A, that you operate **ONLY** in the **INTRASTATE** transportation of property, waste, or recyclable material. “Intrastate” means that these vehicles never cross state lines or carry cargo that originates or has a destination in another state or foreign country. Passenger vehicles may **NOT** be subtracted. Freight Forwarders may not use this option to subtract either freight or passenger vehicles. A vehicle registered under the International Registration Plan is presumed not to be intrastate.

**If you use this Option, you must maintain a list of the vehicles you have subtracted. Form UCR-1is designed for that purpose. Form UCR-1 may be obtained from your base state or online at www.ucr.in.gov. Only provide Form UCR-1 upon request of your base state, DO NOT INCLUDE IT WITH YOUR UCR REGISTRATION.**

**Line 5. Subtract Line 4 from Line 3 enter results.**

**Line 6. (Optional, FOR FOR-HIRE MOTOR CARRIERS ONLY)**. You may add here any motor vehicles you operate for-hire, regardless of weight, in interstate or intrastate commerce. This includes passenger vehicles regardless of the number of passengers.

**Line 7.Add lines 5 and 6 and enter results.**

**Line 8. Grand total** Enter the number from line 3, line 5 or line 7 whichever is the most accurate. If the registrant subtract no vehicles on line 4 and does not add any vehicles on line 6 then line 3 must be used to determine the entry on line 8. If the registrant subtracts vehicles on line 4 and does not add any vehicles on line 6 then Line 5 is the number that must be entered on Line 8. If the registrant does not enter any number on line 4 but does add more vehicles on line 6 then the number entered on Line 7 must be used. .**Section 5. – Fee Table for Motor Carriers (For-Hire & Private) & Freight Forwarders**

This table is the approved UCR fees you will pay dependent upon the number of vehicles reported in Section 4. This fee may change from year to year. Contact your base state if you do not have the fee table for the correct registration period.

**Section 6. – Fee Due for Motor Carrier (For-Hire & Private) & Freight Forwarders**

Enter the amount due for the total number of vehicles calculated in Section 5.

**Section 7. – Certification**

The owner or an individual who authorized to sign on behalf of the owner or owners must sign this form. This certification indicates that the information is correct under penalty of perjury.