



MODOT-Motor Carrier Services FORM B-1R INSTRUCTIONS

Application Instructions for Annual or Temporary Credentials or Hunter's Permit

ONLINE RENEWAL

You can renew or request credentials online through MoDOT Carrier Express at www.modot.org/mce. To obtain a user ID to access MoDOT Carrier Express, send an e-mail request to contactmcs@modot.mo.gov.

SECRETARY OF STATE REGISTRATION

If your authority is under the name of a Limited Partnership, Limited Liability Partnership, Limited Liability Company or Corporation, the company must be in good standing with the Missouri Secretary of State prior to filing the renewal. You can check your status or file with the Missouri Secretary of State at www.sos.mo.gov.

SECTION 1 – GENERAL INFORMATION

- **USDOT Number** – A USDOT number is required for operation in intrastate commerce in the state of Missouri.
- **FEIN Number/Social Security Number** – An FEIN number is a federal tax id number. If you are a sole proprietor and do not have an FEIN number enter your Social Security Number. If you have an FEIN number you do not need to provide a Social Security Number.
- **Name of Carrier** – This is the Company name or Legal Name registered with the Missouri Secretary of State. This name MUST be the same as the name registered with FMCSA and the Missouri Secretary of State's Office (if applicable).
- **Trade or DBA (Doing Business As) Name** – DBA stands for "doing business as", and is a name that a company may use that is different from their legal company name.
If using a DBA name, it MUST be registered with the Missouri Secretary of State. You can file a fictitious name registration online at www.sos.gov/business/corporations/startBusiness.asp or by calling 1.866.223.6535.
- **Business Address** - The Business address is the location where the safety records of the company are kept or can be made available. This must be a physical location, not a post office box.
- **Mailing Address** – Enter if your mailing address is different than your Business address.

SECTION 2 – DECAL REQUEST

Number: Enter the number of each type of decal you are requesting.

Amount Due: Enter the total due (Number times Fee) for the type of decal you are requesting.

License/Permit Type:

• Intrastate Passenger Service Window Sticker:	Required for carriers transporting passengers wholly within Missouri whose vehicle(s) have a seating capacity of 6 to 12 passengers.
• Intrastate Operations Door Sticker:	Required for carriers transporting property wholly within Missouri or carriers transporting passengers wholly within Missouri whose vehicle(s) have a seating capacity of more than 12.
• 72-Hour Combined Reciprocity & Motor Fuel Permit:	Required when the carrier is based in another jurisdiction and is traveling in Missouri, but is not properly registered with Missouri or under the International Fuel Tax Agreement (IFTA).
• 72-Hour Permit:	This permit takes the place of an intrastate sticker. The permit DOES NOT replace the requirement for intrastate operating authority. Applicant <u>MUST</u> hold active intrastate authority.
• 72-Hour Reciprocity Permit:	Required when the carrier is based in another jurisdiction and is traveling in Missouri, but is not properly registered with Missouri. Permit <u>MUST</u> be obtained prior to entry into Missouri.
• 72-Hour Motor Fuel Permit:	Required when the carrier is based in another jurisdiction and is traveling in Missouri, but is not registered under the International Fuel Tax Agreement (IFTA). Permit <u>MUST</u> be obtained prior to entry into Missouri. Missouri carriers not licensed under IFTA and operating a qualified vehicle interstate <u>MUST</u> obtain this permit prior to re-entry into Missouri.
• 30-Day Hunter's (Unladen) Permit:	Authorizes the movement of a vehicle and trailer in all International Registration Plan (IRP) jurisdictions upon cancellation of a lease, at the empty weight by a lessor if the apportioned plate has been surrendered to the lessee.

SECTION 3 – UCR INFORMATION

Motor Carriers operating in both Interstate and Intrastate Commerce must file and pay fees under the Unified Carrier Registration Agreement. Intrastate renewal is not allowed for Motor Carriers registered with UCR.

SECTION 4 – WORKERS COMPENSATION VERIFICATION

This section is ONLY to be completed by Motor Carriers transporting Household Goods. Select the appropriate box indicating the status of your workers compensation insurance.

SECTION 5 – SIGNATURE

Verify the B-1R form is complete and accurate. Provide your signature, title and date below the certification statement.