



Motor Carrier Services  
P. O. Box 270, 830 MoDOT Drive  
Jefferson City, MO 65102-0270  
[www.modot.gov/mcs/](http://www.modot.gov/mcs/)  
Telephone No. (573) 751-3358 and Fax No. 573-522-6708

## HOUSEMOVER LICENSE APPLICATION INSTRUCTION SHEET

### APPLICANT:

- Enter your **US DOT Census No.**, **FEIN number** and **Social Security Number** (for a single owner only).
- Enter the name of your company, your daytime telephone number and facsimile number. If your company is using a fictitious (d/b/a) name (something other than your true name), you are required to register that name with the Secretary of State. You must register all corporations and limited liability companies with the Secretary of State's office. Please make sure that the name you show on your application is identical to the name on file with that office. If you have any questions concerning the registration of a fictitious name, please contact the Secretary of State's Office at (573) 751-3827.

### BUSINESS ADDRESS:

- The Department requires a physical address of the applicant's principal place of business. A principal place of business is a single location that serves as a motor carrier's headquarters and where it maintains or can make available its operation records. Enter your business (physical) address including city, state and zip code. Do not enter post office box addresses here.
- If the application is for a renewal housemover license and your business address has changed, file new proof of insurance reflecting the new business address.

### MAILING ADDRESS:

- If different from your business address, please enter your mailing address including city, state and zip code. If your mailing address is left blank, all mail will be sent to your business address.

### TYPE OF APPLICATION:

- Indicate if this registration is for a New Housemover License, or a renewal License.

### TYPE OF OPERATION:

- Please indicate if you will be operating **wholly** within a commercial zone or outside of commercial zones. Commercial zones are defined in Section 390.020, Missouri Revised Statutes. Generally, the commercial zone of a municipality is an area that extends one mile beyond the corporate limits of a municipality (city) and one additional mile for each fifty thousand inhabitants or portion thereof. Exceptions: The commercial zone for St. Louis City extends eighteen miles beyond that city's corporate limits and throughout St. Louis county and St. Charles county. The commercial zone for Kansas City extends twelve miles beyond that city's corporate limits. The commercial zone for Sedalia extends four miles beyond that city's corporate limits. Also check this item if you are operating under contract with the state of Missouri or any civil subdivision where the transportation services are paid directly to the carrier by the state of Missouri or civil subdivision.
- If you operate **outside of the commercial zone**, you **will be required to complete an MO-1** application for a Property Carrier Registration in addition to this Housemover License Application. Please contact the Registration Section for this form.

### FORM OF BUSINESS:

- Please check the type of business entity of your company, and if applicable, name the state where your corporation or limited liability company is incorporated. If you have any questions concerning the registration of a corporation, please contact the Secretary of State's Office at (573) 751-4153 or toll-free 1-866-223-6535 or by fax 573-751-5841.

### LIST NAME OF PARTNERS OR OFFICERS:

- List your officers or partners' name and title, whichever is applicable.

### HOUSEMOVER QUALIFICATION:

- Please check yes or no for each of the questions shown.

### WORKER'S COMPENSATION:

- Check whether your company has been certified as self-insured by the Missouri Division of Worker's Compensation, or has coverage in force that complies with the worker's compensation insurance requirements in chapter 387, Missouri Revised Statutes for all employees.

### **PROOF OF PUBLIC LIABILITY SECURITY AND CARGO INSURANCE:**

- You will be required to have your auto liability insurer file with this Department a Form E- Uniform Certificate of Bodily Injury and Property Damage Insurance in the amount of five hundred thousand (\$500,000) for bodily injury or death of one or more persons in any one accident and for injury or destruction of property of others in any one accident (***PLEASE TAKE NOTICE that higher minimum limits of auto liability insurance are required by the Missouri Department of Transportation before it issues any overdimension or overweight permit for a house move. For more information contact MODOT at (800) 877-6881 or (573) 751-2871.***); and
- A certificate of insurance from the insurer or its authorized agent for not less than two million (\$2,000,000) of comprehensive general liability insurance issued by one or more insurance companies must be filed with the Department; and
- Either a:
  - ❖ Form H-Uniform Motor Carrier Cargo Insurance Certificate of Insurance in the amount of one hundred thousand (\$100,000); or
  - ❖ Form J-Uniform Motor Carrier Cargo Surety Bond in the amount of \$50,000 for the benefit of the person contracting with the applicant to move that person's house, for all claims for property damage arising from the movement of a house.

### **ANNUAL LICENSE FEE:**

- The Department of Transportation accepts company/personal checks if the check meets the following criteria. **Checks that do not meet these criteria WILL NOT BE ACCEPTED.**
  1. The amount of the check for a single order does not exceed \$20,000.00. Multiple \$20,000 checks for a single order will not be accepted;
  2. The check is not post dated;
  3. The check is written for the amount of the transaction;
  4. The check is pre-printed with the check writer's name, address, bank code and account number (counter checks are not accepted);
  5. The check is not a two party check;
  6. **Check is made payable to Director of Revenue**
  7. The check is properly completed; and
  8. The check is not in payment of a previously returned check for insufficient funds.
  9. The social security number of the check writer is written on the check.
- **If the check writer brings a company check into the office, the following identification will be required:**
  1. Photo identification of the check writer;
  2. Drivers license number or social security number of check writer;
  3. Date of birth of check writer; and
  4. Daytime phone number of check writer.

### **VEHICLE LISTING AND PROOF OF VEHICLE INSPECTION:**

- The applicant must list all motor vehicle (power units) to be used in the movement of houses, whether owned, leased or otherwise used. You will be required to file throughout the license year any changes in the equipment list you provide with your application. If the power unit is not on file with this agency, the Missouri Department of Transportation will not issue any oversize or overweight permits for that vehicle. Extra copies of this form will be provided to you upon request.

### **CERTIFICATION:**

- Read the certification, print your name, title, date, and sign the forms. The applicant is declaring the truth of all matters stated in the application under penalty of perjury.

### **REGISTRATION PERIOD:**

- The annual housemover license is good for one year from date of issuance. You will be required to submit a renewal application in advance of your next annual house license. Please allow for sufficient time for the Department to review the application and issue this license before it is needed.

### **NON-STANDARD APPLICATION:**

- Any application not filed on the Department's printed forms must contain all the same information in the same order as the printed forms. The Department will not process any incomplete application forms. ***Make a copy of the completed application for your file.***

### **MAILING INSTRUCTIONS:**

- Forms should be mailed to **MoDOT, Motor Carriers Services, P. O. Box 270, Jefferson City, MO 65102-0270.** Please call this agency with any questions at (573) 751-3358 or toll-free 1-866-831-6277. ***You may also fax your completed housemover application to 573-522-6708 with a cover sheet where to fax your invoice for the \$100 application fee. Please include your e-mail for correspondence.***