

New Customer Information Form Instruction Sheet

MoDOT Motor Carrier Services

SECTION 1 – GENERAL INFORMATION

Complete all applicable sections of the general information section.

- **USDOT Number:** Enter the USDOT number. If your company has not been assigned a USDOT number, leave this box blank.
- **Secretary of State File/Charter Number:** If you operate as a sole proprietor (individual), leave this box blank.
- **FEIN / Social Security Number:** Enter the Federal Employee Identification Number issued by the Internal Revenue Service (IRS) to your company. If you operate as a sole proprietor (individual), provide your Social Security Number instead.
- **Telephone Number:** Enter the business telephone number.
- **Fax Number:** Enter the business fax number.
- **e-Mail Address:** Write the e-mail address of the person to be contacted about state requirements.
- **EPA Number:** Enter the company's Environmental Protection Agency (EPA) number if you haul hazardous waste.
- **Legal Name:** For a single owner, enter your true first and last name as shown on birth records. Partnerships should list the legal name of each partner. Corporations or limited liability companies should enter the unique name of the company that is on file with your state of incorporation. Do not enter a d/b/a name as the legal name.
- **Doing Business as Name (d/b/a):** If your company uses a fictitious (d/b/a) name and you are a Missouri based carrier, that name must be registered with the Missouri Secretary of State. Contact them toll-free at 1-866-223-6535.
- **OSOW Terminal Address:** Enter the physical location (street address) of your place of business if you haul Oversize/Overweight loads.
- **IRP/IFTA Established Place of Business Address:** If you will obtain apportioned license plates or an IFTA (fuel tax) license, enter the physical location (street address) of your place of business. A post office box is not acceptable.
- **Operating Authority Principal Place of Business Address:** Enter the location (street address) of your headquarters. This should be where you maintain or can make available operational records.
- **Mailing Address:** Enter the mailing address if mail cannot be delivered to addresses listed above.

SECTION 2 – FORM OF BUSINESS

Indicate the company form of business. If the company is a corporation, limited liability company or partnership, list the company officers' or partners' names.

SECTION 3 – PERMIT SERVICE CONTACT INFORMATION

If your company is a permit service, complete this section.

SECTION 4 – IRP/IFTA VEHICLE INFORMATION FOR 72-HOUR PERMITS

Complete this entire section when requesting a 72-hour trip, fuel, or operating authority permit.

- *72-Hour Reciprocity Trip (\$10)*
for carriers based elsewhere that are not licensed to travel in or through Missouri.
- *72-Hour IFTA Permit (\$10)*
for carriers that do not have an IFTA (fuel tax) license.
- *72-Hour OPA Permit (\$5)*
for carriers that are without an intrastate sticker. Intrastate Authority is required.

SECTION 5 – OVERSIZE/OVERWEIGHT REQUIREMENT FOR ORDERING PERMITS

SECTION 6 – CERTIFICATION STATEMENTS

The applicant or someone legally authorized to sign on their behalf must sign this document. If a permit company signs this section, power of attorney documentation must be provided.