Applying for Intrastate Operating Authority – Online Procedures

All motor carriers who operate for hire, in intrastate commerce* are required to obtain intrastate operating authority through MoDOT Motor Carrier Services, unless their vehicle or specific operations are exempted. Operating Authority can be requested by filling out an MO-1 form located on the MO Operating Authority tab of our website, www.mcs.modot.mo.gov/mcs, or online through MoDOT Carrier Express.

Click Here to see the following types of vehicles and/or operations that are exempt from registration requirements.

*INTRASTATE COMMERCE: commerce moving wholly between points within this state, whether such commerce moves wholly by motor vehicle or partly by motor vehicle and partly by any other means of transportation (section 390.020, RSMo).

INSURANCE: In order to receive and maintain authority, proof of insurance to the limits of liability is required. Contact your insurance company to file the required insurance form(s) with MoDOT Motor Carrier Services.

TYPES OF AUTHORITY: Click on the authority type to see procedures for filing online.

<table>
<thead>
<tr>
<th>Property</th>
<th>Transports any property (except household goods).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household Goods</td>
<td>Transports personal effects &amp; property to be used in a dwelling, store, office, or institution; or articles that require specialized handling and equipment used in moving household goods.</td>
</tr>
<tr>
<td>Passengers Other than in Charter Service</td>
<td>Transports passengers for-hire at a per passenger fee.</td>
</tr>
<tr>
<td>Passengers in Charter Service</td>
<td>Transports passenger groups from beginning to end at a fixed charge for the vehicle.</td>
</tr>
<tr>
<td>Passengers Other than Charter Not-For-Profit</td>
<td>Transports exclusively the elderly, handicapped, preschool disadvantaged, or in specialized “urbanized areas”. Section 390.063, RSMo.</td>
</tr>
</tbody>
</table>

Click Here for Report List Instructions.

CONTACT US

Address: 830 MoDOT Drive, PO Box 270
Jefferson City, MO 65102-270

Phone: 866.831.6277, option 3

Fax: 573.522.6708
Applying for Intrastate Operating Authority – Online Procedures

PROPERTY CARRIER

1. Access MoDOT Carrier Express (MCE) by clicking on the following button from the MCS homepage: (www.mcs.modot.mo.gov/mcs).

2. Enter the Username and Password provided to you by MoDOT Motor Carrier Services
   • If you don’t remember your password you can reset it from the log-in screen by clicking on the “forgotten password” button. In order to reset your password you must know your User ID and have your IRP Number, last 4-digits of your Tax ID Number, or your MCS Customer ID.
     Note: Only one username and password is created per company, so make sure no other company official has the correct username and password before resetting it.
   • If you don’t have a user id or password, visit www.modot.org/mcs/MotorCarrierExpress.htm to request one.

3. Your Account Name, Customer ID, and USDOT Number will show at the top of the page:

   Account Name: QUALITY CARRIERS INC
   Customer ID: 3606 USDOT Number: 76600

4. Click on Begin an INTRASTATE AUTHORITY activity:

   ▶ Begin an INTRASTATE AUTHORITY activity

5. Select Intrastate Regulatory:

   ![Operating Authority]

6. Select New Carrier

   ![Intrastate Regulatory]

7. Select Property:

   ![New Carrier]

Revised 12/15/2015
Applying for Intrastate Operating Authority – Online Procedures

8. Click Submit

9. GENERAL INFORMATION
   a. Verify that your **DBA NAME & Principal Address** are Correct:
      
      *(If information needs to be changed you should fill out an MO-1 Form and send to MoDOT MCS for processing)*

      ![Updated Principal Address and Mailing Address]

   b. Enter a **Mailing Address** if different from your Principal Address:

      ![Updated Mailing Address]

   c. Enter a **Terminal Address**, if applicable:

      ![Updated Terminal Address]

   d. Enter all available **Contact Information** (name, phone, fax, e-mail):

      ![Updated Contact Information]

10. **SAFETY FITNESS** – Check the Safety Rated box if you have a safety rating and enter the most recent **Date** and **Rating** received:
    
    *(If you are not Safety Rated leave this section blank.)*

      ![Safety Fitness Section]
Applying for Intrastate Operating Authority – Online Procedures

11. PROCESSING AGENT
   a. Missouri Based Entities: Enter your principal place of business address (cannot be a PO Box).
   b. Non-Missouri Based Entities: If your principal place of business is not in Missouri, you must provide a person’s name and physical address (not a PO Box) in Missouri where legal documents may be accepted on your behalf.

12. HAZARDOUS MATERIALS – Select if you will or will not be transporting hazardous materials:

13. IF TRANSPORTING HAZARDOUS MATERIALS
   a. Select the level of Public Liability & Property Damage insurance you carry:

   AND

   b. Select ALL Classes and Divisions of hazardous materials you carry:
   (If you carry all divisions in a class select the checkbox next to the class)

   THE SELECTIONS MADE HERE MUST BE LISTED ON YOUR USDOT NUMBER.

14. CONSENT AUTHORIZATION – Read and put a checkmark in the Consent Authorization box.
   This indicates your acceptance of the terms and is considered the legal electronic equivalent of your signature.
Applying for Intrastate Operating Authority – Online Procedures

15. Click Submit (2 times)

16. BILLING INFORMATION
   a. INTRASTATE ONLY CARRIERS – Enter the number of intrastate decals you need. Every vehicle you operate needs an intrastate decal. They are $10 each.
   b. INTERSTATE CARRIERS – LEAVE THIS FIELD BLANK. You are required to pay Unified Carrier Registration, and do not need intrastate decals for your vehicles, even if one or more of those vehicles operates only in intrastate commerce.

17. Click Submit (2 times)

18. You will see the following message if the application processed successfully
   SUPPLEMENT COMPLETED - SELECT PAYMENT TAB FOR PAYMENT
   NOTE: If you do not see this message contact MoDOT MCS for further information.

CARRIERS WHO PARTICPATE IN INTERSTATE COMMERCE AND PAY UCR – Your application is complete. MoDOT MCS will contact you to request additional required information. If you have not been contacted within 7 business days contact MoDOT MCS for further information.

CONTACT YOUR INSURANCE COMPANY TO FILE THE REQUIRED INSURANCE FORM(S).

INTRASTATE ONLY CARRIERS – PROCEED TO STEP 19.

19. Click on the PAYMENT Tab to pay the invoice

20. All active invoices for your company will show.
   a. The invoice description will be titled as your carrier type.

<table>
<thead>
<tr>
<th>Carrier Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCR – Property</td>
</tr>
<tr>
<td>HHG – Household Goods</td>
</tr>
<tr>
<td>POC – Passengers No Charter</td>
</tr>
<tr>
<td>PC – Passengers Charter</td>
</tr>
</tbody>
</table>

   b. Click on the Blue Invoice ID in the column to the right of the description.

21. Select the link at the top of the page “Payment Processing Instructions – Updated” for instructions on making a payment in MCE:
Your application is complete. MoDOT MCS will contact you once your authority has been issued. If you have not received your decals within 7 business days contact MoDOT MCS for further information.

CONTACT YOUR INSURANCE COMPANY TO FILE THE REQUIRED INSURANCE FORM(S).
Applying for Intrastate Operating Authority – Online Procedures

HOUSEHOLD GOODS CARRIER

1. Access MoDOT Carrier Express (MCE) by clicking on the following button from the MCS homepage: (www.mcs.modot.mo.gov/mcs).

2. Enter the Username and Password provided to you by MoDOT Motor Carrier Services
   • If you don’t remember your password you can reset it from the log-in screen by clicking on the “forgotten password” button. In order to reset your password you must know your User ID and have your IRP Number, last 4-digits of your Tax ID Number, or your MCS Customer ID.
     *Note: Only one username and password is created per company, so make sure no other company official has the correct username and password before resetting it.*
   • If you don’t have a user id or password, visit www.modot.org/mcs/MotorCarrierExpress.htm to request one.

3. Your Account Name, Customer ID, and USDOT Number will show at the top of the page:
   
4. Click on Begin an INTRASTATE AUTHORITY activity:

5. Select Intrastate Regulatory:

6. Select New Carrier

7. Select Household Good:
Applying for Intrastate Operating Authority – Online Procedures

8. Click Submit

Submit

9. GENERAL INFORMATION
   a. Select if you are a Common Carrier or a Contract Carrier:
      *If you are a Contract Carrier you must provide MoDOT MCS with a copy of your contract.*

   b. Verify that your **DBA NAME & Principal Address** are Correct:
      *(If information needs to be changed you should fill out an MO-1 Form and send to MoDOT MCS for processing)*

   c. Enter a **Mailing Address** if different from your Principal Address:

   d. Enter a **Terminal Address**, if applicable:
Applying for Intrastate Operating Authority – Online Procedures

e. Enter all available Contact Information (name, phone, fax, e-mail):

10. SAFETY FITNESS – Check the Safety Rated box if you have a safety rating and enter the most recent Date and Rating received:
   (If you are not Safety Rated leave this section blank.)

11. PROCESSING AGENT
   a. Missouri Based Entities: Enter your principal place of business address (cannot be a PO Box).
   b. Non-Missouri Based Entities: If your principal place of business is not in Missouri, you must provide a person’s name and physical address (not a PO Box) in Missouri where legal documents may be accepted on your behalf.

12. HAZARDOUS MATERIALS – Select if you will or will not be transporting hazardous materials:

13. IF TRANSPORTING HAZARDOUS MATERIALS
   a. Select the level of Public Liability & Property Damage insurance you carry:
   AND
   b. Select ALL Classes and Divisions of hazardous materials you carry:
   (If you carry all divisions in a class select the checkbox next to the class)
Applying for Intrastate Operating Authority – Online Procedures

14. CONSENT AUTHORIZATION – Read and put a checkmark in the Consent Authorization box. This indicates your acceptance of the terms and is considered the legal electronic equivalent of your signature.

15. Click Submit (2 times)

16. HOUSEHOLD GOODS INFORMATION – Select Irregular Route and Entire State

17. Click Submit (2 times)

18. EQUIPMENT – Enter the following information for each vehicle you operate:
   a. Type of Vehicle
   b. Year
   c. Make
   d. Weight: licensed weight of the vehicle
   e. Value
   f. Ownership: Owned, Leased, To be Acquired
   g. Check if this vehicle transports Hazardous Materials
Applying for Intrastate Operating Authority – Online Procedures

19. Click Submit (2 times)

20. BILLING INFORMATION
   a. INTRASTATE ONLY CARRIERS – Enter the number of intrastate decals you need. Every vehicle you operate needs an intrastate decal. They are $10 each.
   b. INTERSTATE CARRIERS – LEAVE THIS FIELD BLANK. You are required to pay Unified Carrier Registration, and do not need Intrastate decals for your vehicles, even if one or more of those vehicles operates only in intrastate commerce.

21. Click Submit (2 times)

22. You will see the following message if the application processed successfully

   SUPPLEMENT COMPLETED - SELECT PAYMENT TAB FOR PAYMENT

   NOTE: If you do not see this message contact MoDOT MCS for further information.

CARRIERS WHO PARTICPATE IN INTERSTATE COMMERCE AND PAY UCR – Your application is complete. MoDOT MCS will contact you to request additional required information. If you have not been contacted within 7 business days contact MoDOT MCS for further information.

CONTACT YOUR INSURANCE COMPANY TO FILE THE REQUIRED INSURANCE FORM(S).

INTRASTATE ONLY CARRIERS – PROCEED TO STEP 23.

23. Click on the PAYMENT Tab to pay the invoice

24. All active invoices for your company will show.
   a. The invoice description will be titled as your carrier type.

   **Carrier Types**
   - PCR – Property
   - HHG – Household Goods
   - POC – Passengers No Charter
   - PC – Passengers Charter

   b. Click on the Blue Invoice ID in the column to the right of the description.
Select the link at the top of the page “Payment Processing Instructions – Updated” for instructions on making a payment in MCE:

Your application is complete. MoDOT MCS will contact you to request additional required information. If you have not been contacted within 7 business days contact MoDOT MCS for further information.

CONTACT YOUR INSURANCE COMPANY TO FILE THE REQUIRED INSURANCE FORM(S).
Applying for Intrastate Operating Authority – Online Procedures

PASSENGERS OTHER THAN IN CHARTER SERVICE CARRIER

1. Access MoDOT Carrier Express (MCE) by clicking on the following button from the MCS homepage: www.mcs.modot.mo.gov/mcs.

2. Enter the Username and Password provided to you by MoDOT Motor Carrier Services
   - If you don’t remember your password you can reset it from the log-in screen by clicking on the “forgotten password” button. In order to reset your password you must know your User ID and have your IRP Number, last 4-digits of your Tax ID Number, or your MCS Customer ID.
     *Note: Only one username and password is created per company, so make sure no other company official has the correct username and password before resetting it.
   - If you don’t have a user id or password, visit www.modot.org/mcs/MotorCarrierExpress.htm to request one.

3. Your Account Name, Customer ID, and USDOT Number will show at the top of the page:

   ![Account Information]

4. Click on Begin an INTRASTATE AUTHORITY activity:

   ![Begin INTRASTATE AUTHORITY activity]

5. Select Intrastate Regulatory:

   ![Intrastate Regulatory]

6. Select New Carrier

   ![New Carrier]

7. Select Passengers No Charter:

   ![Passengers No Charter]
### Applying for Intrastate Operating Authority – Online Procedures

8. Click Submit

9. **GENERAL INFORMATION**
   
   a. Select if you are a Common Carrier or a Contract Carrier:
      
      If you are a Contract Carrier you must provide MoDOT MCS with a copy of your contract.

   ![General Information Form]

   b. Verify that your **DBA NAME & Principal Address** are Correct:
      
      (If information needs to be changed you should fill out an MO-1 Form and send to MoDOT MCS for processing)

   ![General Information Form]

   c. Enter a **Mailing Address** if different from your Principal Address:

   ![General Information Form]

   d. Enter a **Terminal Address**, if applicable:

   ![General Information Form]
Applying for Intrastate Operating Authority – Online Procedures

e. Enter all available Contact Information (name, phone, fax, e-mail):

10. SAFETY FITNESS – Check the Safety Rated box if you have a safety rating and enter the most recent Date and Rating received:
   *(If you are not Safety Rated leave this section blank.)*

11. PROCESSING AGENT
   a. Missouri Based Entities: Enter your principal place of business address (cannot be a PO Box).
   b. Non-Missouri Based Entities: If your principal place of business is not in Missouri, you must provide a person’s name and physical address (not a PO Box) in Missouri where legal documents may be accepted on your behalf.

12. HAZARDOUS MATERIALS – Select Applicant will not be transporting hazardous materials:

13. CONSENT AUTHORIZATION – Read and put a checkmark in the Consent Authorization box.
   *This indicates your acceptance of the terms and is considered the legal electronic equivalent of your signature.*

14. Click Submit (2 times)

15. HOUSEHOLD GOODS INFORMATION – Select Irregular Route and Entire State

16. Click Submit (2 times)

17. EQUIPMENT – Enter the following information for each vehicle you operate:
   a. Type of Vehicle
Applying for Intrastate Operating Authority – Online Procedures

b. Year
c. Make
d. Seats: seating capacity **excluding** the driver
e. Value
f. Ownership: Owned, Leased, To be Acquired
g. Leave “Hazard” box unchecked

<table>
<thead>
<tr>
<th>Equipment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Vehicle</td>
</tr>
<tr>
<td>---</td>
</tr>
</tbody>
</table>

18. Click Submit (2 times)

19. **BILLING INFORMATION**
   a. **INTRASTATE ONLY CARRIERS** – Enter the number of intrastate decals you need. Every vehicle you operate needs an intrastate decal. They are $10 each.
   b. **INTERSTATE CARRIERS** – **LEAVE THIS FIELD BLANK.** You are required to pay Unified Carrier Registration, and do not need Intrastate decals for your vehicles, even if one or more of those vehicles operates only in intrastate commerce.

![Billing Information](image)

**NOTE:** Window stickers can only be requested for vehicles with a seating capacity of 6-12 passengers.

20. Click Submit (2 times)

21. You will see the following message if the application processed successfully

   **SUPPLEMENT COMPLETED - SELECT PAYMENT TAB FOR PAYMENT**

   **NOTE:** If you do not see this message contact MoDOT MCS for further information.

CARRIERS WHO PARTICPATE IN INTERSTATE COMMERCE AND PAY UCR – Your application is complete. MoDOT MCS will contact you to request additional required information. If you have not been contacted within 7 business days contact MoDOT MCS for further information.

**CONTACT YOUR INSURANCE COMPANY TO FILE THE REQUIRED INSURANCE FORM(S).**

**INTRASTATE ONLY CARRIERS – PROCEED TO STEP 22.**

22. Click on the PAYMENT Tab to pay the invoice

23. All active invoices for your company will show.
Applying for Intrastate Operating Authority – Online Procedures

a. The invoice description will be titled as your carrier type.

<table>
<thead>
<tr>
<th>Carrier Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCR – Property</td>
</tr>
<tr>
<td>HHG – Household Goods</td>
</tr>
<tr>
<td>POC – Passengers No Charter</td>
</tr>
<tr>
<td>PC – Passengers Charter</td>
</tr>
</tbody>
</table>

b. Click on the Blue Invoice ID in the column to the right of the description.

24. Select the link at the top of the page “Payment Processing Instructions – Updated” for instructions on making a payment in MCE:

Your application is complete. MoDOT MCS will contact you to request additional required information. If you have not been contacted within 7 business days contact MoDOT MCS for further information.

CONTACT YOUR INSURANCE COMPANY TO FILE THE REQUIRED INSURANCE FORM(S).
Applying for Intrastate Operating Authority – Online Procedures

PASSENGERS IN CHARTER SERVICE CARRIER

1. Access MoDOT Carrier Express (MCE) by clicking on the following button from the MCS homepage: (www.mcs.modot.mo.gov/mcs).

2. Enter the Username and Password provided to you by MoDOT Motor Carrier Services
   - If you don’t remember your password you can reset it from the log-in screen by clicking on the “forgotten password” button. In order to reset your password you must know your User ID and have your IRP Number, last 4-digits of your Tax ID Number, or your MCS Customer ID.
     Note: Only one username and password is created per company, so make sure no other company official has the correct username and password before resetting it.
   - If you don’t have a user id or password, visit www.modot.org/mcs/MotorCarrierExpress.htm to request one.

3. Your Account Name, Customer ID, and USDOT Number will show at the top of the page:

4. Click on Begin an INTRASTATE AUTHORITY activity:

5. Select Intrastate Regulatory:

6. Select New Carrier

7. Select Passengers Charter:
Applying for Intrastate Operating Authority – Online Procedures

8. Click Submit

9. GENERAL INFORMATION
   a. Select if you are a Common Carrier or a Contract Carrier:
      *If you are a Contract Carrier you must provide MoDOT MCS with a copy of your contract.*

   ![General Information Form]

   b. Verify that your DBA NAME & Principal Address are Correct:
      *(If information needs to be changed you should fill out an MO-1 Form and send to MoDOT MCS for processing)*

   ![General Information Form]

   c. Enter a Mailing Address if different from your Principal Address:

   ![General Information Form]

   d. Enter a Terminal Address, if applicable:

   ![General Information Form]
Applying for Intrastate Operating Authority – Online Procedures

e. Enter all available Contact Information (name, phone, fax, e-mail):

10. SAFETY FITNESS – Check the Safety Rated box if you have a safety rating and enter the most recent Date and Rating received:
   (If you are not Safety Rated leave this section blank.)

11. PROCESSING AGENT
   a. Missouri Based Entities: Enter your principal place of business address (cannot be a PO Box).
   b. Non-Missouri Based Entities: If your principal place of business is not in Missouri, you must provide a person’s name and physical address (not a PO Box) in Missouri where legal documents may be accepted on your behalf.

12. HAZARDOUS MATERIALS – Select Applicant will not be transporting hazardous materials:

13. CONSENT AUTHORIZATION – Read and put a checkmark in the Consent Authorization box.
   This indicates your acceptance of the terms and is considered the legal electronic equivalent of your signature.

14. Click Submit (2 times)

15. EQUIPMENT – Enter the following information for each vehicle you operate:
   a. Type of Vehicle
   b. Year
   c. Make
   d. Seats: seating capacity excluding the driver
   e. Value
   f. Ownership: Owned, Leased, To be Acquired
   g. Leave “Hazard” box unchecked
Applying for Intrastate Operating Authority – Online Procedures

16. Click Submit (2 times)

17. BILLING INFORMATION
   a. **INTRASTATE ONLY CARRIERS** – Enter the number of intrastate decals you need. Every vehicle you operate needs an intrastate decal. They are $10 each.
   b. **INTERSTATE CARRIERS** – LEAVE THIS FIELD BLANK. You are required to pay Unified Carrier Registration, and do not need Intrastate decals for your vehicles, even if one or more of those vehicles operates only in intrastate commerce.

**NOTE:** Window stickers can only be requested for vehicles with a seating capacity of 6-12 passengers.

18. Click Submit (2 times)

19. You will see the following message if the application processed successfully

   **SUPPLEMENT COMPLETED - SELECT PAYMENT TAB FOR PAYMENT**

   **NOTE:** If you do not see this message contact MoDOT MCS for further information.

**CARRIERS WHO PARTICPATE IN INTERSTATE COMMERCE AND PAY UCR** – Your application is complete. MoDOT MCS will contact you to request additional required information. If you have not been contacted within 7 business days contact MoDOT MCS for further information.

   **CONTACT YOUR INSURANCE COMPANY TO FILE THE REQUIRED INSURANCE FORM(S).**

**INTRASTATE ONLY CARRIERS – PROCEED TO STEP 20.**

20. Click on the PAYMENT Tab to pay the invoice

21. All active invoices for your company will show.
   a. The invoice description will be titled as your carrier type.

   **Carrier Types**
   - PCR – Property
   - HHG – Household Goods
   - POC – Passengers No Charter
   - PC – Passengers Charter

   b. Click on the Blue Invoice ID in the column to the right of the description.
22. Select the link at the top of the page “Payment Processing Instructions – Updated” for instructions on making a payment in MCE:

Your application is complete. MoDOT MCS will contact you to request additional required information. If you have not been contacted within 7 business days contact MoDOT MCS for further information.

CONTACT YOUR INSURANCE COMPANY TO FILE THE REQUIRED INSURANCE FORM(S).
Applying for Intrastate Operating Authority – Online Procedures

PASSENGERS OTHER THAN CHARTER NOT-FOR-PROFIT CARRIER

1. Access MoDOT Carrier Express (MCE) by clicking on the following button from the MCS homepage: (www.mcs.modot.mo.gov/mcs).

2. Enter the Username and Password provided to you by MoDOT Motor Carrier Services
   - If you don’t remember your password you can reset it from the log-in screen by clicking on the “forgotten password” button. In order to reset your password you must know your User ID and have your IRP Number, last 4-digits of your Tax ID Number, or your MCS Customer ID.
     Note: Only one username and password is created per company, so make sure no other company official has the correct username and password before resetting it.
   - If you don’t have a user id or password, visit www.modot.org/mcs/MotorCarrierExpress.htm to request one.

3. Your Account Name, Customer ID, and USDOT Number will show at the top of the page:
   
<table>
<thead>
<tr>
<th>Account Name: QUALITY CARRIERS INC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer ID: 3606 USDOT Number: 76600</td>
</tr>
</tbody>
</table>

4. Click on Begin an INTRASTATE AUTHORITY activity:

   - Begin an INTRASTATE AUTHORITY activity

5. Select Intrastate Regulatory:

6. Select New Carrier

   - New Carrier
   - Renewal
   - Supplement
   - Supplement Continuance

7. Select Passengers Non-Profit:

   - New Carrier
   - Property
   - Household Goods
   - Passengers No Charter
   - Passengers Charter
   - Passengers Non-Profit
Applying for Intrastate Operating Authority – Online Procedures

8. Click Submit

9. GENERAL INFORMATION
   a. Select if you are a Common Carrier or a Contract Carrier:
      If you are a Contract Carrier you must provide MoDOT MCS with a copy of your contract.

   b. Verify that your DBA NAME & Principal Address are Correct:
      (If information needs to be changed you should fill out an MO-1 Form and send to MoDOT MCS for processing)

   c. Enter a Mailing Address if different from your Principal Address:

   d. Enter a Terminal Address, if applicable:
Applying for Intrastate Operating Authority – Online Procedures

e. Enter all available Contact Information (name, phone, fax, e-mail):

10. SAFETY FITNESS – Check the Safety Rated box if you have a safety rating and enter the most recent Date and Rating received:
   (If you are not Safety Rated leave this section blank.)

11. PROCESSING AGENT
   a. Missouri Based Entities: Enter your principal place of business address (cannot be a PO Box).
   b. Non-Missouri Based Entities: If your principal place of business is not in Missouri, you must provide a person’s name and physical address (not a PO Box) in Missouri where legal documents may be accepted on your behalf.

12. HAZARDOUS MATERIALS – Select Applicant will not be transporting hazardous materials:

13. CONSENT AUTHORIZATION – Read and put a checkmark in the Consent Authorization box.
   This indicates your acceptance of the terms and is considered the legal electronic equivalent of your signature.

14. HOUSEHOLD GOODS INFORMATION – Select Irregular Route and Entire State

15. Select the type of “not-for-profit” group you transport
   NOTE: If you do not transport one of the groups below you do not qualify for this type of authority

16. Click Submit (2 times)

17. EQUIPMENT – Enter the following information for each vehicle you operate:
   a. Type of Vehicle
Applying for Intrastate Operating Authority – Online Procedures

b. Year

c. Make

d. Seats: seating capacity *excluding* the driver

e. Value

f. Ownership: Owned, Leased, To be Acquired

g. Leave “Hazard” box unchecked

<table>
<thead>
<tr>
<th>Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Vehicle</strong></td>
</tr>
</tbody>
</table>

18. Click Submit (2 times)

Your application is complete. MoDOT MCS will contact you to request additional required information. If you have not been contacted within 7 business days contact MoDOT MCS for further information.

**CONTACT YOUR INSURANCE COMPANY TO FILE THE REQUIRED INSURANCE FORM(S).**
Applying for Intrastate Operating Authority – Online Procedures

HOW TO VIEW THE REPORTS LIST

1. From the main menu hover your mouse over the Reports Tab and click on Reports List

2. You will see a list of all reports that have been generated by your User ID

<table>
<thead>
<tr>
<th>Report</th>
<th>Report Name</th>
<th>Create Date</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Icon]</td>
<td>CUSTOMER SUMMARY INVOICE</td>
<td>September 23, 2014</td>
<td>✗</td>
</tr>
<tr>
<td>![Icon]</td>
<td>CUSTOMER SUMMARY INVOICE</td>
<td>August 13, 2014</td>
<td>✗</td>
</tr>
<tr>
<td>![Icon]</td>
<td>CUSTOMER SUMMARY INVOICE</td>
<td>August 13, 2014</td>
<td>✗</td>
</tr>
</tbody>
</table>

3. To view a report click on the icon to the left of the report name

4. **You must have Adobe Reader installed on your computer to view a report.**

   To install adobe reader visit [www.adobe.com](http://www.adobe.com).