



MODOT-Motor Carrier Services

HML 1 & HML 2 FORM INSTRUCTIONS - Application for Housemover License

SECTION 1 – GENERAL INFORMATION

- **USDOT Number** – A USDOT number is required to obtain a Housemovers License in the state of Missouri. If you DO NOT have a USDOT number, you must apply for one. You can do this online at www.fmcsa.dot.gov/registration.
- **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 leave this box blank and enter your Social Security Number in the next box. If you have an FEIN number you do not need to provide a Social Security Number.
- **Legal Name** – 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 the FMCSA and the Missouri Secretary of State’s Office, if applicable.
- **Doing Business As (DBA) 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 <https://www.sos.mo.gov/business/> or by calling 1.866.223.6535.*
- **Principle Place of Business Address** - The Principle Place of 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. *If filing a renewal and the principal address has changed, you must file new proof of insurance reflecting the new address.*
- **Mailing Address** – Enter if your mailing address is different than your Principal Place of Business address.

PROVIDE A FAX OR E-MAIL ADDRESS FOR FASTER SERVICE!
Once your license is approved and ready to issue we can fax or e-mail it to you!

SECTION 2 – FORM OF BUSINESS

BUSINESS TYPE: Check the box that represents the type of business you have. This **MUST** be the same as the type of business you registered with the Missouri Secretary of State, if applicable.

ORGANIZATION INFORMATION: Provide the state where your business is organized, the date of organization, and the Charter Number provided by the Missouri Secretary of State, if applicable.

NAME & TITLE OF COMPANY OFFICERS: List the company’s officers, partners, or members and their titles. *This is not required for a sole proprietorship.*

SECTION 3 – TYPE OF APPLICATION: Select whether you are applying for a NEW or RENEWAL license.

SECTION 4 – TYPE OF OPERATION: Select whether you transport houses **wholly within** or **outside** of commercial zones.

Commercial zones are defined in section [390.020, RSMo](#). Generally, the commercial zone of a municipality is an area that extends one mile beyond the corporate limits of a municipality and one additional mile for each fifty thousand inhabitants or portion thereof. There are exceptions for the cities of St. Louis and Kansas City. Refer to the state statute above or contact MoDOT Motor Carrier Services for more information on commercial zones.

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 you should check the first box.

If you operate outside of a commercial zone you are required to obtain intrastate operating authority in addition to a housemover license. Intrastate operating authority can be obtained by filling out an MO-1 Application and returning it to MoDOT Motor Carrier Services.

SECTION 5 – HOUSEMOVER QUALIFICATION: Select YES or NO for each question shown.

SECTION 6 – WORKERS’ COMPENSATION: Select whether the company has been certified as self-insured by the Missouri Division of Workers’ Compensation, or has coverage in force that complies with the workers’ compensation insurance requirements in chapter 387 RSMo for all employees.

SECTION 7 – PUBLIC LIABILITY SECURITY–INSURANCE: Your insurance company must file the required insurance forms BEFORE authority can be granted.

- Form E – Uniform Certificate of Bodily Injury & Property Damage Insurance in the amount of \$500,000 for bodily injury to or death of one or more persons in any one accident and for injury to or destruction of property of others in any one accident;
 - **Not less than \$2 million of comprehensive general liability insurance issued by one or more insurance companies; and**
 - Form H – Uniform Motor Carrier Cargo Insurance Certificate of Insurance in the amount of \$100,000;
- or
Form J – Uniform Motor Carrier Cargo Surety Bond in the amount of \$50,000.

NOTE: higher minimum limits of auto liability insurance are required before issuance of any overdimension or overweight permit for a house move. Contact MoDOT Motor Carrier Services for more information.

SECTION 8 – ANNUAL LICENSE FEES: An annual license fee of \$100 must be received prior to issuance of a housemover license.

SECTION 9 – VEHICLE LISTING & PROOF OF VEHICLE INSPECTION: List all motor vehicles (power units) that will be used in the movement of houses, whether owner, leased or otherwise used. You are required to update this information throughout the license year if any changes are made. If the power unit is not on file with this agency, no oversize or overweight permits will be issued for that vehicle.

You must also indicate that an annual vehicle inspection has been performed within one year of the application.

SECTION 10 – CERTIFICATION & SIGNATURE: The signature of the applicant is required before this application will be processed. If someone other than the applicant signs, proof of Power of Attorney is required.

MAIL the completed application and any fees due to:

**MoDOT MCS
PO Box 270, 830 MoDOT Dr
Jefferson City, MO 65102-0270**

You may FAX the application to:

(573) 522-6708

Fees due may be paid via phone using a credit card or electronic check. Convenience fees will apply. For your safety, DO NOT write credit or debit card information on this application.

Our business hours are 7:30 a.m. to 5:00 p.m., Monday through Friday

If you want to send us questions after our business hours, send us an e-mail contactMCS@modot.mo.gov and we'll respond to your questions the next business day.

VISIT OUR WEB SITE at www.modot.org/mcs

Links to federal web sites are available online as well as MoDOT-MCS Rules and Regulations are available online.