

2009 Unified Carrier Registration (UCR) Application Instructions

The application form is not required if you register online at www.ucr.in.gov

Determining the 2009 UCR Base State

1. If the principal place of business as completed in Section 1 of the form is AK, AL, AR, CA, CO, CT, DE, GA, IA, ID, IL, IN, KS, KY, LA, MA, ME, MI, MN, MO, MS, MT, NC, ND, NE, NH, NM, NY, OH, OK, PA, RI, SC, SD, TN, TX, UT, VA, WA, WI, or WV, you must use that state as the base state. If the principal place of business is not in one of these states, go to (2).
2. If the principal place of business is not one of the states listed in (1) above but there is an office or operating facility located in one of the states listed in (1) above, you must use that state as the base state.
3. If you cannot select a base state using (1) or (2) above, select the base state from (1) above that is nearest to the location of the principal place of business; or
4. Select your base state as follows:
 - a. If the principal place of business is in DC, MD, NJ, or VT or the Canadian Province of ON, NB, NL, NS, PE, or QC, select one of the following states: CT, DE, MA, ME, NH, NY, PA, RI, VA, or WV.
 - b. If the principal place of business is in FL or a state of Mexico, select one of the following states: AL, AR, GA, KY, LA, MS, NC, OK, SC, TN, or TX.
 - c. If the principal place of business is in the Canadian Province of ON or MB, select one of the following states: IA, IL, IN, KS, MI, MN, MO, NE, OH, or WI.
 - d. If the principal place of business is in AZ, NV, OR, or WY, the Canadian Province of AB, MB, SK, or BC, or a state of Mexico, select one of the following states: AK, CA, CO, ID, MT, ND, NM, SD, UT, or WA.

Change of Base State

If you selected the base state using 4(c) or (d) above and the principal place of business moves to a qualified state in (1) or (2) above, you may at the next registration year change the base state to a state listed in (1) or (2).

Section 1 – General Information

Enter all identifying information for the company. The application form must contain the USDOT, MC and/or Freight Forwarder (FF) number. The owner and DBA name must be identical to what is on file for the USDOT, MC or Freight Forwarder number (see <http://safer.fmcsa.dot.gov/CompanySnapshot.aspx>). Enter the principal place of business address that serves as the headquarters and where the operational records are maintained or can be made available.

Section 2 – Classification/Definitions

“Commercial Motor Vehicle” means a self-propelled or towed vehicle used on the highways in commerce principally to transport passengers or cargo, if the vehicle: (1) Has a gross vehicle weight rating or gross vehicle weight of at least 10,001 pounds, whichever is greater; (2) Is designed to transport more than 10 passengers, including the driver; or (3) Is used in transporting material found by the Secretary of Transportation to be hazardous under Section 5103 of 49 USC and transported in a quantity requiring placarding under regulations prescribed by the Secretary under Section 5103.”

“Broker” means a person, other than a motor carrier, who sells or arranges for transportation by a motor carrier for compensation.

“Freight Forwarder” means a person that arranges for truck transportation of cargo belonging to others, utilizing for-hire carriers to provide the actual truck transportation, and also performs or provides for assembling, consolidating, break-bulk and distribution of shipments and assumes responsibility for transportation from place of receipt to destination.

“Leasing Company” means a person or company engaged in the business of leasing or renting for compensation motor vehicles they own without drivers to a motor carrier, motor private carrier, or freight forwarder.

“Motor Carrier” means a person providing commercial motor vehicle transportation for compensation.

“Motor Private Carrier” means a person, other than a motor carrier, transporting property by commercial motor vehicle when the transportation is as provided in Section 13501 of 49 USC and the person is the owner, lessee or bailee of the property being transported and the property is being transported for sale, lease, rent, or bailment or to further a commercial enterprise.

Section 3 – Brokers, Freight Forwarders and Leasing Companies Only

Brokers, freight forwarders and leasing companies pay the lowest fee tier. If the company is also a motor carrier (whether Private or For-Hire), skip this section of the application.

Section 4 – Number of Motor Vehicles (Motor Carrier and Motor Private Carrier)

1. Check the appropriate box indicating where you obtained the vehicle count for the numbers you entered into the table in this section.
2. In the table, enter the number of commercial motor vehicles reported on the last MCS-150 form or the total number of commercial motor vehicles owned and operated for the 12-month period ending June 30 of the year immediately prior to the year for which the UCR registration is made. This table includes owned and leased vehicles (term of lease for more than 30 days). Any vehicle designed to transport 10 passengers or less, including the driver, is not defined as a commercial motor vehicle for the purpose of payment of fees under this program and should not be counted in Column D of the table.

Option 1. You may subtract the number of property carrying vehicles used solely in intrastate commerce that you included in Section 4, Columns A or B. You may not enter on this line the number of passenger carrying vehicles included in Column C that were used solely in intrastate commerce.

Option 2. You may add the number of owned commercial motor vehicles (straight trucks, tractors, trailers, motor coaches, school buses, mini-buses, vans or limousines) that were used only in intrastate commerce if they were not included in Columns A, B or C above. You may also include on this line the number of other self propelled vehicles (not trailers) used in interstate or intrastate commerce to transport passengers or property for compensation that are not defined as a commercial motor vehicle that have a GVWR or GVW of 10,000 pounds or less or a passenger capacity of 10 or less, including the driver.

Line 3, Total Number of Vehicles. Add the number of vehicles shown in Column D, subtract any vehicles you reported in Option 1 and add any vehicles you reported under Option 2 and show the total on Line 3. Use this total number of vehicles and go to the fee table in Section 5. Pay the amount due for your total number of vehicles.

Section 5 – Fee Table (Motor Carrier and Motor Private Carrier)

This table is the approved UCR fees you will pay, determined by the number of vehicles reported in Section 4, Line 3. This fee may change from year to year. Contact your base state if you do not have the fee table for the correct registration period. Note: If you operated in 2007 and/or 2008 but did not file, you must pay for all unfiled years (if applicable) to avoid possible enforcement action. For 2007, 2008 and 2009, the fees are the same.

Section 6 – Fee Due (Motor Carrier and Motor Private Carrier)

Enter the amount due for the total number of vehicles calculated in Section 4.

Section 7 – Certification

The owner or an individual who has a power of attorney to sign on behalf of the owner or owners must sign this form. This certification indicates that the information is correct under penalty of perjury.

Submitting the application and payment to Idaho: Mail and fax information is at the top of the application form. Payment methods are listed in Section 6. Cash is only accepted at our customer service counter in Boise. Faxed applications must be paid by credit card. Mailed applications may be paid by check or credit card. All payments must be in U.S. funds.