



## New Entrant Checklist

### Pre-Application Steps

1. **Develop a Business Plan:** Outline your business strategy, including the types of goods you plan to transport, your target market, and how you plan to operate your fleet.
2. **Choose a Business Structure:** Decide whether you'll operate as a sole proprietorship, partnership, LLC, or corporation. Consult with a business attorney or accountant to determine the best structure for your business.
3. **Obtain an Employer Identification Number (EIN):** Apply for an EIN from the IRS. It's required for businesses operating as corporations, partnerships, or any entity that will have employees.

### FMCSA DOT Authority Application

4. **Determine Your Authority Type:** Determine the type of FMCSA authority you need based on the freight you plan to haul (e.g., general freight, household goods, hazardous materials).
5. **Register for a USDOT Number:** The USDOT Number is a unique identifier for your company and is required for all interstate carriers.
6. **Apply for Operating Authority (MC Number):** Complete the FMCSA's Form OP-1 to apply for your Motor Carrier (MC) Number, which grants you the authority to operate.
7. **Designate a Process Agent:** File a Form BOC-3, designating a legal agent in each state where you plan to operate or haul freight, who can receive and forward legal documents.

### Compliance and Safety

8. **Develop a Safety Management Plan:** This should include driver qualification files, drug and alcohol testing programs, and vehicle maintenance records.
9. **Enroll in a Drug and Alcohol Testing Program:** Enroll with a DOT-compliant drug and alcohol testing consortium.
10. **Obtain Insurance:** Obtain the required liability and cargo insurance. The minimum requirement is usually \$750,000, but it can vary depending on what you haul.
11. **File Proof of Insurance (Form BMC-91 or BMC-91X):** File it with the FMCSA to prove you have the required insurance coverage.

## Post-Application Steps

12. **Unified Carrier Registration (UCR):** Register with the UCR program, which is required for carriers operating across state lines.
13. **International Registration Plan (IRP) and International Fuel Tax Agreement (IFTA):** If you plan to operate in multiple states, you'll need to register for both IRP and IFTA for your vehicles.
14. **Comply with State Requirements:** Check for any additional permits or registrations required by the states in which you'll operate.
15. **FMCSA New Entrant Safety Assurance Program:** Complete the New Entrant Safety Assurance Program, which includes a safety audit within the first 12 months of operation.
16. **Maintain Records and Compliance:** Keep detailed records of your operations, including driver logs, vehicle maintenance, and insurance documentation, to ensure ongoing compliance with FMCSA regulations.

Remember, this checklist is a general guide. Specific requirements may vary depending on the nature of your operations and the types of goods you transport. Always refer to the latest FMCSA regulations or give one of our experts a call 1-888-757-0150 if you have any questions.