



## Registering for a USDOT Number

Employers are required to register their commercial motor vehicles (CMV) with the Federal Motor Carrier Safety Administration (FMCSA) to obtain a United States Department of Transportation (USDOT) number. Vehicles that must register for a USDOT number are those used in interstate commerce and fall into one of the categories below:

- Have a gross vehicle weight rating, gross combination weight rating, gross vehicle weight or gross combination weight of 10,001 pounds or more;
- Transport more than eight passengers for compensation;
- Transport 15 or more passengers without compensation; or
- Are used to transport certain types and quantities of hazardous materials (only those that require an intrastate safety permit).

In order to obtain a USDOT number, employers are required to register under the Unified Registration System (URS). This system monitors and ensures compliance with FMCSA regulations.

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### What is the Unified Registration System?

The URS is an electronic registration portal that provides forms that motor carriers, brokers and freight forwarders can use to register and update information with the FMCSA. This portal was created to make the registration system more unified by combining multiple registration processes and allowing for a more convenient process.

The URS is mandatory for all users that are regulated by FMCSA. This includes:

- Motor carriers
  - Intermodal equipment providers
  - Hazardous materials safety permit applicants/holders
  - Brokers
  - Freight forwarders
  - Cargo tank facilities
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### How to Use the URS

Employers can apply for a USDOT number or operating authority through the URS. When registering, employers will receive an applicant identification number for the application process. This is a temporary identification number used only for the application process and does not apply to anything else.

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### New Registrant Use of URS

To register on the URS, employers will go to the FMCSA [website](#) and click on the "To get started, click here" button on the page. They will then be directed to the welcome page, where a new registrant will click on the "New applicant" box and then click on the "Next" button on the right in the navigation menu. At the top of the navigation menu, it will show the applicant the percent complete bar that shows how much of the application has been completed for reference as they go through the application.

The applicant will continue through the portal by clicking the "Next" button until they come to a page that provides them with what required information is needed by the FMCSA. The page will provide a list of documents or information that is needed in order to complete the registration process successfully.

When the applicant gets to the issuance of an active USDOT number notice, it reviews that an applicant cannot engage in the operation of a commercial motor vehicle without successful registration and an active USDOT number. An applicant's USDOT

number is only active after the registration has been granted by the FMCSA.

As the applicant continues through the application process, they will be asked to provide the following:

- Contact information
- Business description
- Operation classification
- Vehicles they plan to operate
- Driver information
- Hazardous materials information
- Cargo tank facility information
- Transportation of passenger information
- Household goods information
- Financial responsibility information
- Affiliation with others information
- Certification of statement
- Compliance certifications
- Applicant's oath

Different information will apply for different applicants. Applicants will not need to fill out information for some of the categories as some only apply to certain applicant operations. For required signatures, it is important to remember that only signatures from owners, partners, corporations or corporate-authorized officials can sign for any certifications or oaths that are requested by the FMCSA.

Once the information is completed, the applicant has the ability to view, print and save the application. There is no fee for registering for a USDOT number, but there is an application fee for operating authorities. Once submitted through the URS, the registration is processed immediately and an applicant will receive their USDOT instantly, unless there is an issue. If there is an issue, the registration will be rejected, at which point the applicant should contact the FMCSA via its [website](#). Once the applicant receives their registration there will be a carrier notification sent in the mail confirming the registration.

If after an applicant has applied and they have additional documentation that they must submit, they can enter the portal and upload the documents to their application.

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## Existing Registrants Use of the URS

An existing registrant can access the portal with their login information to make any changes, update their information or request more operating authorities if needed. Registrants are required by the FMCSA to keep their information up to date.

For more risk management guidance, contact Liberty Insurance Agency today.

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