**Information Sheet**

**Application for Registration of a Federal Highway Administration**

**Motorbus Passenger Carrier Authority; Fixed Bus Route or Irregular Bus Route**

**Important Facts**

* This application is used to register with the Connecticut Department of Transportation (ConnDOT) your Federal Highway Administration’s (FHWA) Authority to operate interstate passenger transportation services.
* Prior to applying to ConnDOT, the applicant must have already received a Certificate from the Federal Motor Carrier Safety Administration (FMCSA) evidencing the carrier’s authority for **interstate** commerce.
* Applicants must submit a copy of their FMCSA Certificate with the application.
* An MC# alone is not sufficient evidence of a carrier’s authority.
* If the application to register your Certificate is approved by ConnDOT, a written Decision will be issued.
* Within thirty days of the date of the Decision, vehicle inspections by ConnDOT inspectors, if required, must be completed and your vehicle(s) must be registered with the Connecticut Department of Motor Vehicles (DMV). S**ee reverse side for information on inspections.**
* Once these steps are complete, you are able to provide passenger transportation service from a point within Connecticut to a point outside of Connecticut.
* Registering your Certificate with ConnDOT does not authorize you to provide passenger transportation service from a point within Connecticut to another point within Connecticut.

For information on obtaining an FHA Authority to operate interstate service go to

[http://www.fmcsa.ConnDOT.gov/registration/get-mc-number-authority-operate](http://www.fmcsa.dot.gov/registration/get-mc-number-authority-operate)

**Things to bring with you when applying to ConnDOT to register your FMCSA Certificate:**

* a completed application
* the application fee in check or money order made payable to the Treasurer, State of Connecticut
* a copy of the letter from the FMCSA issuing you a Certificate for interstate commerce
* a copy of your insurance policy listing coverage, effective dates of that coverage and cost or, if you do not yet own the vehicle, a letter on the insurance company’s letterhead detailing the proposed limits of coverage and proposed cost of insurance. Insurance Coverage requirements depend on the seating capacity of the vehicles the company plans to operate:
  + $1.5 million minimum liability coverage required **if all** vehicles in the company’s fleet have a seating capacity of 15 passengers (including the driver) or fewer.
  + $5 million minimum liability coverage required **if any** vehicle in the company’s fleet has a seating capacity of 16 passengers (including the driver) or more.
* a photo ID
* if you are not an owner, partner, officer or member, bring a Limited Power of Attorney giving you authorization to complete transactions in the name of the company
* a copy of your organizational documents and, if using a d/b/a, a copy of your trade name registration
* **Criminal Conviction History Reports must be current (less than 24 months old)**

**Department of Transportation, Regulatory and Compliance Unit, Public Hours**

* + **Tuesdays Wednesdays and Thursdays**
  + **9:00 am to 11:30 am**
  + **1:00 pm to 3:30 pm**

For more than 4 transactions, please call 860-594-2865 for an appointment

**When is an Inspection Required?**

* You **do not need an inspection** if your vehicle has a sedan-type body and a seating capacity of 7 or less
* You **do need an inspection** if your vehicle has a seating capacity of 8 or more, regardless of body type
* All **Van-type** vehicles as well as all **SUVs, Crossovers and Station Wagons** must be inspected
* Vehicles must be inspected within thirty (30) days of the date of the Final Decision and inspections are good for thirty (30) days, so you must register you vehicle with DMV within 30 days of the inspection.

**What Safety Items are Required?**

* Vehicles that share a common load area (for luggage etc.) with the passenger compartment need:
  + a floor to ceiling luggage barrier secured at the side and floor
  + three (3) reflective triangles
  + a mounted fire extinguisher - minimum 2.5lbs and
  + a first aid kit either mounted or in a labeled compartment

**Things to bring with you to ConnDOT when applying for approval to register your vehicle with DMV**

* a copy of the Final Decision issued by ConnDOT showing your Permit Number
* a completed Department of Motor Vehicles Registration Application, Form H-13, for each vehicle.
* Form H-13 can be found on the DMV website, follow the path below

**CT.gov 🡪 Executive 🡪 Motor Vehicles, Department of 🡪 Forms 🡪 All DMV Forms 🡪 Forms to Download**

* the Title or the Bill of Sale for each vehicle
* a copy of your insurance policy listing coverage, effective dates of that coverage and cost or, if you do not yet own the vehicle, a letter on the insurance company’s letterhead detailing the proposed limits of coverage and proposed cost of insurance.
* A copy of your Federal Motor Carrier (FMCSA) showing MC number is Active.
* if you are not an owner, partner, officer or member, a Limited Power of Attorney giving you authorization to complete transactions in the name of the company, and
* a completed ConnDOT vehicle inspection form for each vehicle, if a vehicle inspection was required.

**For questions about:**

* Vehicle Inspections, contact: Mr. Richard Majka at 860-594-2898, Carlos Redick at 860-594-2871
* Financial and Tariff Forms, contact: Mr. Sheldon Lubin at 860-594-2870
* Hearings, contact: 860-594-2875
* Application Process please call 860-594-2865