**Information Sheet – Sale of a Household Goods Carrier Certificate**

**Important Facts**

1. A Certificate of Public Convenience and Necessity authorizes a company to operate a motor vehicle in the transportation of household goods for hire as a household goods carrier.
2. In order to sell a Household Goods Carrier Certificate, a company must first submit an application for the Sale of a Household Goods Carrier Certificate to the Connecticut Department of Transportation (ConnDOT).

**Steps to Selling a Household Goods Carrier Certificate**

1. Obtain an Application for the Sale of a Household Goods Carrier Certificate and Criminal History Record Request Form from the Department’s website: To access the Department’s website go to: [www.ct.gov/dot](http://www.ct.gov/dot). Click on Doing Business with CONNDOT, Click on Permits and License Info., Scroll to Regulatory and Compliance Unit at the bottom of the page, Go to Household Goods Carrier Applications and print an application and the other attachments.
2. Submit the Criminal History Record Request Form to the State Police who will send the report directly to ConnDOT.
3. Ask the State Police for an approximate date that the background report will be sent to ConnDOT.
4. Complete the ConnDOT application in its entirety and enclose the requested documentation such as, Tariff information, Insurance information, Financial information and documentation of your company’s Organizational Structure.
5. Contact the Regulatory & Compliance Unit after the date provided by the State Police. Call 860-594-2865. Leave a message that includes:
   1. the name or names of the individual(s) who requested a background check - spell out the last name(s)
   2. the best phone number for contacting you, and
   3. the Legal Name of the Company as it shows on your application.
6. After ConnDOT staff contacts you and confirms that we have received the background report, bring your application to the Regulatory & Compliance Unit.
   1. **See below** for Public hours.
   2. **See below for** what to bring when applying for a Certificate.
7. Regulatory and Compliance Unit staff will review the application and attachments for completeness before accepting payment. **It’s a good idea to bring a blank check and to fill it out only if your application is accepted.**
8. An inspection of the sellers business records will be done to confirm the he is performing a reasonable service under his certificate.
9. If all is in order, a Final Decision will be issued within 90 days advising you of the Department’s decision approving or denying the application. If approved, a reminder of some basic compliance requirements for holders of a Household Goods Carriers Certificate will be enclosed with the Final Decision.
10. The buying company must comply with all Department of Motor Vehicles (DMV) requirements for insurance and inspection and should contact DMV with any questions about those topics.
11. If the Final Decision denies your application, you can appeal the Final Decision to Superior Court within 45 days after the date of the mailing or personal delivery of the Final Decision.

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

**Tuesdays and Thursdays**

**9:00 am to 11:15 am**

**1:00 pm to 3:15 pm**

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

**Things to bring with you when applying to DOT to purchase a Household Goods Carrier’s Certificate:**

1. a completed application and the $50.00 fee. Make your check or money order payable to the Treasurer, State of Connecticut.
2. a copy of your insurance policy listing coverage for your vehicles, 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.
3. a photo ID.
4. 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.
5. a copy of your organizational documents and, if using a d/b/a, a copy of your trade name registration.

**For questions about:**

Financial and Tariff Forms, contact: Mr. Sheldon Lubin at 860-594-2870

Hearings, contact: Ms. Linda Dillon at 594-2875

Application Process, please call 860-594-2865