

DEPARTMENT OF SAFETY
ROAD TOLL BUREAU

Contact: (603) 271-2447

Application Checklist for Intrastate Operating Authority

1. Submit a check or money order for the appropriate amount (Common Carrier Authority-\$50.00, Contract Carrier Authority-\$50.00-application for both is a \$100.00 fee), made payable to New Hampshire Department of Safety-Road Toll Bureau.
2. If you use a trade name, submit a copy of a certificate of registered trade name, issued by the New Hampshire Secretary Of State. The trade name should reflect the person/persons applying for authority (applicant name). If you are a corporation, submit a copy of good standing issued by the New Hampshire Secretary Of State.
3. Describe the commodities and routes or territories for which you are seeking authority.
4. If you are seeking common carrier authority, submit letters from a minimum of three persons explaining their personal knowledge of a need for the service in the area(s) for which you are seeking authority. If you are seeking contract carrier authority, submit a minimum of one letter from a shipper explaining his need for contract carrier service for which you are seeking authority, and stating his intention to employ your service.
5. If known to you, list the names and addresses of motor carriers whose operations will be in competition with those operations for which you are seeking authority.
6. Explain your ability to provide the service for which you are seeking authority.
7. Submit a schedule of proposed fares or charges (what you will charge for your service).
8. Submit a statement of assets and liabilities pertaining to your business.

-PLEASE SEE REVERSE SIDE-

9. Submit certificates of insurance required for the operations for which you are seeking authority. Pursuant to RSA 375-A: 8 “ *No certificate or permit issued to a carrier under the provisions of this chapter shall remain in effect unless such carrier shall file with the department and keep in force a certificate of insurance in such form and in such reasonable amount as the department may require to adequately provide for the reasonable protection of the owner or owners of the property.*”

For **Household Goods**, there shall be in force a cargo insurance policy or indemnity bond in the total amount of not less than \$.60 per pound of registered load carrying capacity of any vehicle used in the applicant's business; **Passenger**, Insurance certificates accepted shall be a Form E-Uniform Motor Carrier Bodily Injury and property Damage Liability, or Certificate of Insurance.

The minimum amounts of insurance coverage shall be computed based on the following table:

Passenger Vehicle Seating Capacity (Inclusive)	For Bodily Injuries to or Death of any one person	For Bodily Injuries or Death in any one accident	Damage in any one accident to the property of others
1-7 passengers	\$100,000	\$700,000	\$100,000
8-12 passengers	\$100,000	\$1,500,000	\$100,000
13-20 passengers	\$100,000	\$5,000,000	\$100,000
21-30 passengers	\$100,000	\$5,000,000	\$100,000
Over 30 passengers	\$100,000	\$5,000,000	\$100,000

10. Sign your application and have it notarized.

When the application is received by the Bureau and deemed complete, it is then forwarded to the Bureau of Hearings for a hearing to be scheduled. You will receive, by certified mail, a hearing date and a copy of the Order of Notice. **It is your responsibility to have this notice published in a statewide newspaper** (The Department of Safety recognizes the Manchester Union Leader as the only statewide publication in New Hampshire). At the hearing, you must provide the tear sheet or the affidavit as proof of publication.

Upon favorable outcome of the hearing, you will be required to obtain a Common Carrier license plate.