

STATE OF NEW HAMPSHIRE
DEPARTMENT OF SAFETY
BUREAU OF ROAD TOLL OPERATIONS
33 Hazen Drive
Concord, NH 03305
(603) 271-2311



**Application Checklist for Intrastate Operating Authority
Household Goods Carrier**

1. Submit a check or money order for the application fee only (\$50.00) made payable to "State of NH-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. Provide a full description of any commodities to be handled.
4. Submit a financial statement of assets and liabilities pertaining to your business.
5. Explain your ability to provide the service for which you are seeking authority. Be sure to include information on load carrying capacity for all of the motor vehicle equipment to be used as well as any special license(s) held.
6. Submit a certificate of insurance per the requirements outlined in Saf-C 9102.02.

Pursuant to RSA 359-T: 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.

7. Sign your application and have it notarized.
8. Complete and sign the Household Goods / Passenger Carrier Contacts form.
9. Submit the completed application along with your check or money order for just the application fee of \$50.00 (from step 1), copy of a certificate of registered trade name issued by the New Hampshire Secretary of State (from step 2), certificate of insurance (from step 6), and completed contact form (from step 8) to the Bureau of Road Toll Operations at the address above.

Once received, the Bureau of Road Toll Operations will review your application for completeness.

Upon approval, the Bureau of Road Toll Operations will send your Household Goods Carrier Certificate. You will then be required to bring your Household Goods Carrier Certificate to the Department of Motor Vehicles to obtain a Common Carrier license plate.