

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  
Passenger 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 the routes or territories for which you are seeking authority.
4. Provide a schedule of all proposed fares and charges and any related rules.
5. Submit a financial statement of assets and liabilities pertaining to your business.
6. Explain your ability to provide the service for which you are seeking authority. Be sure to include information on passenger carrying capacity for all of the motor vehicle equipment to be used as well as any special license(s) held.
7. Submit a certificate of insurance per the requirements outlined in Saf-C 4602.02.

Pursuant to RSA 376:13 "No certificate or permit issued to a motor 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, an insurance policy or indemnity bond in such form and in such reasonable amount as the department may require providing for the payment of any final judgment recovered against such motor carrier for bodily injuries to, or the death of, any person using the facilities of motor carriers of passengers resulting from the negligent operation, maintenance, or use of motor vehicles under such certificate or permit."

Table 4500.1 Insurance Coverage

| Passenger Vehicle Seating Capacity (Inclusive) | For Bodily Injuries to or Death of One Person | For Bodily Injuries to or Death in any one Accident | Damage in Any One Accident to the Property of Others |
|------------------------------------------------|-----------------------------------------------|-----------------------------------------------------|------------------------------------------------------|
| 1-7 pass.                                      | \$100,000                                     | \$700,000                                           | \$100,000                                            |
| 8-12 pass.                                     | \$100,000                                     | \$1,500,000                                         | \$100,000                                            |
| 13-20 pass.                                    | \$100,000                                     | \$5,000,000                                         | \$100,000                                            |
| 21-30 pass.                                    | \$100,000                                     | \$5,000,000                                         | \$100,000                                            |
| Over 30 pass.                                  | \$100,000                                     | \$5,000,000                                         | \$100,000                                            |

8. Sign your application and have it notarized.
9. Complete and sign the Household Goods / Passenger Carrier Contacts form.
10. 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 contact form (from step 9) 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.

When the application is deemed complete, it will be 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 receive your Passenger Carrier Certificate and will then be required to obtain a Passenger Carrier license plate from the State of NH Department of Motor vehicles.