

Wisconsin Motor Carrier Authority Application Instructions

Federal US DOT Number- If you are operating at over 10,000 lbs. you must have a US DOT Number. If you do not have a US DOT number, you can apply online at <https://www.fmcsa.dot.gov/registration> or by calling 1-800-832-5660.

The legal name on the US DOT Number must match the legal name on the following:

- Name on the LC application
- Wisconsin DFI (corporation or LLC) or Wisconsin Driver's License (individual)
- Form E insurance on file

Federal Employer Identification Number (FEIN)- This is the 9- digit number assigned by the Internal Revenue Service to the legal name on the application. All corporations are required to have a FEIN. Individuals may use their Social Security Number if there is no FEIN. For security, we strongly encourage the use of the FEIN on all applications. Individuals and corporations can apply for a FEIN at www.irs.gov.

Wisconsin Department of Financial Institutions (DFI) - If you are a corporation or LLC, you must have your legal name on file with DFI. Out of state corporations operating intrastate in Wisconsin are required to file as a foreign corporation. If not registered, you can complete these steps online at <http://wdfi.org/corporations/> or by calling (608) 261-7577.

Insurance on file (Form E, Scheduled, or MC) - Valid for For-Hire motor carrier liability insurance as required by s. 194.41 must be on file with the Motor Carrier Service Unit **prior** to the submission of the application. The insurance underwriter will need to file a Form E or Scheduled Filing electronically.

If you have an active federal BMC91X under the same legal name, a Form E or Scheduled filing would not be required as the MC can be used in lieu of either one of those.

Wisconsin Intrastate Passenger Carrier number (PC)- Passenger Carrier authority is required for any For Hire passenger operation within Wisconsin unless they meet one of the following exceptions:

1. Taxi service
2. 7 passengers or fewer (including the driver)- Commuter car pool or van pool
3. School bus under [s.120.13 \(27\)](#)

Amended Applications (No fees required)-

Name Change- If going from an individual to a corporation or have any type of legal name change, this option will be marked. Two or more corporations that merge and form a new corporation under a new name is not considered a corporate name change. A new IRS FEIN letter verifying the new legal name and FEIN will be required.

Address Change/contact changes- If an existing authority requires a change to the address or any contact information, this option will be marked. Make any required changes on the form.

Transfer of Authority- Authority issued by the state of Wisconsin is not considered to be part of the sale. If you are leaving a partnership, and the other partners wish to continue operating with that authority, you must sign the statement on page two.

Submission of form and fee - Mail form with your check (made payable to Registration Fee Trust) to: Wisconsin Motor Carrier Unit, PO Box 7955, Madison WI, 53707

Questions? Please email irp-ifta@dot.wi.gov or call (608) 266-9900.

