



OREGON DEPARTMENT OF TRANSPORTATION  
 COMMERCE AND COMPLIANCE DIVISION  
 3930 FAIRVIEW INDUSTRIAL DR SE  
 SALEM OR 97302-1166  
 PH (503) 378-6699  
 FAX (503) 378-6880

16

DO NOT WRITE IN SPACE ABOVE

# APPLICATION FOR AN OREGON INTRASTATE PERMIT TO TRANSPORT PERSONS (EXCEPT IN REGULAR ROUTE FULL-SERVICE SCHEDULED TRANSPORTATION)

PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK

MOTOR CARRIER LEGAL NAME AND ADDRESS OF RECORD					
CCD ACCOUNT NUMBER	NAME OF CARRIER				
TELEPHONE NUMBER	FAX NUMBER	DOING BUSINESS AS (DBA)			
CARRIER MAILING ADDRESS			CITY	STATE	ZIP CODE
TYPE OF OWNERSHIP AND FEDERAL TAXPAYER ID# (FEIN) / USDOT NUMBER					
<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION: DATE OF INCORPORATION: _____ STATE OF INCORPORATION: _____ IF FOREIGN BASED, ATTACH CORPORATE CERTIFICATE SHOWING DATE OF INCORPORATION AND CORPORATE STATUS.					
<input type="checkbox"/> LIMITED LIABILITY COMPANY - ATTACH A COPY OF THE ARTICLES OF ORGANIZATION <input type="checkbox"/> OTHER - PROVIDE TYPE OF OWNERSHIP: _____					
FEDERAL TAXPAYER ID#	USDOT NUMBER		MC AUTHORITY NUMBER		
PROVIDE FULL LEGAL NAME, TITLE, DATE OF BIRTH, AND SOCIAL SECURITY NUMBER OF INDIVIDUAL, ALL PARTNERS, CORPORATE OFFICERS, MANAGERS/MEMBERS OF LLC, GENERAL PARTNER OF A LIMITED PARTNERSHIP, AND PARTNERS IN A LIMITED LIABILITY PARTNERSHIP.					
LAST	FIRST	MIDDLE	TITLE	SOCIAL SECURITY NUMBER	DATE OF BIRTH
LAST	FIRST	MIDDLE	TITLE	SOCIAL SECURITY NUMBER	DATE OF BIRTH
LAST	FIRST	MIDDLE	TITLE	SOCIAL SECURITY NUMBER	DATE OF BIRTH
LAST	FIRST	MIDDLE	TITLE	SOCIAL SECURITY NUMBER	DATE OF BIRTH
<b>SIGNATURE REQUIREMENTS:</b> MUST BE SIGNED BY OWNER; ALL PARTNERS; CORPORATION OFFICER; MANAGER/MEMBER OF LIMITED LIABILITY COMPANY (LLC), PARTNER IN A LIMITED LIABILITY PARTNERSHIP OR AGENT. FAXED AND ELECTRONIC SIGNATURES ACCEPTABLE.					
SIGNATURE			PRINTED NAME		DATE
SIGNATURE			PRINTED NAME		DATE
SIGNATURE			PRINTED NAME		DATE
SIGNATURE			PRINTED NAME		DATE

- DO YOU OPERATE ONLY PASSENGER VEHICLES DESIGNED TO TRANSPORT FIFTEEN (15) PASSENGERS OR LESS, INCLUDING THE DRIVER?  YES  NO
- DO YOU ONLY OPERATE MOTOR VEHICLES WITH GROSS COMBINED WEIGHTS OF 26,000 POUNDS OR LESS? IF SO, PROOF OF LIABILITY INSURANCE IS NOT REQUIRED.  YES  NO
- IS LIABILITY INSURANCE ON FILE WITH ODOT?  YES  NO
- \$300 APPLICATION FEE ENCLOSED.  YES

**SEE IMPORTANT INSTRUCTIONS ON REVERSE**

# INSTRUCTIONS

## BEFORE FILING

Make sure you need a For-Hire Passenger Permit. This form is to be completed for obtaining a permit to transport persons in irregular route (charter and special operations) service, sightseeing tour operations, and/or seasonal regular route operations **but not** in regular route full-service scheduled transportation. Regular route scheduled full-service means the transportation of persons between designated points over designated routes under time schedules that provide a regularity of service that is offered during any part of more than ten consecutive months in any twelve month period. For regular route scheduled full-service transportation of passengers, you need to complete Form 735-9057p, Application for Oregon Intrastate Certificate to Transport Passengers.

You may conduct certain for-hire passenger operations that are partially or totally exempt from ODOT regulation. They include:

1. Limousine service on an irregular route basis in vehicles with a passenger seating capacity that does not exceed eight.
2. Transporting passengers in vehicles with a seating capacity of five or more solely within a city and within three air miles of the city.
3. Taxi cab operations in vehicles with a passenger seating capacity which does not exceed five.

Please call ODOT staff at (503) 378-6699 for details on these exemptions.

## APPLICATION PROCESS

On receipt of the completed application, ODOT staff will verify liability insurance filing. **THE PERMIT WILL NOT BE ISSUED AND OPERATIONS MAY NOT BEGIN UNTIL PROOF OF LIABILITY INSURANCE IS ON FILE (IF YOU OPERATE VEHICLES OVER 26,000 POUNDS).**

## ASSUMED BUSINESS NAME AND/OR CORPORATE QUALIFICATION

If you plan to operate as an individual or partnership using an assumed business name, or as a corporation, the name of your business or corporation must be registered with the Oregon Secretary of State, Corporation Division. All corporations and individuals or partners using assumed business names should contact that agency at Public Service Building, 255 Capitol St. N.E., Suite 151, Salem, OR 97310-0210, (503) 986-2200, and obtain information on how to qualify and register. There is a fee for this qualification/registration.

## COMPLETING THE APPLICATION

**1. Passenger Vehicles with a Seating Capacity of 15 or Less:** If all your vehicles are designed to transport 15 passengers or less, including the driver, please check the "YES" block. This information will assist us in determining which new carriers need to participate in our Motor Carrier Education Program, a requirement for most new Oregon based carriers as specified by ORS 825.402.

**2 and 3. Liability Insurance:** Oregon intrastate for-hire carriers operating vehicles over 26,000 pounds, must have a minimum of \$750,000 liability insurance on file with ODOT. Please ask your insurance agent/company to file a Form E, Uniform Proof of Liability Insurance, with ODOT Insurance and Bond Section. Your insurance agent/company may submit a liability insurance binder which we will accept until the original Form E Filing is received. We must receive either a written binder, facsimile copy of a binder or Form E, or the original Form E before we will issue your Class 1R Permit. Please request that your insurance agent/company send these documents to: Oregon Department of Transportation, Commerce and Compliance Division, Insurance and Bond Section, 3930 Fairview Industrial Drive SE, Salem, Oregon 97302-1166. Fax: (503) 378-3736.

**4. Application Fee:** File this original application and a \$300 application fee with the Salem or Portland Bridge Registration Offices, or mail to: Oregon Department of Transportation, Commerce and Compliance Division, 3930 Fairview Industrial Drive SE, Salem, Oregon 97302-1166.

**FOR ADDITIONAL INFORMATION, PLEASE CALL (503) 378-6699.**

**NOTE:** Once ODOT issues the permit, a fee of \$50.00 must be paid prior to issuance of a revised permit. (ORS 825.180(1)(d)).