

**Customer Information Form Instructions**  
**MoDOT Motor Carrier Services**

**SECTION 1 – Identification numbers**

USDOT number--Enter the USDOT number. If your company has not been assigned a USDOT number, leave this box blank.

MC number--Enter the Motor Carrier number. If your company has not been assigned an MC number, leave this box blank.

FEIN/Social Security Number--Enter the Federal Employee Identification number issued by the Internal Revenue Service (IRS) to your company. If you operate as a sole proprietor (individual) provide your Social Security number.

Phone Number--Enter the business telephone number

Fax Number-- Enter the business fax number.

If USDOT number is not required because Interstate movement is limited, check the correct box.

EPA Number – Enter your company's Environmental Protection Agency (EPA) number. (For licensed transporters of hazardous waste only.)

E-mail address--Enter an e-mail address for account correspondence.

**SECTION 2 – Name**

Name must agree with USDOT and FMCSA registration. Do not enter a d/b/a name as the legal name.

- Legal Name--For a single owner, enter your true first and last name as shown on birth records.
- Partnerships-- list the legal name of each partner.
- Corporations or Limited Liability Companies-- enter the unique name of the company that is on file with your state of incorporation.
- Doing Business as Name (d/b/a or fictitious name)--If your company uses a fictitious (d/b/a) name and you are a Missouri based carrier, that name must be registered with the Missouri Secretary of State. Call the Secretary of State's office toll free at 1-866-223-6535 if you have questions.

**SECTION 3 – Form of Business**

Check the correct box which identifies your entity type.

As needed, identify the state of organization or incorporation, organization date and charter number. (Corporation, Limited Liability Company or partnership)

Provide a complete list of Company Officers or Partners, including title. (Not required for Sole Proprietor.)

## **SECTION 4 – Addresses**

Principal Place of Business – address where business records are maintained. This address must be a physical location, and cannot be a PO Box.

Mailing Address – if different from the Principal Place of Business address. This address may be a PO Box.

IRP/IFTA programs – provide a Missouri address where you have an established place of business. This address must be a physical location and cannot be a PO Box.

OSOW program – provide a terminal address. This address must be a physical address and cannot be a PO Box.

## **SECTION 5 – If requesting 72 Hour Permit application**

Complete vehicle information and time and date for the permit you are requesting.

Check box for type(s) of permit desired.

- 72-Hour Reciprocity – Trip Permit \$10.00  
Permit required for carriers based in another jurisdiction that are not properly licensed to travel in or through the state of Missouri.  
(Fax Customer Information Form to 573-751-0916)
- 72-Hour IFTA Permit – Fuel Permit \$10.00  
Permit required prior to entry or re-entry into Missouri when not registered for IFTA.  
(Fax Customer Information Form to 573-751-0916)
- 72-Hour Operating Authority Permit \$5.00  
For motor carriers authorized for-hire intrastate operations with MoDOT-Motor Carrier Services but have a vehicle that does not have an intrastate sticker.  
(Fax Customer Information Form to 573-522-6708)

## **SECTION 6 – Permit Service Contact Information**

For Permit Services only, provide all requested information.

## **SECTION 7 – Certification Statements**

The applicant or individual legally authorized to sign on behalf of the applicant must sign and date the Customer Information Form. If a permit service signs this section, a power of attorney must accompany the completed Customer Information Form.