



Minnesota Department of Transportation
Office of Freight and Commercial Vehicle Operations
Mail Stop 420, Room 153
395 John Ireland Blvd.
St. Paul, MN 55155-1899

Phone 651/366-6330
Fax: 651/366/3718

Credentials Unit
Renewal / New Vehicle Registration Application
APPLICATION INSTRUCTIONS

For Motor Carrier of Passengers, Limousine and Special Transportation Carriers, this preprinted renewal is the only notice you will receive to renew your intrastate operating authority. The vehicles listed on the form are the vehicles currently registered. Failure to renew your authority prior to the expiration date will result in suspension of your operating authority and the assessment of a \$5.00 per vehicle late fee when you do renew. THE SUSPENSION AND LATE FEES DO NOT APPLY TO LIMOUSINE DECALS, BUILDING HOUSE MOVER CAB CARDS OR STS

1. Enter or verify name, DBA if any, and address of applicant. If the address has changed, a SEPARATE letter requesting the new address must be submitted, and also an updated Form E certificate of insurance from your insurance company.
Enter or verify your Minnesota DOT Number (Mn/DOT #) and your US DOT Number in the appropriate box
2. Action Code. If you are adding (A) a new vehicle to your fleet, deleting (D) a vehicle from your fleet (draw a line through it), or transferring (T) the cab card to a new vehicle (LIMOUSINE decals CAN NOT be transferred to another vehicle) indicate here.
3. Verify or enter the Year, Make and Model of each vehicle you wish to register
4. Vehicle Unit Number: This is a number assigned by you. It can be up to 4 letters or numbers
5. Verify or enter the Vehicle Identification Number (VIN)
6. State: Verify or enter the two letter abbreviation for the state the vehicle's registered in.
7. License Plate Number: List the License Plate Number on the vehicle.
8. For Motor Carrier of Passengers, list the number of passengers the vehicle is designed to transport
9. Special Transportation Services (STS) Providers: Indicate how many wheel chair securements are in the vehicle
Special Transportation Services (STS) Providers: Place a check in the "S" column if it carries stretchers
10. AUTHORITY: List the Authority Type, i.e. Pass, Limo, STS, BHM, HHG. FEE: If it is PASS or Household Goods, the fee is \$75.00, Limousines are \$80.00 per vehicle and Building House Movers are \$10.00 per vehicle. There are NO Annual Vehicle Fees for STS Providers.
LATE FEE: If your application is late, and the vehicle is required to pay a fee (HHG, Pass only) enter \$500 per vehicle in this box.
11. Total Fees Due Per Vehicle: Add the fees from the FEE box and the LATE FEE Box and enter it in this column.
12. If you are a Household Goods Carrier, and purchasing 10 Day Temporary Permits, enter the number desired. Multiply by \$5.00 and enter the total in column 11
13. Household Goods, Passenger Carriers and Building Movers: If you are purchasing "Floater Cab Card(s)", place the number desired and multiple by \$100.00. Place the total in column 11
14. Building House Mover: The Annual fee for a Building House Mover is \$100.00. Place the fee of \$100.00 in column 11.
15. Total all fees listed in column 11 for vehicles, and also for any additional fees in line 12 through 14 also in column 11.
16. Place the total here. If there are additional pages, please carry forward the total from both pages to this box.
Form must be signed by Corporate Officer, General Partner, LLC Board Member, or Sole Proprietor.

If you need additional copies of the application to add vehicles to your renewal, or if you have more than 9 vehicles, you may view and print copies at our Mn/DOT Web site: <http://www.dot.state.mn.us/cvo/credentials.html>
You may also contact our office at the number above and have additional forms mailed to you.