

APPLICATION CHECKLIST
Motor Carrier of Persons in Group and Party Service
16 or More Passengers, including the Driver

Use this checklist to make sure you have enclosed all required items or your application will not be processed. You cannot operate in Pennsylvania until you receive a Certificate of Public Convenience from the Commission.

- The original Application with original signatures (unless eFiled with the Commission's online eFiling system at www.puc.pa.gov)
- A certified check, money order, or check from your attorney for \$100 made payable to "Commonwealth of Pennsylvania;"
- The Application must clearly state whether you are applying as an individual or sole proprietor, partnership or corporate entity
- IF the application is being filed by a general partnership, you must provide a list of the names and addresses of ALL partners.
- IF the application is being filed by a limited partnership, you must provide a list of names and addresses of ALL partners, and your PA Corporation Bureau Entity ID Number.
- IF the application is being filed by a limited liability partnership, you must provide a list of names and addresses of ALL partners, and your PA Corporation Bureau Entity ID Number.
- IF the application is being filed by a limited liability company, you must provide a list of the names and addresses of ALL members and the Title of each member, and your PA Corporation Bureau Entity ID Number.
- IF the application is being filed by a for-profit corporation, you must provide a list of ALL corporate officers and titles, the name of each shareholder, distribution of shares, and your PA Corporation Bureau Entity ID Number.
- IF the application is being filed by a non-profit corporation, you must provide a list of ALL corporate officers and titles and those serving on the Board of Directors, and your PA Corporation Bureau Entity ID Number.
- Do not submit this application if one or more of the exemptions on the last page apply.

ALL Parties to proceedings pending before the Commission must open and use an e-filing account through the Commission's website, OR you may submit your filing by overnight delivery. If a filing contains confidential or proprietary material, the filing is required to be submitted by overnight delivery.

If not e-Filed, mail your application and attachments to: SECRETARY PA PUBLIC UTILITY COMMISSION, 400 NORTH STREET, 2ND FLOOR, HARRISBURG, PA 17120

Corporate entities (corporations, LPs, LLPs, and LLCs) and fictitious trade names must be registered with the PA Department of State. Companies incorporated in other states must register as a foreign business corporation. Individuals acting as sole proprietors and partnerships do not have to register.

If you are not registered with the PA Department of State, you can apply at its website at www.dos.pa.gov/corps on how to do business in Pennsylvania as:

PA Corporations (Profit and Non-Profit) – apply for Articles of Incorporation

Foreign Corporations – apply for a Certificate of Authority

PA Limited Partnerships (LPs), Limited Liability Partnerships (LLPs), and Limited Liability Companies (LLCs) – apply for an Application of Registration

Fictitious Name Registration – File ONLY IF Trade Name will be different than the business name you register with the PA Department of State.

General Information for Carrier of Persons Group and Party Service with seating capacity of 16 or More Passengers, including the Driver.

1. This application is required to request a Certificate of Public Convenience to operate as a commercial carrier of people, when providing transportation exclusively using vehicles with a seating capacity of 16 or more passengers, including the driver.
2. Upon approval of the application, you will be notified that prior to providing service in Pennsylvania you must submit evidence of insurance to the Public Utility Commission. **Your permanent evidence of insurance will be a Form E for bodily injury and property damage insurance.** This form is mailed to the Commission directly from the home office of your insurance carrier. The name and address on your Form E must **exactly** match the name and address you have provided on your application. Your insurance company must subscribe to the NIC Insurance Filing website at www.nicinsurancefilings.com . You will request the insurance company (not the agent) to file the required insurance forms electronically through NIC. Mailed insurance forms are no longer acceptable. The minimum limits of insurance are as follows:

Minimum limit dependent upon manufactured rated seating capacity of the vehicle. Carriers operating any vehicle of

16 to 28 passengers:

\$1,000,000 to cover liability for bodily injury, death or property damage incurred in an accident.

29 passengers or more:

\$5,000,000 to cover liability for bodily injury, death or property damage incurred in an accident.

Application for Motor Common Carrier of Persons in Group and Party Service of 16 or More Passengers, including the Driver

THIS APPLICATION IS TO BE USED FOR COMMON CARRIER PASSENGER SERVICE WHEN PROVIDING TRANSPORTATION EXCLUSIVELY USING VEHICLES WITH A SEATING CAPACITY OF 16 OR MORE PASSENGERS, INCLUDING THE DRIVER.

1. **Legal Name of Applicant** (Individual, Partnership or Corporation)

- If you are an individual who has not formed any type of corporate entity, you should enter your name **as it will appear on your insurance documents**.
- If you are filing for a partnership, but **not a limited liability partnership**, the names of all partners must be entered on this line. Those names should be entered **as they will appear on your insurance documents**. This includes husbands and wives filing jointly.
- If you are filing for a corporate entity (corporation, limited liability company, or limited liability partnership), **even if you are the sole shareholder member**, you must enter the name **exactly as it appears on the registration papers from the Corporation Bureau of the Pennsylvania Department of State**.

2. **Trade Name** (Attach a copy of fictitious name registration if applicable)

This is any name which you will be operating under which differs from the **LEGAL NAME OF APPLICANT**. A **TRADE NAME** is considered a **FICTITIOUS NAME** if the identity of the applicant cannot be readily determined. *EXAMPLE: John Doe is the applicant and wants to use the name "Johnboy Trucking" as his trade name. People cannot readily determine that John Doe is the actual operator; therefore, the name is fictitious and must be registered as such. Trade names such as "John Doe Trucking" or "J. Doe Trucking" are not considered fictitious and would not have to be registered.*

3. **Do you currently hold PUC Authority?** _____ **Previous Authority?** _____

If YES, at PUC No. A- _____

4. **Are you a business entity registered with the PA Dept. of State?** _____

If NO, you must register (see checklist on how to register).

If YES, provide your PA Corporation Bureau Entity ID Number _____

(see checklist and indicate type of business entity registered)

5. **If either a corporation or limited liability company, please list members (LLC) or shareholders and officers (corporation).**

_____	_____
_____	_____
_____	_____
_____	_____

6. **Mailing Address**

_____ Street Address

_____ City, State and Zip Code _____ County

_____ Telephone Number _____ E-mail Address

This is the e-mail address to which the Commission will send all official documents issued by the Commission until further notice.

7. **Physical Address** (If different than mailing address. Do not use a post office box.)

_____ Street Address

_____ City, State and Zip Code _____ County

_____ Telephone Number _____ E-mail Address

The address entered here should reflect the actual location of the business. This is the address the Commission needs in order to dispatch Enforcement Officers to inspect equipment. If left blank, it will be assumed that the **PHYSICAL ADDRESS** is the same as the **MAILING ADDRESS**

8. **Attorney** (if applicable)

_____ Attorney's Name & Telephone Number for this Filing

_____ Attorney's Address _____ E-mail Address

An attorney's name should only be entered if an attorney is filing the application for a client and the application is being sent under the attorney's cover letter.

9. **Does applicant have a USDOT Number?**

_____ No _____ Yes, at No. _____

10. Certification:

Applicant certifies that it is not now engaged in unauthorized intrastate transportation for compensation between points in Pennsylvania and will not engage in said transportation unless and until authorization is received from the Pennsylvania Public Utility Commission.

Applicant further certifies that it understands the requirements of the Pennsylvania Public Utility Commission, especially as they relate to safety and insurance and that it may be subject to civil penalties, suspension or cancellation of the Certificate for failure to comply with Commission requirements.

Applicant further certifies that it understands that it is subject to an annual assessment based upon its reported gross Pennsylvania intrastate revenues; said assessment to help defray expenses incurred in regulating Motor Common Carriers of Persons in Group and Party Service with a seating capacity of 16 or more persons, including the Driver; and acknowledges that failure to report revenue and pay its annual assessment may result in civil penalties, suspension or cancellation of the certificate.

Verification of Application

I/We hereby state that the statement(s) made in this application is/are true and correct to the best of my/our knowledge and belief.

The undersigned understands that false statements herein are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities.

(Print Name)

(Signature)

(Date)

The verification of the application must be completed by the applicant appearing on Line 1 of the application by the named individual, all partners if a partnership, a member (if a limited liability company), or by the President or Secretary (if a corporation).

PUC EXEMPTIONS

Authorities (including County Housing Authorities)

Counties under contract with transportation authorities (CAT, SEPTA, etc.) are exempt as long as 3 criteria below are met:

- transportation must be for municipality residents only
- transportation must be under the control of the municipality
- transportation must have one point in the municipality area, other point may be anywhere; entire trip does not have to be in municipality area

Cooperative Associations for members on a nonprofit basis

Federal Government moves – Under contract with a federal department or agency

Free Transportation - no compensation of any type

Incidental to primary non-transportation business

Interstate Transportation - See Federal Highway Administration

Lessor - under a vehicle sale lease, where lessor has no responsibility for vehicle maintenance, supervision or control

Non-Profit Cooperative Enterprises

People

- bereaved people by a funeral director
- injured, ill or dead (must meet 2 criteria):
 - in ambulance-like vehicle which is medically equipped – must meet 3 criteria:
 - life support system
 - oxygen
 - medical attendant
 - to or from health care providers hospitals, clinics, dialysis centers, nursing care institutions, home health agencies, infirmaries, behavioral health services (does NOT include Dr.'s Offices)
- registered guests of a hotel by the hotel,
- school children for school purposes (must have contract, school must cover all or part of the cost)
- shared ride public transportation van pooling

Religious Organizations transporting their own members in the organization's vehicle