



FREQUENTLY ASKED QUESTIONS ABOUT INTRASTATE AUTHORITY

1. When do I need a PUC number?

- When both the origin and destination of your trip are in Pennsylvania and if you are compensated for that trip then you need to apply for a PUC (utility) number. Taxi and Limousine service in the city of Philadelphia are under the jurisdiction of the Philadelphia Parking Authority (PPA). A Federal Department of Transportation (DOT) and / or Federal Motor Carrier number do not authorize you to do intrastate business.
- When you are brokering transportation within Pennsylvania.

2. What happens if I do intrastate business without getting the authority from the PUC?

The fine is \$1,000.00 per violation. STOP OPERATING. APPLY.

3. Are there exemptions from the PUC authority?

Yes. Link to the list is here: [Motor Carrier Forms | PA PUC](#) and then click on the green “exemption list” in the second paragraph.

4. What different types of authorities are there?

There are 14 different authority types and you can view them here [Forms & Applications | PA PUC](#).

5. How much does it cost?

Property (Truck) and Group and Party 16+ applications are each \$100. All others are \$350.

6. Is there an annual fee?

No, this is a one-time fee.

7. How can I apply?

You can request an application in the mail, via email or fax. You can also find it on our PUC website here [Motor Carrier Forms | PA PUC](#) and e-file online here [Welcome to eFiling - eFiling \(pa.gov\)](#).

8. How long does the application process take?

- Property and GP16+ processing time is about 2-3 weeks.
- TNC processing time is about 1 month
- All other authorities have an estimated processing time of 3 months or longer.

9. Can I operate as soon as I apply?

No. An application must be filed, and a certificate must be issued before intrastate transportation service may be provided or advertised. This process will involve your insurance agent and your insurance company.

10. What type of insurance is required?

- Motor carriers need commercial insurance. Insurance forms must come from an insurance underwriter directly. Cargo waivers must be signed and submitted by the applicant. On hook insurance for towing is not acceptable. For insurance related questions call **717-787-1227** and leave a message to receive a call back or click here [Insurance | PA PUC](#) to find insurance information.
- Brokers need a surety bond. Samples here [Insurance | PA PUC](#)

11. What is a Form E and a Form H?

Form E is the only binding proof of bodily injury and property damage insurance. Form H is the only binding proof of evidence of cargo liability insurance. These forms come directly from the underwriter of your insurance. Applicants can never provide their own insurance proof. Insurance filings are accepted online via NIC Insurance Filings at www.nicinsurancfilings.com.

12. What is the PA Bulletin?

It is the Commonwealth's official gazette for information and rulemaking. Public comment or protests maybe filed. PA Bulletin link: [Pennsylvania Code & Bulletin \(pacodeandbulletin.gov\)](#). A Bulletin posting will pause the application process for up to 5 weeks. The Bulletin process does not apply to Property, GP16+, and TNC applicants.

13. What is a tariff?

A document filed with the appropriate government agency that sets forth the rates, charges, and other provisions pertaining to services furnished by a business (as a carrier) or public utility. For HHG Movers and most passenger carrying authorities, an approved tariff must be filed with the Commission. For questions, please call 717-214-7155 and leave a detailed message.

14. Is there information about my PUC certificate on the PUC website?

Yes, you can check most information about your filings with the PUC online. You can use your utility number or search by name here: [Utility Authority Search | PA PUC](#).

15. I received a dismissal letter. What now?

The Commission approves applications and issues certificates, permits and licenses upon compliance with insurance, bonds and tariff regulations. The applicant is responsible to submit or have these items submitted within 60 days. An applicant is responsible to monitor their account status online here: <https://www.puc.pa.gov/search/utility-authority-search/> Should the aforementioned items not be submitted timely, the application will be dismissed. The application process must be restarted.

16. I received a suspension letter. What does that mean?

It means that your insurance company cancelled your policy with us. They report to the PUC directly. You will not receive a copy of their cancellation request. Promptly follow the instructions in our letter to you. Insurance proof at the Commission cannot lapse. A suspension can lead to the cancellation of your authority.

17. I received a cancellation letter. What does that mean?

You lost the right to offer PUC transportation services within Pennsylvania. You must reapply. You do have the right to appeal our decision. Please read our letter carefully and follow our instructions. Do not operate.

18. Will I be taxed?

Yes, your business is subject for assessment by the PUC. You will receive and must return our assessment report annually. You will be billed for all non-exempt revenue. Further information regarding assessments can be found here: [Assessment Information | PA PUC](#).

19. Will this PUC number allow for tax exemptions?

Yes, possibly. Please contact the Department of Revenue for all questions related to tax exemptions at 717-787-1064.

20. I changed my company's name. What do I do?

Name changes need to be reported immediately. Insurance information needs to be updated. The Certificate of Public Convenience (CPC) needs to match the company name. The name change instructions can be found here: [Motor Carrier Forms | PA PUC](#).

21. Do I need to report an address change to the PUC?

Address changes due to a move or an added PO Box need to be reported to the PUC in writing immediately. You must submit a Change of Address form and the form can be found here: [Motor Carrier Forms | PA PUC](#). This cannot be done online.

22. I am selling my business. What do I do?

- Property, GP16+, and TNC authorities cannot be transferred. A cancellation request must be filed, and a new application must be submitted by the new owner.
- All other authorities must file a stock transfer, change of membership, or authority transfer application and the forms can be found here: [Motor Carrier Forms | PA PUC](#).

Adding or eliminating a partner of business also needs to be reported to the PUC. The procedure differs for each authority type. Call 717-787-3834 for instructions.

23. What happens when I retire and/ or close my business?

You must cancel your PUC certificate. An insurance agent cannot cancel your authority for you. Insurance agents can only cancel your insurance policy.

- Property and Group and Party 16+ carriers need to submit a cancellation form.
- All other authority holders must file an abandonment application. An authority cannot be put on hold or in escrow, but it can get reinstated later. If a PUC account is active – it must be insured and service must be offered.

24. The holder of a Certificate of Public Convenience (CPC) passes. The family needs to do what?

The estate of the certificate holder must inform the Commission about the passing in writing. CPCs for Property and GP 16+ as well as all CPCs that are in an individual's name must be cancelled. All other authorities may get transferred. [Motor Carrier Forms | PA PUC](#)

For questions not answered here call 717-787-3834

EXCEPT

Insurance questions call 717-787-1227

LEAVE A DETAILED MESSAGE

All PUC Motor Carrier forms are located on our website at www.puc.pa.gov.