

## 2017 Unified Carrier Registration (UCR) – Idaho Application Instructions

### UCR Base State for filing purposes:

- If your *principal place of business* is DC, MD, NJ, or VT or the Canadian Province of ON, NB, NL, NS, PE, or QC, you may use CT, DE, MA, ME, NH, NY, PA, RI, VA, or WV.
- If your *principal place of business* is in FL or a state of Mexico, you may use AL, AR, GA, KY, LA, MS, NC, OK, SC, TN, or TX.
- If your *principal place of business* is in the Canadian Province of ON, MB or NU, you may use IA, IL, IN, KS, MI, MN, MO, NE, OH, or WI.
- If your *principal place of business* is in AZ, HI, NV, OR, or WY or the Canadian Province of AB, BC, MB, NT, NU, SK, or YT or a state of Mexico, you may use AK, CA, CO, ID, MT, ND, NM, SD, UT, or WA.

**Section 1, Carrier Information** – Enter all applicable information for your company. The legal name, DBA name, physical address and mailing address must be identical to your current USDOT record. Note: the *principal place of business* address serves as your headquarters and where your operational records are maintained or can be made available. This address determines the base state for UCR filing purposes.

**Section 2, Classification** – Brokers, freight forwarders and leasing companies pay the lowest fee tier. If your company is also a motor carrier (whether private or for-hire), you must use the private or for-hire classification.

- **“Motor carrier”** means a person providing motor vehicle transportation for compensation.
- **“Motor private carrier”** means a person who provides interstate transportation of property in order to support its primary line of business.
- **“Broker”** means a person, other than a motor carrier, who sells or arranges for transportation by a motor carrier for compensation.
- **“Freight forwarder”** means a person who arranges for truck transportation of cargo belonging to others, utilizing for-hire carriers to provide the actual truck transportation, and also performs or provides for assembling, consolidating, break-bulk and distribution of shipments and assumes responsibility for transportation from place of receipt to destination.
- **“Leasing company”** means a person or company engaged in the business of leasing or renting for compensation motor vehicles they own without drivers to a motor carrier, motor private carrier, or freight forwarder.

**Section 3, Number of Motor Vehicles** – Applicable only to Motor Carriers and Motor Private Carriers, check the method used to obtain the vehicle count. Note: If “b” is selected and you file in a lower fee bracket than if you had selected “a,” your filing is subject to audit.

- **Line 1, Boxes A & B** – Enter the number of vehicles for each category and the total of A & B in Line Total.
- **Line 2** – You may subtract any vehicles shown on Line 1, Box A used exclusively in the intrastate transportation of property, waste, or recyclable material, did not or will not travel outside the state, did not or will not carry property, waste, or recyclable material that originated outside the state and was not or will not be registered under the International Registration Plan (IRP), and the number of vehicles used exclusively to transport 10 passengers or less, including the driver, that are included in Boxes B of Line 1. The UCR base state may request a vehicle detail list (Form UCR-1) as part of an audit. Do not submit Form UCR-1 unless requested.
- **Line 3** – You may add the number of vehicles that were used exclusively in intrastate commerce if they were not included in Boxes A or B above. You may also include the number of other self propelled vehicles used in interstate or intrastate commerce to transport passengers or property for compensation that are not defined as a commercial motor vehicle that have a gross vehicle weight rating or gross vehicle weight of 10,000 lbs or less or a passenger capacity of 10 or less, including the driver.
- **Line 4** – This is the sum of Lines 1 – 3 and will determine the appropriate UCR fees due as shown in Section 4.

**Section 4, Fees** – This table reflects the UCR fees you will pay based upon the number of vehicles reported on Line 4 of Section 3. Indicate the total amount due in the Fees Due box and remit payment.

**Section 5, Certification** – The owner or an individual who has a power of attorney to sign on behalf of the owner or owners. This certification indicates that the information is correct under penalty of perjury. Unsigned applications will not be processed.

This form is not required when filing online at [www.ucr.in.gov](http://www.ucr.in.gov)

## Unified Carrier Registration (UCR) – Year 2017

Idaho Transportation Department – Motor Carrier Services  
 PO Box 34 Boise ID 83731-0034  
 Phone: 208-334-8611; Fax: 208-334-2006; E-mail: [cvs@itd.idaho.gov](mailto:cvs@itd.idaho.gov)



Section 1 – Carrier Information – Must match your current USDOT record			
USDOT Number	MC or MX Number	Freight Forwarder Number	Idaho Account Number (if known)
Contact Telephone Number	Fax Number	E-mail Address	
Legal Name		Doing Business As (dba)	
Principal Place of Business Street Address		City	State
Mailing Address		City	State
		State	Zip Code
		State	Zip Code

Section 2 – Classification ( <input checked="" type="checkbox"/> check all that apply)
<input type="checkbox"/> Motor Carrier <input type="checkbox"/> Motor Private Carrier <input type="checkbox"/> Broker* <input type="checkbox"/> Freight Forwarder* <input type="checkbox"/> Leasing Company*

Section 3 – Number of Motor Vehicles (Motor Carriers & Motor Private Carriers)					
<input checked="" type="checkbox"/> one	<i>*Brokers, Freight Forwarders and Leasing Companies skip this section and indicate the \$76 fee in Section 4).</i>				
<input type="checkbox"/> a.	The number of vehicles shown on Line 1 below matches the current USDOT record.				
<input type="checkbox"/> b.	The number of vehicles shown on Line 1 below were owned and operated for the 12-month period ending June 30, 2015 (refer to the instructions for mandatory recordkeeping requirements).				
Complete Lines 1, 2 & 3 (if applicable) and Line 4			Line Total		
Line 1	Box A – Number of trucks & tractors:	+	Box B – Number of motor coaches, school or mini buses, vans & limousines:	=	
Line 2	Subtract the number of vehicles on Line 1, Box B, with a vehicle capacity of 10 or less passengers, including driver. You may also subtract those vehicles in Box A used only in intrastate transportation (refer to the instructions for mandatory recordkeeping requirements).			-	
Line 3	You may add any vehicles not shown on Line 1 that are commercial motor vehicles operating exclusively in intrastate commerce or those used in commerce to transport passengers or property for compensation and have a GVWR or GVW of 10,000 pounds or less, or a passenger capacity of 10 or less, including the driver.			+	
Line 4	<b>Total Number of Vehicles (Line 1, total of Boxes A &amp; B, minus Line 2, plus Line 3)</b>			=	

Section 4 – Fees (indicate the fee using the total vehicles on Line 4 of Section 3)						Fees Due
# of Vehicles	Fee	# of Vehicles	Fee	# of Vehicles	Fee	
0 – 2	\$76	6 – 20	\$452	101 – 1,000	\$7,511	\$
3 – 5	\$227	21 – 100	\$1,576	1,001 or more	\$73,346	

Payment may be made by check (U.S. funds) payable to "State of Idaho," by MasterCard or VISA (include cardholder name, card number & expiration date). A 2% service fee is assessed for credit card payments.

Section 5 – Certification	
I, the undersigned, under penalty for false statement, certify that the above information is true and correct and that I am authorized to execute and file this document on behalf of the applicant.	
Printed Name of Owner or Authorized Representative	Title
Signature	Date