



Getting Started with Household Goods or Passenger Authority

Motor Carrier Services

Per Indiana Code (IC) 8-2.1-22, carriers transporting household goods or passengers for hire must obtain a **Certificate of Public Convenience and Necessity** from the Indiana Department of Revenue (DOR). Applications take 30-60 days to process. During that time, you are not authorized to transport. If your application is approved, you will be granted Permanent Indiana Operating Authority. You will be required to renew your authority every year by November 30.

Passenger Authority

If you are transporting passengers, your authority type comes with restrictions based on how many passengers your vehicle is designed for or used to transport. The restriction types are as follows:

- Eight passengers or less, including the driver, in Indiana
- 15 passengers or less, including the driver, in Indiana
- 16 passengers or more, including the driver, in Indiana

If you need to change the restriction type after your authority is granted, you will be required to submit a new application.

Insurance Requirements

- \$1.5 million in commercial bodily injury and property damage (BIPD) if transporting fifteen passengers or less
- \$5 million in commercial BIPD if transporting 16 passengers or more
- For household goods insurance requirements, see [State Form IOA-1](#)

To establish a new Indiana Operating Authority, you will need the following:

- [Application Forms](#):
 - [State Form IOA-1](#): Indiana Operating Authority
 - [State Form IOA-2](#): Application for Permanent Authority to Transport Passengers or Household Goods
 - [State Form IOAP-SUP](#): Carrier Application Support Statement
- Verification of valid USDOT number (if applicable). Visit fmsca.dot.gov for more information.
- For LLC, LLP, or corporation: Verification of registration with the [Indiana Secretary of State](#)
- For LLC, LLP, or corporation: Verification of Federal Employer Identification Number (EIN or FEIN), such as letter 147C or notice CP575 from the Internal Revenue Service
- For LLC, LLP, or corporation: Bank statement in business's legal name or individual's legal name for sole proprietorship or general partnership. Statements must be no more than 60 days old, on the financial institution's letterhead, and must show a positive balance.
- \$100 non-refundable application fee (check, money order, or [Credit Card Payment Authorization Form](#))

Applicants have the option to apply for Temporary Authority (valid for 180 days) or Emergency Temporary Authority (valid for 30 days) with the Permanent Authority. To apply, you may check the

additional boxes on State Form IOA-2 and submit your tariff at the time of application. More information is available upon request.

Application Approval

If your application is approved, you will receive a Permanent Order and have 60 days to submit proof of insurance and your business's tariff.

- Proof of insurance must be submitted by your insurance company as a Form E.
- Your tariff must be submitted directly to DOR along with [State Form IOA-T \(57867\)](#):
[Acknowledgement for Carrier Tariff or Schedule Publication](#)

A tariff is a document that outlines all rates and charges of a business. Per Indiana Code § 8-2.1-22-23, your business may not charge anything that is not included in the tariff. DOR will keep your tariff on file and available to the public upon request. If you make changes to your tariff, you must submit the updated version and include an effective date. DOR will then replace the previous tariff on file. For more information, see [Tariff Guidance](#).

After both are received, you will be granted a Certificate of Public Convenience and Necessity and may begin operating. If both documents are not received within 60 days, your authority will be dismissed, and you may reapply.

Application Rejection

If your application is rejected, you may reapply up to three times per year. If three consecutive applications have been rejected within 365 days, you will be required to wait until the following year to reapply.

If you have questions, call 317-615-7200, option 3, then option 1, or email passengerhgh@dor.in.gov.