



Guide to Getting Started

Motor Carrier Services

Per Indiana Code (IC) 8-2.1-22, carriers that transport household goods or passengers for hire must obtain a **Certificate of Public Convenience and Necessity** from the Indiana Department of Revenue. We have three operating authorities that you may apply for; however, you must apply for the permanent authority. The other two are optional. Please see the checklist for the fees and requirements for the different authorities.

- Permanent Authority takes 70-180 days to process. During that time, you cannot transport passengers unless you also apply for the Emergency Temporary Authority (ETA) and/or the Temporary Authority (TA).
- Emergency Temporary Authority (ETA) takes 15 business days to process and is valid for 30 days.
- Temporary Authority (TA) takes 30 days to process and is valid for 180 days.

Restriction types for Passenger authorities are based on how many passengers your vehicle is designed for or used to transport. If you need to change the restriction after your authority is granted, then you will need to reapply for new authority. For any of the restrictions listed below, if you cross state lines for hire, you must also apply for a MC number along with your USDOT number. You may [apply for the numbers online](#).

- For eight (8) passengers or less, including the driver, we will issue you an Indiana ID number unless you are crossing state lines. If you are crossing state lines, you will need to apply for a USDOT number.
- For nine (9) passengers or more, including the driver, you will need to apply for a USDOT number.

Insurance requirements for 8 passengers or less and 15 passengers or less is 1.5 million in commercial bodily injury, property damage (BIPD). For 16 passengers or more, it is 5 million in commercial BIPD. We will only accept a Form E for proof of insurance. When applying for the ETA or TA authority, submit the Form E with your application. When applying for only the permanent authority, you do not need to submit the Form E (and tariff) until after the permanent authority has been approved. At that time, you will have 60 days to submit the Form E and tariff to the Insurance and Safety office. If you do not, your authority will be revoked, and you will need to reapply. In the Passenger/Household goods application packet, you will receive:

- Form IOA-1
- Form 700
- Form 703 (packet contains two, one is for ETA and one for TA)
- Statement requirement
- Tariff requirements
- Checklist

If you have any questions, please call 317-615-7200, option 3, then option 1, or email [Mindy Kimble](#).