

## Instruction Sheet for Unified Carrier Registration Form 2018

### What is my base state for UCR?

- (A) If your principal place of business as completed in Section 1 of the form is AK, AL, AR, CA, CO, CT, DE, GA, IA, ID, IL, IN, KS, KY, LA, MA, ME, MI, MN, MO, MS, MT, NC, ND, NE, NH, NM, NY, OH, OK, PA, RI, SC, SD, TN, TX, UT, VA, WA, WI or WV, **you must use that state as your base state**. If your principal place of business is not in one of these states, go to (B).
- (B) If your principal place of business is not one of the states listed in (A) above but you have an office or operating facility located in one of the states listed in (A) above, you must use that state as your base state.
- (C) If you cannot select a base state using (A) or (B) above, you must select your base state from (A) above that is nearest to the location of your principal place of business; or
- (D) Select your base state as follows:
  - a. If your principal place of business is in DC, MD, NJ, or VT or the Canadian Province of ON, NB, NL, NS, PE, or QC, you may select one of the following states: CT, DE, MA, ME, NH, NY, PA, RI, VA, or WV.
  - b. If your principal place of business is in FL or a state of Mexico, you may select one of the following states: AL, AR, GA, KY, LA, MS, NC, OK, SC, TN, or TX.
  - c. If your principal place of business is in the Canadian Province of ON, MB or NU, you may select one of the following states: IA, IL, IN, KS, MI, MN, MO, NE, OH, or WI.
  - d. 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 select one of the following states: AK, CA, CO, ID, MT, ND, NM, SD, UT, or WA.

### Change of Base State

- If you selected your base state using (C) or (D) above and your principal place of business has moved to a qualified state in (A) or (B) above, you may at the next registration year change your base state to a state listed in (A) or (B).

### Section 1. – General Information

- Enter all identifying information for your company. The owner and DBA name should be identical to what is on file for your USDOT number (See <http://safer.fmcsa.dot.gov/CompanySnapshot.aspx>). Enter the principal place of business address that serves as your headquarters and where your operational records are maintained or can be made available.

### Section 2. – Classification (Definitions)

- “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 without drivers to a motor carrier, motor private carrier, or freight forwarder.

### Section 3. - Fees Due-Brokers and Leasing Companies

- Brokers and leasing companies pay the lowest fee tier. If your company is also a motor carrier (whether private or for-hire) you will skip this section of the application.

### Section 4. - Number of Motor Vehicles– Motor Carrier & Motor Private Carrier

- Check the appropriate box indicating where you obtained the vehicle count for the numbers you entered into the table in this section. If you select Option B, and your fleet count using this method places you in a bracket with a lower fee than if you had selected Option A, you are required to maintain a list of vehicles covered by your UCR registration and submit this information on **Form UCR-2** to your base state upon request. **Form UCR-2 may be obtained from your base state or at [www.ucr.in.gov](http://www.ucr.in.gov). You only need to provide Form UCR-2 to your base state upon request, do not submit the form with your UCR registration!**
- **Line 1.** Enter the number of trucks and tractors over 10,000 pounds.
- **Line 2.** Enter the number of passenger vehicles designed for more than 10 passengers, including the driver that you operated during the 12-month period ending June 30, 2017. A vehicle must be included as “operated” (1) if you included it among the vehicles you operated on the last Form MCS-150 or MCSA-1 you filed for the U.S. DOT number you entered at the top of this Form, or (2) if the vehicles traveled under the U.S. DOT number you entered at the top of this Form during the 12-month period that ended June 30, 2017. However, vehicles you operated only under a short-term lease (less than 30 days) should not be included.
- **Line 3. Add lines 1 and 2 and enter the results.**
- **Line 4. (Optional, FOR MOTOR CARRIERS ONLY).** You may also subtract vehicles that you included in Line 1, Column A, that you operate **ONLY** in the **INTRASTATE** transportation of property, waste, or recyclable material. “Intrastate” means that these vehicles never cross state lines or carry cargo that originates or has a destination in another state or foreign country. Passenger vehicles may **NOT** be subtracted. Freight Forwarders may not use this option to subtract either freight or passenger vehicles. A vehicle registered under the International Registration Plan is presumed not to be intrastate.  
**If you use this Option, you must maintain a list of the vehicles you have subtracted. Form UCR-1is designed for that purpose. Form UCR-1 may be obtained from your base state or online at [www.ucr.in.gov](http://www.ucr.in.gov). Only provide Form UCR-1 upon request of your base state, DO NOT INCLUDE IT WITH YOUR UCR REGISTRATION.**
- **Line 5. Subtract Line 4 from Line 3 enter results.**
- **Line 6. (Optional, FOR FOR-HIRE MOTOR CARRIERS ONLY).** You may add here any motor vehicles you operate for-hire, regardless of weight, in interstate or intrastate commerce. This includes passenger vehicles regardless of the number of passengers.
- **Line 7. Add lines 5 and 6 and enter results.**
- **Line 8. Grand total** Enter the number from line 3, line 5 or line 7 whichever is the most accurate. If the registrant subtract no vehicles on line 4 and does not add any vehicles on line 6 then line 3 must be used to determine the entry on line 8. If the registrant subtracts vehicles on line 4 and does not add any vehicles on line 6 then Line 5 is the number that must be entered on Line 8. If the registrant does not enter any number on line 4 but does add more vehicles on line 6 then the number entered on Line 7 must be used.

### Section 5. – Fee Table for Motor Carriers (For-Hire & Private) & Freight Forwarders

- This table is the approved UCR fees you will pay dependent upon the number of vehicles reported in Section 4. This fee may change from year to year. Contact your base state if you do not have the fee table for the correct registration period.

### Section 6. – Fee Due for Motor Carrier (For-Hire & Private) & Freight Forwarders

- Enter the amount due for the total number of vehicles calculated in Section 5.

### Section 7. – Certification

- The owner or an individual who authorized to sign on behalf of the owner or owners must sign this form. This certification indicates that the information is correct under penalty of perjury.