

**LINE-BY-LINE INSTRUCTIONS FOR  
APPLICATION FOR A CLASS A or B CERTIFICATE OF COMPLIANCE**

- 1a. Only an applicant whose business structure is that of a Sole Proprietor should fill out this line.
- 1b. An applicant that is not a Sole Proprietor must enter the exact name of the applicant's legal entity (applies to LLCs, Corporations, General Partnerships, etc.).
- 1c. An applicant who will conduct motor carrier operations under a d/b/a name ("doing business as") must enter the d/b/a name here. **Important:** If you have a d/b/a, you may only operate under the d/b/a name you enter on this line in your application.
2. An applicant must enter address and other contact information in this section.
3. Is the applicant filing as a sole proprietor, partnership, or corporation? Check the applicable box. Names of partners must be entered on the appropriate line if the applicant is a partnership. If the applicant is a corporation, the corporate officers must be listed.
4. Has the applicant previously held a Certificate of Public Convenience or Necessity (PC&N) or Certificate of Compliance from the Montana Public Service Commission? If so, enter the number.
5. Enter the letter designation of the type of motor carrier authority you are seeking. A Certificate of Compliance is required to be obtained for Class A or B transportation of passengers.
6. Whom does the applicant intend to transport? An applicant will check "passengers in rate-regulated service" unless the applicant will provide charter service. Charter service is not rate-regulated. Charter service is defined on page 1 of the application. See § 69-12-101(3), MCA.
7. Where does the applicant intend to transport? Suggested language:  
  
"within the city of \_\_\_\_\_"  
"between all points and places within \_\_\_\_\_ County(s)"  
"between all points and places within the State of Montana"  
"from points in \_\_\_\_\_ County(s) to all points in Montana", etc.  
  
Add any desired limitations to the area. (Example: origination or destination points, size of vehicles, specific shippers, etc.)
8. Attach evidence from the insurer that applicant has obtained liability insurance in compliance with PSC rules.  
  
The sole criterion for issuance of a Class A or B Certificate of Compliance is that an applicant demonstrate fitness. An applicant is presumed to be fit if the applicant can demonstrate he or she has obtained motor carrier liability insurance coverage that meets or exceeds the PSC's insurance requirements. Those requirements are listed on the application.
9. List the equipment you will use to provide the service. If you intend to lease equipment or purchase equipment at a later date, please indicate the equipment intended for operations.
10. Only applicants for Class A certificates must provide a proposed time schedule.

11. What rates and charges will be assessed? (This requirement does not apply to Class B charter transportation providers. Upon the PSC's grant of authority, the carrier must submit a formal tariff filing.)
12. Indicate on the map the areas of your proposed motor carrier operations.
13. Applicant must complete the financial balance sheet.
14. Confirm that you will comply with Montana law by checking the appropriate box.
15. The filing of the application does not constitute operating authority.
16. Enclose the \$500 application fee, which is the same no matter how many counties applied for. **Please be aware that the applicant will be billed by the PSC for the cost of publication of the Notice of Application in the legal section of newspapers in the area of the application. If the application does not go to public hearing, \$300 of the application fee will be refunded. Applicant will be contacted for necessary Tax ID Number or Social Security Number information at that time.**
17. The PSC may grant, deny, or amend the application based on the record.

*Be sure to sign the application and that your signature is notarized.*

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