

**LINE-BY-LINE INSTRUCTIONS FOR  
APPLICATION FOR CLASS E 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 Transportation Network Carrier (TNC) 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. In order to demonstrate the applicant meets the requirement that a TNC enable the pre-arrangement of passenger rides via a digital network and/or software application service, provide a link to the applicant's online digital network and/or software application service.
6. Attach evidence from the insurer that applicant has obtained liability insurance in compliance with the law's requirements. If the applicant is unable to demonstrate having obtained insurance, the alternative is to provide a written statement that details the applicant's plans for compliance with the insurance requirements.

Note: The sole criterion for issuance of a Class E Certificate of Compliance is that an applicant demonstrate fitness. An applicant is presumed to be fit if the applicant can demonstrate he or she and, if applicable, the TNC drivers, have obtained motor carrier liability insurance coverage that meets or exceeds the law's insurance requirements. Those requirements are listed on the application.

7. State law requires a TNC to provide the requested written information to its drivers.
8. State law requires a TNC to be able to provide the requested fare information to passengers.
9. Where within Montana does the applicant intend to transport passengers? 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.
10. Indicate on the map the areas of proposed TNC operations.
11. Applicant must complete the financial balance sheet.
12. Confirm that you will comply with Montana law and PSC rules by checking the appropriate box.

13. The filing of the application does not constitute operating authority.
14. 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.**
15. 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.*