



Louisiana Public Service Commission

Located at 602 North Fifth Street; Baton Rouge, LA 70802
Mailing Address PO Box 91154; Baton Rouge, LA 70821
Transportation Division: (888) 342-5717 or (225) 342-4439

TO: ALL LOUISIANA MOTOR CARRIERS OF HOUSEHOLD GOODS

Please note the following information relative to the regulation of household goods services¹ by the Louisiana Public Service Commission.

Submit the attached application for common carrier authority along with the proper fees and required documents as outlined in the Application Process section.

If you have any questions you may call our office at (888) 342-5717 or (225) 342-4439.

RELATED INFORMATION FOR A COMMON CARRIER CERTIFICATE FOR HOUSEHOLD GOODS

Pursuant to General Order dated May 04, 2017 and R.S. 45: 164 (E) no motor carrier shall operate as a common carrier of household goods without having first obtained from the commission a certificate, which shall be issued only after a written application is made and filed.

Pursuant to General Order dated May 04, 2017 and R.S. 45:164 (E)(2):

- a. Any carrier whether domiciled in or outside of Louisiana, who is providing the intrastate transportation of household goods in Louisiana shall maintain a permanent establishment in Louisiana.
- b. Any carrier domiciled outside of Louisiana and providing the intrastate transportation of household goods in Louisiana shall register the name, address, and telephone number of its Louisiana permanent establishment, with the secretary of state and the Louisiana Public Service Commission.
- c. Should the carrier cease to maintain a permanent establishment in the state, its right to conduct business in the state shall be immediately suspended.
- d. The physical location or place of business shall be open for business and shall be staffed during regular business hours by one or more persons employed by the carrier on a permanent basis for the purpose of general management of the carrier's household goods moving business. The permanent establishment may include a place of management, a branch, an office, or a terminal. The permanent establishment may be operated by either an employee of the carrier or an agent of the carrier provided that the agent has and habitually exercises the authority to conclude transportation contracts in the name of the carrier.

LPSC General Orders dated **April 03, 2008** requires all household goods carriers, operating intrastate in Louisiana, shall **include their legal and/or registered name, physical address and Louisiana Public Service Commission certificate number in all advertising, and said information shall also be included on all invoices and written bids or estimates** given to consumers.

LPSC General Order dated **July 12, 2013** requires that all household goods carriers are required **to provide customers with a written estimate PRIOR to conducting any moving** services or in the event that the customer elects to forego a written estimate, a written waiver must be signed by both the customer & a designated representative of the moving company PRIOR to conducting any moving services.

¹ "Household goods" means:

- (a) Personal effects and property used or to be used in a dwelling when the personal effects and property are a part of the equipment or supply of such dwelling.
- (b) Furniture, fixtures, equipment, and the property of stores, offices, museums, institutions, hospitals, or other establishments when a part of the stock, equipment, or supply of such establishments.
- (c) Articles, including objects of art, displays, and exhibits, which, because of their unusual nature or value, require specialized handling and equipment usually employed in moving household goods.

APPLICATION PROCESS & FILINGS REQUIRED PRIOR TO ISSUANCE OF CERTIFICATES

Application must be filed in the Commission’s office, Galvez Building, 602 N. 5th St., Baton Rouge, Louisiana 70802. (Mailing address is P.O. Box 91154, Baton Rouge, Louisiana 70821-9154.) The application must be completed, signed and notarized.

The original application must be submitted along with:

- A letter from an insurance company (or agent) authorized to do business in Louisiana, stating they will write the required insurance coverage for your company. [All insurance filings, (As described in “General Information 1” below) are required and must be made within thirty (30) days from the date application was received by the Commission.]
- Applicant’s name on the application must be the FULL AND CORRECT LEGAL NAME of the company which should be stated in any one of the following ways.
 - **John Smith**
 - **John Smith dba Smith’s Transportation Company** (dba means “doing business as”)
 - **Smith’s Transportation Company, Inc.** (or any other non-person entity LLC, LTD, LP etc.....) If applicant is a corporation, LLC or LTD must attached:
 - A copy of the Secretary of State Certificate and Articles of Incorporation or Formation from the State of origin or existence.
 - A copy of the Louisiana Secretary of State’s Certificate of Good Standing.
- Applicants domiciled out-of-state must show principal location or locations in Louisiana from which operations will be conducted. If application is granted, such carriers must furnish designation of agent for service of process in Louisiana.
- Application filing fee. \$200.00 **NON-REFUNDABLE**
- Applicant must submit a Tariff (As Described in General Information 2)
- Applicant must complete & submit Form T-44 for registration and purchase of identification stamps for each vehicle in fleet **prior** to operation and include a SEPARATE check for those fees.

UPON COMPLETION OF THE ABOVE REQUIREMENTS, THE AUTHORIZED CERTIFICATE WILL BE ISSUED AND FORWARDED TO THE PETITIONER.

GENERAL INFORMATION

1. INSURANCE

Pursuant to R.S. 45: 163 (D) and R.S. 164 (E) the commission shall require the following policies of insurance:

Public liability and property damage insurance on trucks operated by common carriers and/or passenger buses, providing coverage of (\$250,000.00) TWO HUNDRED FIFTY THOUSAND DOLLARS for injury or death to any one person not to exceed (\$500,000.00) FIVE HUNDRED THOUSAND DOLLARS per occurrence, and (\$10,000.00) TEN THOUSAND DOLLARS property damage; (\$510,000.00) FIVE HUNDRED TEN THOUSAND single/combined - Motor truck cargo carriers insurance of at least (\$50,000.00) FIFTY THOUSAND DOLLARS per truck and (\$100,000.00) ONE HUNDRED THOUSAND DOLLARS per catastrophe - Shall provide proof of workers' compensation insurance - Shall file a surety bond by a qualified surety company in the amount of (\$5,000.00) FIVE THOUSAND DOLLARS. These insurance policies shall be written by companies qualified to do business in this state.

The required proof of insurance shall be the filing of a Form E, Bodily Injury and Property Damage, FORM H Motor Truck Cargo, Workman's Compensation on an Accord Certificate by the Insurance Underwriter of the policy, and the original Surety Bond which must be received thirty (30) days from the date application was received. The name and address on the Form E and name and address on the application for authority must match exactly.

2. TARIFF (RATES, FARES AND CHARGES)

Common Carriers operate under tariffs filed with and approved by the LPSC, which shows the services to be rendered and the basis for computation of rates. After the carrier's initial filing prior to commencement of operations, all changes must be effected through tariff publications approved by the LPSC. Generally proposed the staff can handle reductions informally, but increases require approval by the LPSC. These increases usually require formal handling, publication in the Commission's Bulletin, and approval before the Commissioners at the Business and Executive Meeting.

Initial Tariff should contain the following information:

- Complete name and address of company
- Specific information for rates charged indicating a flat rate, hourly rate, ...etc.
- When charging hourly, indicate times when charges begin and end.
- If rates are based on mileage, the official Louisiana highway map must be used. (www.crt.state.la.us/tourism)
- Fuel surcharges must be stated in the tariff. If you wish to use the LPSC approved fuel surcharge please state that in the tariff. A copy can be found on our website: http://lpsc.louisiana.gov/regs3_motor.aspx

3. MERGER OF DUPLICATE OPERATING RIGHTS

"No motor carrier shall be permitted to hold more than one certificate granting the same authority in the same territory or over the same route. When a motor carrier holding operating authority acquires by purchase or leases another similar authority, the two shall be merged into one and both authorities reissued to the carrier as one. Should a certificate holder acquire additional rights which overlap the rights already held by him to some extent, that portion of the rights which overlap his original rights shall be merged into the original grant of authority."

4. SUSPENSION RIGHTS OR CHANGES TO COMPANY INFORMATION

Suspension - If a carrier's business will be dormant for a short period of time, they may request a suspension of authority in writing. The letter must be notarized and give detail as to why the business is dormant, before the LPSC will consider granting such a request.

Changes To Company Information - If a carrier's company information, such as name, address, contact information or any other relevant information, changes it is the CARRIERS responsibility to make those changes with the Commission in writing using the proper forms which may be obtain by contacting the LPSC's main office.

5. ANNUAL REPORTS AND QUARTERLY REPORTS

All intrastate carriers subject to regulation by the LPSC are **REQUIRED** to file Annual Reports with the Transportation Division and are also assessed Inspection and Supervision fees quarterly which are collected by the Department of Revenue. More detailed information will be provided with your Common Carrier Certificate.

6. OWNER/OPERATOR LEASES

Any utilization of owner/operators by a certificated common carrier will require the carrier place on file, prior to transportation and for duration of the lease period, a statement that owner/operators vehicle(s) is covered by and operating under the carrier's insurance. This statement must contain the owner/operators name, address and description of covered vehicles. The lease must be in writing, properly executed in quadruplicate. One copy is to be held by lessor, one by lessee, one must be immediately filed with the LPSC (along with a filing fee of \$10.00 per vehicle), and one carried in the vehicle. (Web link <http://lpsc.louisiana.gov>)



LOUISIANA PUBLIC SERVICE COMMISSION

PO Box 91154; Baton Rouge, LA 70821

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COMMON CARRIER OF HOUSEHOLD GOODS APPLICATION

BUSINESS ENTITY'S INFORMATION

SECTION 1

Business Entity Name:

DBA: (Including any doing business as "dba" name)

Business Entity's Authorized Representative:

Business Address:

City: State: ZIP Code:

Mailing Address:

City: State: ZIP Code:

Telephone # (Include Area Code): Fax # (Include Area Code):

Email Address (Optional): Cell # (Include Area Code):

FEIN #: OR SS#

COMPANY TAX REPORTING YEAR (Check ONLY one box)

- Company's Tax reporting year is on a CALENDAR basis reporting January 01 to December 31 each year.
Company's Tax reporting year is on a FISCAL basis reporting from Month/Day to Month/Day each year.

COMPANY OWNERSHIP AND/OR INTEREST

- Check one box: Louisiana Domestic Corporation, Louisiana Domestic Limited Liability Company (LLC), Louisiana Domestic Partnership, Louisiana Limited Liability Partnership, Foreign* Corporation in the State of, Foreign* Limited Liability Company (LLC) in the State of, Foreign* Partnership in the State of. Includes Date of Incorporation/Formation fields.

MUST attach copies of the company's Secretary of State Certificate & Articles of Incorporation or Formation from your state of origin or existence. *Foreign Entities must also register with the Louisiana Secretary of State's Office (La. SOS); submit copies of the paperwork filed with the La. SOS along with a copy of the Certificate of Good Standing issued by the La. SOS.

BUSINESS ENTITY'S INFORMATION

SECTION 1 CONTINUED

List Names of Officers and/or Members and percentage of ownership or number of shares below and check one box to indicate title.

Name	Title (Corporations list President, Vice President, Secretary, Treasurer and LLC companies list Members)	Ownership percentage of ownership or number of shares

EQUIPMENT and TERMINALS

SECTION 2

Applicant proposes to commence operations with the vehicles listed on the attached Form T-44, and has included the \$10.00 per vehicle fee.

Petitioner proposes to commence operations from the following LOUISIANA TERMINAL/LOCATION(S):
Address other than those listed in Business Entity Information Section 1 (If additional space is needed, attach a separate sheet listing each location)

Additional location address:

City:	State:	ZIP Code:
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VERIFICATION

SECTION 3

State of _____ County/Parish of _____

_____, being duly sworn, deposes and says:
(Applicant's Printed Name)

That he/she is the APPLICANT in the above application; that he/she desires to secure from the Louisiana Public Service Commission a Common Carrier Certificate or Contract Carrier Permit as stated, authorizing the applicant to operate as a carrier of **HOUSEHOLD GOODS**; and that he/she has read same and is familiar with the contents thereof and that facts as stated therein are true and correct, and to the best of his/her knowledge. APPLICANT agrees to comply with all provisions of the law and the rules and regulations of the Louisiana Public Service Commission prior to commencement of operations and continuously thereafter. FURTHERMORE; APPLICANT understands that the information contained in this application may be shared with the Louisiana Department of Revenue for purposes of Inspection and Supervision Fees.

SWORN TO AND SUBSCRIBED before me this _____ day of _____, 20_____

PRINTED NAME OF APPLICANT

PRINTED NAME OF NOTARY PUBLIC

SIGNATURE OF APPLICANT

SIGNATURE OF NOTARY PUBLIC
(including Notary Seal & Number)

LPSC OFFICE USE ONLY

Accepted by Staff _____

Date _____

T-44 Form



Louisiana Public Service Commission

Located at 602 North Fifth Street; Baton Rouge, LA 70802

Mailing Address PO Box 91154; Baton Rouge, LA 70821

Transportation Division: (888) 342-5717

COMPANY NAME
(as shown on application)

D/B/A
(if applicable)

MAILING
ADDRESS

CITY

STATE

ZIP

TELEPHONE
NUMBER:

FAX
NUMBER:

EMAIL
ADDRESS:

NUMBER OF VEHICLES	PER VEHICLE FEE	AMOUNT	Intrastate LPSC Identification Stamp(s)
	\$10.00	\$	Total made payable to: Louisiana Public Service Commission

Louisiana law (LRS 45:169) requires every common and contract motor carrier transporting household goods, waste, or passengers or (LRS 45:180.1(D))operating as a wrecker/tow service under authorities from this commission must be identified, including leased vehicles, by having a current identification stamp affixed to a cab card in the vehicles prior to operation.

No schedule or list of vehicles is required. Stamps are unassigned and should be affixed to an intrastate cab card completed by the carrier with vehicle specific information for each of his vehicles. Carrier may order any number of stamps to provide for current or anticipated needs. A new registration stamp and cab card must be purchased each year.

I, undersigned, under penalty for false statement, do hereby certify that the above information is true and correct and that I am authorized to execute and file this document of behalf of the above applicant. (Federal penalties, maximum of \$10,000 or imprisonment for 5 years, or both, 18 U.S.C. 1001: State penalties as prescribed by law)

Signature & Title

Date