



1. Federal registration

- ☐ **USDOT number**
Registered with FMCSA.
- ☐ **Operating authority (MC number)**
For-hire interstate authority application.
- ☐ **BOC-3 process agent filing**
Designates agents in each state.
- ☐ **Insurance filing**
Insurer files proof of required liability coverage with FMCSA.
- ☐ **Authority active**
Confirm status before booking the first load.

2. Annual and state registrations

- ☐ **UCR for the current year**
Unified Carrier Registration.
- ☐ **IRP and IFTA, if applicable**
Apportioned plates and fuel tax credentials for multi-jurisdiction operations.
- ☐ **Form 2290**
Heavy vehicle use tax for qualifying vehicles.

3. Safety programs

- ☐ **Drug and alcohol testing program**
Plus Drug and Alcohol Clearinghouse registration.
- ☐ **Driver qualification files**
One complete file per driver.
- ☐ **Hours of service and ELD**
Logs captured and retained.
- ☐ **Inspection and maintenance records**
Organized by vehicle.

4. Business readiness

- ☐ **Business bank account**
Separate from personal funds.
- ☐ **Broker setup packet**
W-9, certificate of insurance and authority letter ready to send.
- ☐ **Same-day invoicing**
Invoices sent with BOL and POD when the load delivers.
- ☐ **Renewal calendar**
Every filing and renewal date tracked.

General information, not regulatory advice. Requirements depend on your operation; confirm current rules with FMCSA and your state.