



Important Notice for Household Goods Carriers

Effective Immediately

Purpose: The purpose of this notice is to inform Household Goods Carriers of the adoption of Administrative Rules, effective January 4, 2007, regarding insurance requirements and vehicle registration.

You will be able to “convert” your Type B certificate into a motor carrier certificate and maintain the same certificate number.

Please refer to the table below for related requirements.

Contact Information: Texas Department of Transportation
 Motor Carrier Division (MCD)
 125 East 11th Street
 Austin, TX 78701
 1-800-299-1700, option 2, then 1
 Visit the TxDOT Web site at www.txdot.gov

Requirement	Action Required
Commercial Automobile Liability Insurance	File proof of commercial automobile liability insurance (Form E) with TxDOT for \$300,000 combined single limit liability. Contact your insurance company to request an online submission of a Form E. To convert, your current Type B certificate must be active. Your certificate must have an active Form E and Form H&I on file.
Vehicle Registration	Register your vehicle(s) with TxDOT MCD regardless of vehicle size or weight. Submit forms Supplemental Motor Carrier Application (Form 1910) and Additional Motor Carrier Equipment Report (Form 1900) with fees to MCD for processing or contact MCD’s online help desk for assistance with online processing. Contact the help desk Monday through Friday, 8 a.m. to 4:30 p.m., at 1-800-299-1700 press options 2, 1, then 2. Your converted certificate and vehicle(s) will expire in 2008. The last number in the certificate determines the expiration month.
Fees	Submit a \$100 liability insurance filing fee and a \$10 registration fee for each vehicle.

Note: Conversions must take place no later than **April 30, 2007**. After this date, you must submit a new TxDOT motor carrier application and pay all applicable fees (carrier will receive a new TxDOT certificate number).