

**8840.5500 CERTIFICATE OF COMPLIANCE APPLICATION.**

Subpart 1. **Forms.** Application for a certificate of compliance or for renewal of an existing certificate of compliance must be made on forms provided by the commissioner. Application forms for certificates of compliance may be obtained from the Department of Transportation. Applications must be delivered in person, electronically, or by mail to the Minnesota Department of Transportation.

Subp. 2. **Required information.** Applicants shall submit the following information to the commissioner:

A. a provider application form containing the following information:

- (1) whether the application is new or a renewal;
- (2) the applicant's business United States Department of Transportation (USDOT) number. If the applicant does not have a USDOT number, the applicant shall apply for the number from the Federal Motor Carrier Safety Administration at the time of application;
- (3) the applicant's name; the name of the business, including any assumed name filed with the secretary of state as provided in Minnesota Statutes, sections 333.01 to 333.06; the type of business entity; the business address; the telephone and facsimile (fax) numbers; and the Internet email address;
- (4) whether the passengers served are elderly or disabled;
- (5) for each vehicle used:
  - (a) make, year, vehicle identification number (VIN), and license plate number of the vehicle;
  - (b) seating capacity and manufacturer's gross vehicle weight rating;
  - (c) whether the vehicle is equipped with an approved wheelchair securement device and the number of wheelchair securement positions for each vehicle;
  - (d) whether the vehicle is equipped for stretcher transport; and
  - (e) whether the vehicle is equipped for protected transport;
- (6) the name, email address, primary telephone number, and alternate telephone number, of the person who is responsible for the day-to-day operation of the proposed provider's special transportation service;
- (7) the legal name, address, and driver's license number of each driver, stating whether each complies with the standards in parts 8840.5100 to 8840.6300;
- (8) the legal names of each individual who is not a driver but for whom the provider is required to initiate a background study, pursuant to Minnesota Statutes, section 174.30, subdivision 10;

(9) whether the applicant or any of the applicant's corporate directors or officers, general and limited partners, limited liability company board members, or owners of the applicant's business hold or previously held a certificate of compliance and, if so, the certificate number of the applicable certificate;

(10) if the applicant is not a Minnesota corporation, but is authorized to transact business in Minnesota, the name and address of its registered agent;

(11) the location in Minnesota where the records required by part 8840.6100 will be available for inspection and copying; and

(12) any organizations with which the applicant has an agreement to provide special transportation service; and

B. the following documentation, if not previously filed with the commissioner:

(1) evidence of insurance coverage on the provider's vehicle in the amount specified in part 8840.6000 on a form E, "Uniform Motor Carrier Bodily Injury and Property Damage Liability Certificate of Insurance" under Code of Federal Regulations, title 49, part 1023, Appendix (1992), which is incorporated by reference except for the last paragraph of Form E; and

(2) a statement showing compliance with the workers' compensation requirements under Minnesota Statutes, section 176.181, subdivision 2.

Subp. 2a. **Signature required.** The application must be signed physically or electronically by a corporate officer, general partner, limited liability company board member, or sole proprietor verifying that the information on the application is true. The application may be delivered in person, by mail, or by fax. In lieu of a required document completed on paper, the commissioner may accept an electronically transmitted document authenticated by an electronic signature.

Subp. 3. [Repealed, 28 SR 1578]

Subp. 4. [Repealed, 28 SR 1578]

Subp. 5. **Information on certificate.** When a certificate is granted, the commissioner shall issue to the provider a numbered certificate of compliance that shows the month and year in which the certification expires. This certificate may be stored physically or electronically but must be producible upon request from the commissioner.

Subp. 6. **Record.** The commissioner shall maintain a record of all certificates of compliance showing the date issued, renewed, suspended, or revoked. If the commissioner determines that an application for a new certificate of compliance is for an organization with one or more corporate directors or officers, limited liability company board members, or employees as a provider that is currently suspended or revoked, the commissioner shall reject the application.

Subp. 7. **Keeping application information current.** An applicant or provider shall notify the commissioner in writing of any change in its application information within ten days of the change.

**Statutory Authority:** *MS s 174.30*

**History:** *17 SR 634; 28 SR 1578; L 2005 c 56 s 2; 48 SR 155*

**Published Electronically:** *September 14, 2023*