

Name Change Instructions – Operating Authority

To request a change to the name on your operating authority online, please follow these instructions.

1. http://li-public.fmcsa.dot.gov/LIVIEW/PKG_REGISTRATION.prc_option
2. Select the option for “Filing a name change” and then press “Continue”
3. The next page will list a registration tracking number and tracking identifier; please make note of these for your reference.
4. Click “File electronically”
5. Fill in the highlighted field; your PIN number should be the MC PIN you request by clicking this link https://li-public.fmcsa.dot.gov/LIVIEW/pkg_form_start.prc_pin_cc if you don’t already have it. This PIN will be mailed to you and will take 5-7 business days to reach you.

I need to update my Operating Authority (MC/FF/MX number) registration information by	
<input checked="" type="radio"/>	a. Filing a name change
<input type="radio"/>	b. Filing a change of address.
I was registered with the FMCSA and now want to restart my business by:	
<input type="radio"/>	a. Reapplying for a USDOT number after revocation
<input type="radio"/>	b. Requesting that my Operating Authority (MC/FF/MX number) be reinstated
<input type="radio"/>	I want to update my Cargo Tank Facility registration statement information.

6. After you input the information it will bring up a screen to verify the information.
7. Press “Continue”
8. At this point you can enter the New Legal and/or DBA Name
9. You can also change the “Form of Business”
10. Press “Continue”

DO NOT use your web browser buttons (Back, Forward, Refresh) while Filing Electronically.

Existing companies MUST have a Personal Identifier (PIN) in order to update an Operating Authority electronically.

Identify Company	
Docket Number	MC <input type="text"/>
Personal Identifier (PIN)	<input type="text"/>

Company Official	
Name of Company Official Authorized to Complete Forms *	<input type="text"/>
Title of Company Official Authorized to Complete Forms *	<input type="text"/>

Representative Mailing Information (Only if the person entering the data is not the Company Official)	
Name	<input type="text"/>
Title	<input type="text"/>
Street	<input type="text"/>
City	<input type="text"/>
State/Country	PICK A VALUE <input type="text"/>
Telephone Number	<input type="text"/>
Postal (ZIP) Code	<input type="text"/>
Fax Number	<input type="text"/>

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11. It will then bring up a credit card screen for the \$14 dollar payment.
12. If the new name is for a limited liability company (LLC) or corporation (Inc.) then

DATA SUPPLIED	
New Names	
Legal Name:	<input type="text"/>
DBA Name:	<input type="text"/>
Form of Business:	<input type="radio"/> CORPORATION <input type="radio"/> PARTNERSHIP <input checked="" type="radio"/> SOLE PROPRIETORSHIP
Ownership Change:	NO <input type="button" value="v"/>
<input type="button" value="Continue"/> <input type="button" value="Reset"/>	

- print your confirmation page and submit it along with a copy of the Articles of Incorporation to FMCSA by email, fax or mail. The name change will not be processed until this document is received.
13. After you submit the request for a change, you will have 30 days to file proof of insurance and form BOC-3 under the new name, or your authority will be revoked. Contact your insurance company promptly to make this change.
 14. The name changes should be processed in FMCSA's systems in about a week.