Filing for a UCR: In as little as 10 minutes, carriers can renew and pay for their UCR from any computer or smartphone with Internet access. **Before you start:**

A. Know the USDOT number.

B. Have a credit card or checkbook available.

C. Be aware that the computer session will timeout if there is significant idle time. If that happens, close the Internet window and begin the process again.

Filing your UCR online: Open any version of Internet Explorer and go to **www.ucr.in.gov**, and then:

1. On the right side of the Web page, click **Start UCR Registration** and:
   (a) Click **New Applicant or Renew Your Unified Carrier Registration (UCR).**
   (b) Enter the USDOT number in **Carrier No.** box (on the right of the screen). (c) Choose 2015 from the **Registration Year** box.
   (d) Click **Next.**
2. **Look at** the legal name associated with the USDOT number you provided at the bottom of the screen. If correct, click **Next.** (If legal name is incorrect, click **Cancel** and follow the instructions that appear on the screen**.)**
3. Choose **classifications** that apply and then click **Next.**
4. **Select one of the two options** under the **Vehicle Information** heading**.** (The most common selection is the first one.)
   (a) Read and make needed adjustments in the **Optional Selections.**
   (b) Click **Next.**
5. Click **Certification box** and: (a) Type **your name and title.**
   (b) Click **Pay**.
6. The number of vehicles you are registering and the cost of the UCR license will appear, and then click **OK**.
7. Select the **method of payment (**credit card, debit and/or prepaid card, or electronic check, you may incur an access fee), and then click **Next**.
8. Total charges to the credit card or checking account will appear, and then click **Next.**
9. Complete the credit card or banking fields.
10. Click the box for **I accept to proceed (**at the bottom of the screen), and then click **Submit**.

   Note: If a carrier is no longer in operation or never crosses the state line and wishes to avoid further UCR renewal notices, the carrier must inactivate or update its USDOT number (instructions below).

USDOT numbers: Motor carriers **MUST** have a personal identifier (PIN) in order to update their USDOT number (Form MCS-150) electronically.

The Federal Motor Carrier Safety Administration issues two types of PINs, one for USDOT numbers and one for MC numbers. Carriers need to request the USDOT number PIN from FMCSA, while the MC number (docket) PINs are automatically supplied to the carrier when the MC number is issued by FMCSA.

To request your existing USDOT# PIN or a new PIN, go to the FMCSA's website at:
https://li-public.fmcsa.dot.gov/LIVIEW/PKG_PIN_START.PRC_INTRO. Allow 7-10 business days to receive it by mail. It will be mailed to the mailing address on file with the FMCSA.

Updating a USDOT number online: Open any version of Internet Explorer and go to **www.fmcsa.dot.gov**, and:

1. Click on **Register or Make Updates Online** (in the center column).
2. In the right column (**Register or Update Now without Help**) click on **Start Online Registration without Help.**
3. Scroll down to the section **Existing Registration Updates** and click on the first option, **I need to update my USDOT number registration information or file my biennial update**.
4. Scroll further down the page and click on **Continue.**
5. To verify your signature, carriers will submit a valid credit card number as their electronic signature. Please note that no charge will be made to the credit card. Click on **File Electronically.**
6. Enter the requested information and continue to follow the prompts.

Inactivating a USDOT number: To inactive a number, a MCS-150 form must be completed and sent to the FMCSA (it cannot be filed online). To obtain copy of the form:

A. Download the MCS-150 form at:
   http://www.fmcsa.dot.gov/documents/forms/r-l/MCS-150-Instructions-and-Form.pdf

B. Request the MCS-150 form by calling the FMCSA Support Services line at 800-832-5660 during regular business hours (EST).

Submit the completed form to the FMCSA by fax at 703-280-4003, or by mail to: Federal

Motor Carrier Safety Administration,