



# ICARS

Intrastate Carrier Authority Registration System

[www.michigan.gov/icars](http://www.michigan.gov/icars)





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# ICARS

## INTRASTATE CARRIER AUTHORITY REGISTRATION SYSTEM

Brought to you by the Michigan State Police, Commercial Vehicle Enforcement Division

**APPLYING FOR INTRASTATE OPERATING AUTHORITY (CVED AUTHORITY)**  
To submit an application for CVED Authority, you will need to register for an account, or login to an existing account, and select "CVED Intrastate Authority" from the menu above. Once your application is submitted, you will be notified via email of any required follow-up.

**CONTACT US**  
For additional information regarding CVED Authority and the application process, please visit the [Regulatory and Credentialing Section online](#), or call:

**INTRASTATE AUTHORITY UNIT**  
517-284-3250   
Select option 4, then option 1

**Login**

User Name or E-mail:

Password:

[Login »](#)

Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

- Log in using your email or username.
- Select **My Records**.
- Select the [Renew Application](#) link next to the **Certificate of Authority** record type.

▼ CVED Intrastate Authority

Showing 1-16 of 16 | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Status	Expiration Date	Action	Short N
<input type="checkbox"/>	05/02/2017	EGP-2017/1	Equipment List	Closed			
<input type="checkbox"/>	02/01/2016	<a href="#">View</a>	Certificate of Authority	Revoked	12/31/2019	<a href="#">Renew Application</a>	

## Renewal of Authority

1 <b>Renewal Application</b>	2 Delegate Information	3 Review	4 Pay Fees	5 Record Issuance
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### Step 1 : Renewal Application > Page 1

Per the Motor Carrier Act, Act 254, P.A. 1933, as amended, the following carriers are required to complete an annual renewal for Commercial Vehicle Enforcement Division (CVED) Authority and purchase decals each year:

- \* All carriers who operate as intrastate (do not cross state lines) only.
- \* All carriers who are transporting household goods, even if they also operate as an interstate carrier.
- \* All wrecker services conducting a tow at the request of law enforcement or a dispatch center, even if they also operate as an interstate carrier.
- \* Temporarily discontinued carriers. Delete vehicles from renewal to avoid decal fee assessment.

Interstate carriers transporting only general commodities are NOT required to complete a renewal, if they maintain an active MC number and stay current on UCR fees.

The renewal period begins each year on October 1 and should be completed by December 1 to avoid late fees and penalties. Failure to renew by January 1, will result in revocation of your CVED Authority. The renewal fee is \$50. Decal fees vary depending on vehicle usage. They will be \$50 or \$100 per vehicle.

#### Insurance Documentation:

If your insurance coverage (PL/PD and/or Cargo) has expired or will expire in 60 days of submitting your renewal, we will require updated documentation. Please attach your Certificate of Insurance Liability and have your insurance company submit a Form E and/or Form H. This includes coverage of Workers Compensation insurance. If you are exempt from carrying Workers Compensation insurance, attach a copy of your approved exemption to the renewal. These documents will be required prior to approving your renewal.

#### Useful Contact Information:

CVED Authority & Online Account Assistance  
Michigan State Police  
Commercial Vehicle Enforcement Division  
517-284-3250  
MSP-CVED-RCS@michigan.gov

DOT Numbers, MC Numbers, & MCS-150 Updates  
Federal Motor Carrier Safety Administration (FMCSA)  
www.fmcsa.dot.gov  
800-832-5660

Michigan Center for Truck Safety  
www.truckingsafety.org  
800-682-4682

Workers' Compensation Insurance  
Michigan Department of Labor and Economic Opportunity  
Workers' Compensation Agency  
517-284-8922

Renewal Information

Useful Contact Information

\* indicates a required field.

### Carrier Information

Please review your Carrier Information we have on file and make any changes needed. If you make changes to the information we have on file or the information we have is correct **CLICK** the **SAVE and CLOSE** Button at the bottom. Then **CLICK** the **CONTINUE** Button to move on to the next step.

**CVED#:** 12345

**USDOT#:** 1234567

**MC#:**

**Owner/Parent Corp. Name:** ICARS TEST

**Carrier Name:** TEST CARRIER, LLC

**Mailing Address:** 123 MAIN ST. ANYWHERE, MI 12345

**Phone:**

123-456-7890

**Email:** TESTCARRIER@NOMAIL.COM

**Contact Person:** ICARS TEST

**Contact Phone:**

123.456-7890

[Edit](#) [Remove](#)

[Continue »](#)

[Save and resume later](#)

To update or remove **Carrier Information**:

- Select Edit to make changes or select remove to delete all the information.

\*Note: This is required information.

- Select **Continue** to go to the next page.

## Carrier Information

Please review your Carrier Information we have on file and make any changes needed. If you make changes to the information we have on file or the information we have is correct **CLICK** the **SAVE and CLOSE** Button at the bottom. Then **CLICK** the **CONTINUE** Button to move on to the next step.



**An error has occurred.**  
Some of the required fields have not been completed. Please edit the licensed professional and complete the required information.

CVED#: 12345  
USDOT#: 1234567  
MC#:  
Owner/Parent Corp. Name: ICARS TEST  
Carrier Name: . TEST CARRIER, LLC  
Mailing Address: 123 MAIN ST. ANYWHERE, MI 12345  
Phone: 123-456-7890

**This error is received if some required Contact information is needed.**

Email: TESTCARRIER@NOMAIL.COM  
Contact Person: TEST CARRIER, LLC  
Contact Phone: 123-456-7890

[Edit](#) [Remove](#)

**Continue »**

**Save and resume later**

**Equipment List** is where you can add, edit, and/or delete vehicles.

### EQUIPMENT LIST

The Equipment List should include all active vehicles in your fleet. You may be required to submit documentation for any vehicle added to this list. Those requirements are listed in the Attachments section.

#### INSTRUCTIONS: "Equipment List"

This is used to issue decals to vehicles previously registered with the MPSC, where these vehicle require no correction to the unit# and VIN#, etc. and to delete vehicles from your fleet.

- Examine the "EQUIPMENT LIST" which shows vehicles you presently have registered with MPSC.
- Where a listed vehicle should receive a decal for the next year, mark it for Renewal.
- Where a listed vehicle should not receive a decal for the next year, mark it for Retirement.
- Where a listed vehicle should receive a decal for the next year, however a correction is needed, update the incorrect information and mark it for Renewal.

If you have questions, please contact us at:  
 (517) 284-3250

Showing 1-6 of 6

<input type="checkbox"/>	Row	Type	Year	Make	VIN	GVWR	Unit/Fleet #	License Plate State	Leased Vehicle Owner	Vehicle Action	Decal #	Equipment Use
<input type="checkbox"/>	1	Car	2000	Test	12321765GDFETRWS7	0	1	MI		Vehicle Retirement	2004246	General Commodities
<input type="checkbox"/>	2	Car	2000	Test	9876TGFREDSW3ER45	0	2	MI		Renew	2011052	General Commodities
<input type="checkbox"/>	3	Car	2000	Test	JHGTREDFR4565432Q	0	3	MI		Renew	2011053	General Commodities
<input type="checkbox"/>	4	Car	2000	Test	JSYETR43332WSDEWQ	0	4	MI		Renew	2011054	General Commodities
<input type="checkbox"/>	5	Car	2000	Test	987UJNHGT567890OL	0	5	MI		Renew	2011055	General Commodities
<input type="checkbox"/>	6	Car	2000	Test	NBHGFDYTRE456YGF	0	6	MI		Renew	2011056	General Commodities

- To add a new vehicle, select **Add a Vehicle**. Selecting the caret next to **Add a Vehicle** will allow the adding of multiple vehicles at once.
- To edit or delete vehicles on your account, select the vehicles by marking the box to the left of the vehicle.
- Then select **Edit** or **Delete**. Vehicle details screen will appear.

Row: 
 \* Type: 
 \* Year:

\* Make: 
 \* VIN: 
 \* GVWR:

\* Unit/Fleet #: 
 \* License Plate State: 
 Leased Vehicle Owner:

\* Vehicle Action: 
 Decal #: 
 \* Equipment Use:

Plate Fee:

Complete or change required fields and select submit

## Attachment

The maximum file size allowed is 16 MB.  
 ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

### File Upload

The maximum file size allowed is 16 MB.  
 ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

- Select Add to add an attachment.
- When the File Upload window appears select Add.
- Select file you want to attach and select continue.
- Select Continue again to go to the next step in the renewal.

## Renewal of Authority

1 Renewal Application	2 Delegate Information	3 Review	4 Pay Fees	5 Record Issuance
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### Step 1: Renewal Application > Page 3

\* indicates a required field.

## Custom Fields

### WORKER'S COMP INSURANCE

This is the law that governs the requirements of Worker's Compensation including who is exempt and who isn't. To review the Worker's Compensation Act, click [HERE](#).

\* Does your company have Worker's Compensation Insurance on your drivers?:  Yes  No

\* Our company is exempt from Worker's Compensation Insurance.:  Yes  No

Continue »

Save and resume later

- Proof of Workers Compensation insurance or an exclusion will be required prior to the approval of all renewals.

**Delegate information** is where you can select an agent/attorney from your account or manually enter someone you would like to delegate.

## Renewal of Authority

1 Renewal Application	2 Delegate Information	3 Review	4 Pay Fees	5 Record Issuance
-----------------------	------------------------	----------	------------	-------------------

### Step 2: Delegate Information > Page 1

\* indicates a required field.

## Agent/Attorney

To add contact information, click the Select from Account or Manually Enter button. To edit a contact, click the Edit link.

Select from Account

Manually Enter

Showing 0-0 of 0

Contact Type	Full Name	Business Name	Phone	E-mail	Action
No records found.					

Continue »

Save and resume later

After selecting continue, the next step is to review the renewal information.

**Renewal of Authority**

1 Renewal Application    2 Delegate Information    **3 Review**    4 Pay Fees    5 Record Issuance

**Step 3: Review**

[Continue »](#)    [Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to the section or "Continue" to move on.

**Record Type**

Renewal of Authority

**Carrier Information** [Edit](#)

Test Test    Carrier Phone 111-555-1111  
 TEST ACCOUNT ONLY /Test Test    Contact Phone 111-555-1111  
 2155450    Carrier -12345  
 123 Test Drive    TESTCARRIER@NOMAIL.COM  
 1235487  
 Anywhere, 12345  
 United States  
 Ownership Type: Sole Proprietorship

**Equipment**

**EQUIPMENT LIST** [Edit](#)

Row	Type	Year	Make	VIN	GVWR	Unit/Fleet #	License Plate State	Leased Vehicle Owner	Vehicle Action	Decal #	Equipment Use	Plate Fee
1	Car	2000	Test	12321765GDFETRWS7	0	1	MI		Vehicle Retirement	2004246	General Commodities	100
2	Car	2000	Test	98767GFREDSW3ER45	0	2	MI		Renew	2011052	General Commodities	100
3	Car	2000	Test	JHGTREDFR4565432Q	0	3	MI		Renew	2011053	General Commodities	100
4	Car	2000	Test	J5YETR43332WSEWQ	0	4	MI		Renew	2011054	General Commodities	100
5	Car	2000	Test	987UJNHGT567890OL	0	5	MI		Renew	2011055	General Commodities	100
6	Car	2000	Test	NBHGFDVYTRE456YGF	0	6	MI		Renew	2011056	General Commodities	100

**Attachment** [Edit](#)

The maximum file size allowed is 16 MB.  
 ade; adp; bat; chm; cmd; com; cpt; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbs; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

**Custom Fields**

**WORKER'S COMP INSURANCE** [Edit](#)

Does your company have Worker's Compensation Insurance on your drivers?: Yes

Our company is exempt from Worker's Compensation Insurance.: No

**Agent/Attorney** [Edit](#)

Showing 0-0 of 0

Contact Type	Full Name	Business Name	Phone	E-mail	Action
No records found.					

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application, and that I have read and acknowledge this carrier is in compliance with the Motor Carrier Safety Act 181 of 1963.

By checking this box, I agree to the above certification.    Date:

[Continue »](#)    [Save and resume later](#)

- Check the box to agree to the certification and select continue.
- At any time selecting **Save and resume later** will allow you to resume the renewal at another time. However, incomplete records are deleted seven days after they are opened.

## Verify Fees:

### Step 4 : Pay Fees

Listed below are the required fees that must be paid prior to staff reviewing your application. Additional fees may be assessed during the application review process that you will be required to pay prior to your application being approved. The section below displays your total fees due at this time.

#### Application Fees

Fees	Qty.	Amount
Renewal	1	\$50.00
Decal Fee	600	\$600.00

**TOTAL FEES: \$650.00**

Note: The Application fee is non-refundable.

[Check Out »](#)

[Continue Shopping »](#)

After Verifying the fees assessed are correct, select **Check Out**.

- The renewal fee is \$50.
- The Decal fees vary depending on vehicle usage. They will be \$50 or \$100 per vehicle.
- If the renewal is submitted after December 1, penalties and late fees may be assessed.

#### Cart

1 Select item to pay	2 Payment information	3 Receipt/Record Submittal
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#### Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

**PAY NOW**

You are required to pay all fees that have been assessed during the application process prior to staff reviewing your application. If you are unable to pay now click Save for Later.

Test MI 12345 United States

1 Application(s) | \$650.00

▶ Certificate of Authority  
12345

Total due: \$650.00

**Total amount to be paid: \$650.00**

Note: Application fees are non-refundable.

[Checkout »](#)

[Edit Cart »](#)

[Continue Shopping »](#)

After selecting Checkout, the second time, you will be directed to the CEPAS Credit Card Processing Payment Module for Motor Carrier System.

#### Payment Method

### Motor Carrier System

Welcome to the CEPAS Credit Card Processing Payment Module for Motor Carrier System.

This process is being used as a secure means of processing online payments 24 hours a day, seven days a week.

Payment may be made using a valid Credit or Debit card (Visa, MasterCard, or Discover).

To continue making a payment, please select "Next".

\* Indicates required field

**Choose method of payment**

Pay by credit card

  

#### Payment Information

### Motor Carrier System

To continue the payment process, click the "Next" button in the box below.



\* Indicates required field

**Billing Address**

Use Business Name

\*First Name:

M.I.:

\*Last Name:

\*Street Line 1:

Street Line 2:

\*City:

\*State:

\*Zip:

\*Country:

\*Phone:

E-Mail:

---

**Payment Details**

\*Payment Amount: 650.00 USD

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**Payment Method**

\*Name on Card:

\*Card Number:

\*Expiration Date: \* Month   
\* Year

\*Card Verification Value(CVV2):  [What's This?](#)

After filling in the required fields, you will receive the Receipt/Record Submittal message.

The screenshot shows the CVED Intrastate Authority website. At the top, there is a navigation bar with 'Home' and 'CVED Intrastate Authority'. Below this is a secondary navigation bar with 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. A progress indicator shows three steps: '1 Select item to pay', '2 Payment information', and '3 Receipt/Record Submittal', with the third step being active. The main content area is titled 'Step 3: Receipt/Record Submittal' and 'Receipt/Record Submittal'. A green checkmark icon is followed by the text 'Your application has been submitted.' Below this, it says 'If you are linking your account to your Certificate of Authority, click on this link to view your records:' followed by a blue link 'View and update existing Authority'. Further down, it states 'If you have applied for a 72 Hour Permit, your permit will be active on the dates specified and can be printed by following these steps.' and 'To print your permit immediately, click on the permit number below and select "Print 72 Hour Special ID" from the "Reports ()" link at the top of the page.' The final paragraph says 'You can print this permit at any time before it expires by logging in to your account and clicking on the "View and update existing Authority" link at the top of the page under "MSP-CVED". Clicking on the permit number will display the permit information. To view and print the 72 Hour Permit, select "Print 72 Hour Special ID" from the "Reports ()" link at the top of the page.'

### Status of Record:

The screenshot shows the CVED Intrastate Authority website. At the top, there is a navigation bar with 'Home' and 'CVED Intrastate Authority'. Below this is a secondary navigation bar with 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. The main content area is titled 'CVED Intrastate Authority'. Below this, it says 'Showing 1-37 of 37 | Add to collection | Add to cart'. A table with the following columns: 'Date', 'Record Number', 'Record Type', 'Status', and 'Expiration Date' is displayed. The table contains two rows. The first row has a checkbox, '09/25/2020', 'AUTH-202003', 'Update of Authority', and 'Closed'. The second row has a checkbox, '09/25/2020', 'RNEW-202003', 'Renewal of Authority', and 'Applied'. The second row is highlighted with a red border.

The status of the renewal will show in the carriers **My Records** list.

- Applied – submitted, not reviewed
- Open – information requested
- Closed – approved
- Dismissed – not approved, requested information not received.
- Withdrawn – filed in error.

