



Important Notice for Intrastate Motor Carriers

****EFFECTIVE JUNE 1, 2011****

Purpose: The purpose of this notice is to inform all intrastate motor carriers of possible enforcement actions taken for failing to maintain their proof of liability insurance coverage with the department in order to maintain an “Active” TxDMV certificate status.

Notice: TEX. TRANS. CODE §643.103(a) and 43 TEX. ADMIN. CODE §218.16(e) require all intrastate motor carriers to register with the department and file evidence of insurance or evidence of financial responsibility. Failure to maintain continuous evidence of insurance on a TxDMV certificate number could subject you to possible administrative penalties or administrative sanctions. Your insurance filing shall be kept in full force and in effect as long as you continue operations.

Evidence of liability insurance is provided by an online Form E filed by your insurance provider however, it is the responsibility of the motor carrier to ensure that the insurance filing remains in effect in order to maintain an “Active” TxDMV certificate.

If your TxDMV certificate number requires a Form E filing, your insurance carrier can file it online 24/7 at: www.txdmv.gov/onestop

Can I File My Own Insurance Form E?	No. Only the motor carrier’s insurance provider can file the Form E. To avoid any possible administrative penalties or administrative sanctions make sure to inform your insurance provider that the Form E must be filed PRIOR to any policy cancellation or expiration.
How Does My Insurance Provider File the Form E?	Your insurance provider can file the Form E electronically by accessing the Motor Carrier Credentialing System (MCCS) at: www.txdmv.gov/onestop . A Login ID and password is required. To obtain a Login ID and password call 1(888)368-4689 (option 3, then 1).
How Can I Verify My Form E is on File?	Go to: www.txdmv.gov <ul style="list-style-type: none"> • Select – “Records, Searches, Tracking” under the Motor Carriers column • Select – “Motor Carrier Registration Database” • Click on the “Enter the MCR Database” button • Enter your TxDMV number • Click on the highlighted name of your company. • Select the “Insurance Data” tab in the gray area of the screen <p>To ensure the insurance has been filed timely, check the “Received Date”, “Active Date” and “Policy Status”. Your policy status should show as “Active”.</p>
What Happens if my Insurance filing lapses?	You will be notified by the department about a possible violation and be required to contact us to discuss a settlement.

Contact Information:
Texas Department of Motor Vehicle
Enforcement Division
PO Box 2063
Austin, TX 78768-2063
1(888) 368-4689 (option 6)