

## Instruction Sheet for UCR-1 Form

(NOTE: This form is provided to assist you in maintaining required information. Carriers may also submit the requested data in electronic format or in a printout attached to this form. Contact your state agency for acceptable data formats.)

### When do I need to use this form?

- If you subtracted vehicles used exclusively for intrastate transportation when you registered for UCR, you must maintain a list of the vehicles you subtracted. You must also provide this information to your base state on this form upon request. In order to subtract a commercial motor vehicle under this option, during the UCR registration year 1) the vehicle did not or will not travel outside the state; 2) the vehicle did not or will not carry property, waste, or recyclable material that originated outside the state or is destined for a location outside the state; AND 3) the vehicle was not or will not be registered under the International Registration Plan (IRP) (vehicle must not have an apportioned plate).
- **Section 1. – General Information**
  - Enter all identifying information for your company. The owner and DBA name should be identical to what is on file for your USDOT number (See <http://safer.fmcsa.dot.gov/CompanySnapshot.aspx>). Enter the principal place of business address that serves as your headquarters and where your operational records are maintained or can be made available.

### Section 2. – Classification (*Definitions*)

- “**Motor carrier**” means a person providing motor vehicle transportation for compensation.
- “**Motor private carrier**” means a person who provides interstate transportation of property in order to support its primary line of business.

### Section 3. – Vehicles Used Exclusively in Intrastate Transportation

- List the Make, Model/Gross Vehicle Weight Rating (GVWR), Number of Passengers, License Plate Number and State, and Vehicle Identification Number (VIN) of each vehicle used exclusively in intrastate transportation that you subtracted from your fleet count when you registered for UCR.
- If you need additional room you may use the continuation sheet on page 2 of the UCR-1 form. You may make additional copies of this continuation sheet as needed.
- You may NOT list any passenger vehicles (buses, vans, limousines, mini buses, motor coaches, etc.) on this form.

### Section 4. – Certification

- The owner or an individual who has a power of attorney to sign on behalf of the owner or owners must sign this form. This certification indicates that the information is correct under penalty of perjury.