



Application and supporting documentation must be submitted electronically and in color to: DOTTransporterLicensing@delaware.gov

SELECT ONE: NEW APPLICATION CHANGE OF ADDRESS APPLICATION

LEGAL COMPANY NAME:

DBA: _____ DOT NUMBER: _____

COMPANY ADDRESS: _____

COMPANY PHONE NUMBER: _____ EMAIL ADDRESS: _____

COUNTY OF BUSINESS: NEW CASTLE KENT SUSSEX NUMBER OF OFFICERS _____

MAILING ADDRESS: _____

Application shall not have any alterations including erasures or whiteout. Company's legal name must match completely on all documents.

There is no fee to submit an application for a Transporter License with the Delaware Division of Motor Vehicles. However, there is a \$50 fee for license issuance. Transporter plates are \$10 per plate per year.

To mail application by FedEx/UPS: Delaware Division of Motor Vehicles Attention: Vehicle Services Help Desk 303 Transportation Circle, Dover, DE 19901

To mail application by USPS: Delaware Division of Motor Vehicles Attention: Vehicle Services Help Desk P.O. Box 698, Dover, DE 19903

Note: Per [21 Del. C. § 3302 \(d\)](#). At least 30 days prior to changing the location of the transporter's business, the transporter must notify the Division by completing a new application (LT1) prescribed by the Division.

FOR DMV USE ONLY

LIC. TRANS. ID: _____ DATE: _____

LICENSE REQUIRED DOCUMENTS

1. Licensed transporter application completed. (LT1)
2. Officer certification and five (5) year driving record for each officer. (LT2)
3. Color copy of each Delaware officer(s)/owner(s) driver license.
4. Disclaimer of Relatives completed by each officer/owner and driver. (LT3)
5. Copy of form SS-4 (CP 575) or LTR 147C notice issued by the IRS with your assigned EIN number. Contact the IRS at 1-800-829-4922 for additional assistance.
6. Trade Name Registration if using a doing business as (DBA).
7. Copy of the Delaware Division of Revenue business license - general services.
8. Copy of the city business license if within city limits (if applicable).
9. Must be in good standing with the Delaware Division of Corporations.
10. Copy of the deed, mortgage statement, lease agreement, or rental agreement for the office location. The lease or rental agreement must indicate approved use and the documents must be in the legal name of this business or business owner.
11. Phone bill in company's legal name, address and phone number.
12. Completed authorized driver certification form. (LT4)
13. Contract for transporting services
14. Insurance for Licensed Transporter Plates

BACKGROUND CHECK REQUIREMENTS

Each criminal history report must be placed in a sealed envelope with the individuals name on the outside. Reports must be delivered in person or by overnight mail (FedEx, UPS, USPS).

Delaware Division of Motor Vehicles
Attention: Vehicle Services Help Desk
303 Transportation Circle
Dover, DE 19901

DO NOT EMAIL CRIMINAL BACKGROUND CHECKS.

All Delaware residents applying for a transporter license are required to provide a copy of their criminal history for all owners and officers of the transporter business. Residents of Delaware that have been in the State for less than two (2) years must attach a state certified criminal history from their last state of residency in addition to their Delaware criminal history.

Please indicate any and all arrests and charges, including any which occurred in other states, including any that are pending, were dismissed or nolle prosequi.

There will be no reimbursement for any monies expended in connection with the application process if the application is denied.

Background checks are required to be issued within the last 6 months.

Delaware criminal background check information may be obtained at <https://uenroll.identogo.com>
Service Code: 27RVGT