



Carrier setup packet checklist

For freight brokers and forwarders. Tick each line only when you have checked it against the official record, not just the copy the carrier sent. No load before every line in section 1 is done.

Carrier legal name: _____ USDOT / licence no.: _____ Date: _____

1. US carrier packet

Document	Check against the official record	Expiry / next check	Done
Operating authority	Active for-hire property authority on the FMCSA record. USDOT and MC/docket numbers, legal name and address match. Carrier, not broker-only. Note authority age.	Re-check at booking	☐
Certificate of insurance	Confirmed with the insurer or agent on a number you looked up yourself. Named insured = legal name. Liability filing active on the FMCSA record. Limits and cargo cover meet your agreement.	Policy end: _____	☐
W-9	Signed. Legal name and tax ID match the FMCSA record and the insurance.	On any change	☐
Broker-carrier agreement	Signed by an authorised person. No re-brokering clause, payment terms, cargo liability terms.	Term end: _____	☐
Notice of assignment (if factored)	Confirmed with the factoring company on its own published number. Payee and carrier name match.	Until release letter	☐
Bank details	Voided check or bank letter. Confirmed by phone on the number in the FMCSA record. Never changed by email alone.	On any change	☐
Contacts	Dispatch, owner, accounts, after-hours. Phone, email and address match the FMCSA record.	Yearly	☐
Safety rating	Satisfactory, Conditional, Unsatisfactory or not rated, from the FMCSA record. Your rule for conditional or unrated carriers applied.	Re-check at booking	☐

2. EU / UK carrier file

Document	Check against the official record	Expiry / next check	Done
Transport licence	EU Community licence (certified copy) or UK standard international operator licence. Holder name matches the company.	Ends: _____	☐
CMR liability insurance	Certificate with insurer, policy dates, territories and limit. Confirmed with the insurer if in doubt.	Policy end: _____	☐
VAT number	Valid in VIES (EU) or the HMRC VAT check (UK). Name and address match. Screenshot saved with date.	Yearly	☐
Company registration	Extract from the company register. Directors and address match.	Yearly	☐
Agreement and rates	Framework agreement and rate sheet signed. No subcontracting without written consent.	Term end: _____	☐
Bank details and contacts	IBAN confirmed by phone on a number you already had. Contacts match the licence and register.	On any change	☐

3. Decision

☐ Approved ☐ Approved with conditions: _____ ☐ Rejected

Checked by: _____ Signature: _____ Date: _____

Federal minimum auto liability for for-hire interstate general freight carriers (10,001 lb and over) is \$750,000 (49 CFR 387.9). Your agreement or customer may require more. General information, not legal advice. Full guide: getstepplane.com/carrier-packet-checklist.html