

Before you start doing any moving...

- ▶ ... first you must have a household mover's license from the Illinois Commerce Commission. No exceptions.

It is illegal to hold yourself out or advertise in any way as a mover until you have acquired your license. This includes such things as Craig's List, bulletin boards, business cards, or phone books.

Significant fines and penalties can result if you operate as a mover without a license, and evidence of illegal activity may prevent you from acquiring a license. (Fines start at \$750 per violation and go up.)

This brochure describes the ILCC requirements for a mover's license. Certain other city and county regulations apply for business and vehicle permits, depending upon your location. A separate license is required if you plan to offer storage service.

You also should investigate your options for incorporating your business and seek qualified assistance in developing a business plan to make sure you understand all your eventual costs and obligations to be in business.

Visit the Illinois Commerce Commission's website to see all the rules and regulations required for household goods movers:
<http://www.icc.illinois.gov/motorcarrier/householdgoods/>

The "applicant's handbook" (which you may download from the ILCC site) is a condensed version of the rules and gives you the key points about ILCC requirements. Also be sure to read all the Administrative Rules for movers in Part 1457 and check out the annual report industry statistics summary to see what you're getting yourself into!

IMPORTANT NOTE: An entirely different set of federal rules apply for being an **interstate mover (crossing the state line)**. All interstate movers must have a license from the Federal Motor Carrier Safety Administration. For details, visit http://www.fmcsa.dot.gov/rules-regulations/administration/fmcsr/rules_search_results.asp

No matter if you plan to operate only within Illinois or across state lines, **your company and workers will be subject to all USDOT SAFETY REGULATIONS**, including medical cards, drug testing, logbooks, vehicle inspections, etc. Be sure your driver has the correct driver's license classification. You may also be subject to IRP (Secretary of State vehicle license plates) and IFTA (Dept. of Revenue Fuel Tax). These regulations apply to any and all transportation companies and independent contractors. Penalties for violations can be crippling. Visit <http://www.imawa.com/sites-movers.htm> for more information.

While some people consider all these legal requirements to be incredibly overpowering, they have proved to be necessary to protect consumers from unscrupulous bandits who would operate in a criminal way.

Illinois Movers' and Warehousemen's Association



- ▶ So you want to be a household goods mover

Steps to getting your license in Illinois

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Here is a quick look at how to become licensed as a mover in Illinois:

Here are the basic steps:

1. **It is strongly recommended that you hire a transportation attorney to help you through this process.**
2. File application with ILCC. Filing fee is \$900.00 (nonrefundable)
3. Take the open book test to demonstrate your knowledge of the rules and regulations (the "Applicant's Handbook" is the book they use with the test). This test is given either in Springfield or Des Plaines.
4. After you pass the test, you must publish a notice in the Official State Paper listing the date of your HEARING (the date will be determined by the ILCC).
5. The hearing involves appearing before an administrative law judge to show you are "fit, willing, and able" to be a mover. You'll be asked about your financial status, experience in the moving

business, your intentions about employees, safety training, etc. By law, any licensed mover is allowed to intervene at the application hearing. Hopefully you will not have operated illegally as a mover, because the ILCC staff will be on hand to present any evidence about fines or civil penalties, illegal advertising, etc. Evidence of illegal activity can be a basis for denying a license.

6. Before you will be granted a license, you are required to take a compliance class at the ILCC. These are excellent classes, and they go into detail about what the ILCC will expect of you if you're granted a license, the types of things they audit, etc. Classes are held quarterly, and you have plenty of opportunity to ask questions. You're eligible to attend a class only after you've filed your application and paid \$900.
7. Presuming you get through the application hearing(s), without any problem, the ILCC will approve a TEMPORARY LICENSE for one year. It can take up to 9 months or a year to become licensed.
8. Among the things you will be required to provide to the ILCC, if approved for a temporary license and before you may begin operating as a mover, are a tariff (rate book), proof of cargo, liability, and workers' compensation insurance; purchase a cab card for each truck (\$37.50 each).
9. Before the expiration date of your temporary license, **you will be audited** by ILCC staff to determine compliance

with rules and regulations, paperwork, consumer complaint history, etc. If you pass the compliance audit, you will be given your "permanent" license. If you fail the audit, you must cease operations.

Some other things to consider:

- With regard to insurance: you will find it nearly impossible to acquire the necessary insurance unless you either own or have a long-term lease on at least one truck. Those who think they will just rent a U-Haul truck whenever a job comes along will find it nearly impossible to get insurance— which means they will not qualify for an ILCC license.
- The ILCC requires special forms for all residential moves, including an estimate, bill of lading, and consumer information pamphlet. Inventory forms are required for certain moves.
- Illinois Movers' and Warehousemen's Association designed **and copyrighted** the standard household goods forms used in Illinois, and they have been approved by the ILCC. IMAWA forms may be purchased after you have acquired your license. If you plan to design your own forms, it is highly recommended that you have them approved by the ILCC for compliance with regulations before use.

The contents of this brochure are merely an outline and should not be construed as legal advice or to include all requirements.

You are strongly urged to seek the advice of a qualified transportation attorney.