



ILLINOIS COMMERCE COMMISSION

STEPS IN OBTAINING A HOUSEHOLD GOODS AUTHORITY

APPLICATION PROCESS

- Fill out application and return to Commission along with non-refundable \$900.00 application fee
- Application may be obtained from the website location shown in the contact information below
- The Commission will mail to the applicant or attorney a Household Goods/Testing packet

TESTING PROCESS

- Test must be taken within 6 months of application otherwise the application will be dismissed
- Owner or Officer of the company must take the test
- Test must be passed by 75% or greater
- If failed, the test may be taken again in 7 days
- Once the test is passed, the application then goes onto the hearing process

HEARING PROCESS

- Hearing will be set by an Administrative Law Judge
- All parties will be notified of the date and applicant will have to publish notice of the hearing in the official State newspaper
- Applicant and attorney are required to appear (the applicant is required to have counsel if the company is a corporation) and present evidence that applicant is fit, willing and able to lawfully operate a household goods moving business



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- Once the Administrative Law Judge has heard the case, an order will be prepared for the Commission (applicant and/or attorney will receive a copy of the order)
- Once the Commission has approved the order a copy will be mailed to all parties

COMPLIANCE PROCESS

- Before the authority will be issued the Commission will notify all parties that the following things must be on file with the Commission:
 - Rates
 - Public Liability/property damage insurance
 - Cargo insurance
 - Workers compensation insurance
 - Unpaid citations and stipulated settlements must be paid
 - Corporation must be in good standing
 - Attend a seminar (this may be done anytime after the application fee has been paid)
 - Any complaints must be resolved
 - Cab card fees (1 for each motorized vehicle) (1 for rental trucks)

ISSUANCE OF AUTHORITY

- After the compliance process has been met a temporary authority will be issued for 1 year
- Before the 1 year anniversary date an audit by the Commission will be conducted
- If there are no substantial violations found in the audit, a permanent authority will be issued



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- If substantial violations are found, the permanent authority will be denied and the mover may request a 1 time 6 month extension of the temporary license to correct the violations
- If the extension of the temporary license is granted, another audit will be performed by the Commission prior to the expiration of the 6 month extension
- If there are no substantial violations in the 2nd audit, the permanent authority will be issued
- If the 2nd audit reveals substantial violations and the permanent authority is again denied, the mover must cease operating and may request a hearing

CONTACT INFORMATION

- Illinois Commerce Commission, 527 E. Capitol Avenue, Springfield, Illinois 62701
- Website: www.icc.illinois.gov
- Telephone Number: (217) 782-4654