

KCOVRS DOCUMENT CHECKLIST

1. SETTING UP A KCoVRS ACCOUNT FOR A BUSINESS

- FEIN Assignment Letter from the IRS www.irs.gov
- US-DOT Number assigned from the FMCSA (Contact 1-800-761-7308) or <http://www.fmcsa.dot.gov>
- Articles of Incorporation from Kansas Secretary of State <https://sos.kansas.gov>
- 3 Proofs of an Established Place of Business- Utility Bills, Tax Documents, Rental Agreements, Proof of Insurance
- For IRP Accounts--- Records Retention Form, Schedule B & Schedule D must be submitted with New Account documents

2. SETTING UP A KCoVRS ACCOUNT FOR AN INDIVIDUAL

- FEIN Assignment Letter, Employee Identification Number, or Social Security Number
- US DOT Number assigned from the FMCSA www.fmcsa.gov
- Driver's License
- 3 Proofs of Residency- Utility Bills, Driver's License, Tax Documents, Proof of Insurance, Voter Registration Card
- For IRP Accounts--- Records Retention Form, Schedule B & Schedule D must be submitted with New Account documents

3. SETTING UP A KCoVRS ACCOUNT FOR A REGISTRANT ONLY

- FEIN Assignment Letter, Employee Identification Number, or Social Security Number
- Non-Motor Carrier Declaration signed by Carrier responsible for Safety
- Lease Agreement Between Registrant and Carrier responsible for their Safety
- Driver's License
- 3 Proofs of Established Business or Residency- Utility Bills, Driver's License, Tax Documents, Proof of Insurance
- For IRP Accounts--- Records Retention Form, Schedule B & Schedule D must be submitted with New Account documents