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