

U.S. Department of Transportation
Pipeline and Hazardous Materials Safety Administration

Addendum for International Registrations

All non-US resident companies applying for a Hazardous Materials Registration Certificate must designate a US Agent of Service, in accordance with the Code of Federal Regulations Title 49 Section 107.701(a)(5), and attach the agent information to the Registration Statement form.

The designated US Agent of Service must be a permanent resident of the United States, must receive all documents on behalf of the non-US resident company, and must be designated before the company begins to transport any hazardous materials within the United States. Only one agent can be designated at a time.

US Agents of Service may:

- be an individual, firm, or a domestic corporation;
- represent any number of principals; and
- not reassign responsibilities under a designation to another person.

The Letter to Designate a US Agent of Service must:

- be written or typed, signed, and dated;
- provide the company representative's full legal name, the principal name of the business, mailing address, e-mail address, and telephone number;
- provide the designated agent's full legal name, name of the business (if applicable), mailing address, e-mail address, and telephone number;
- identify the Hazardous Materials Regulation that requires the designation (49 CFR Section 105.40);
- include a description of the activities that the designated agent will perform;
- include a statement that the designation will remain in effect until it is withdrawn or replaced;
- certify that the Letter adheres to all laws, corporate bylaws, and other legal requirements applicable to designating an agent on your behalf; and
- include any additional information if required.

Non-US resident companies must submit the Letter to Designate a US Agent along with the completed Registration Statement to the address listed on the registration form. If registering via the on-line portal, please e-mail a copy of your designated agent letter to RegistrationAgent@dot.gov. A template of the letter is provided on the next page.

The following exclusions and requirements apply to Canadian companies only:

1. **Canadian Shippers** are not required to submit a Hazardous Materials Registration Statement to PHMSA, in accordance with the current reciprocity agreement between the United States and Canada;
2. **Canadian Carriers** who are domiciled outside of the United States and who transport certain quantities of hazardous materials are required to designate a US Agent of Service to conduct business in the United States, and pay a registration fee when transporting applicable materials in the United States in accordance with 49 CFR Sections 107.606(a)(7) and 107.608.

If there are any errors processing the information entered on this form, then delays may occur. If you need further assistance, please call (202) 934-1630 for businesses beginning with the letters A-M, or call (202) 934-1631 for businesses beginning with the letters N-Z, or send an e-mail to Register@dot.gov. For more information on Designated Agents, please visit: <https://www.phmsa.dot.gov/registration/registration-international-companies>

Letter to Designate a US Agent of Service

To:

U.S. Department of Transportation
Pipeline and Hazardous Materials Safety Administration
Office of Program Management
ATTN: PHH-62, East Building
1200 New Jersey Avenue, SE
Washington, DC 20590-0001

From:

Name of International Company to be Registered:

Name of International Company Representative:

Current Registration Number (if applicable):

Mailing Address:

Phone Number:

Fax Number:

E-mail Address:

Signature:

Date:

The international company listed above certifies that this designation adheres to all legal requirements, and is valid and binding under the laws, corporate bylaws, and other requirements that apply to designating an agent on the company's behalf. This designation will remain in effect until it is withdrawn or replaced.

I/We, the undersigned below, hereby accept the designation as a US Agent of Service for the sole purpose of process regarding the transportation of hazardous materials within the United States and US Territories, and for no other administrative or judicial purposes, in accordance with the Code of Federal Regulations Title 49 Section 105.40 for the non-US resident company listed above.

US Agent of Service Name:

Mailing Address:

Phone Number:

Fax Number:

E-mail Address:

Signature:

Date:

Additional comments and/or duties of the designated agent listed above include: