

(c) A registrant whose name or principal place of business has changed during the year of registration must notify RSPA of that change by submitting an amended registration statement not later than 30 days after the change.

(d) Copies of DOT Form F 5800.2 and instructions for its completion may be obtained from the Hazardous Materials Registration Program, DHM-60, U.S. Department of Transportation, Washington, DC 20590-0001, by calling 617-494-2545 or 202-366-4109, or via the Internet at "http://hazmat.dot.gov".

(e) If the registrant is not a resident of the United States, the registrant must attach to the registration statement the name and address of a permanent resident of the United States, designated in accordance with §105.40, to serve as agent for service of process.

[Amdt. No. 107-26, 57 FR 30630, July 9, 1992, as amended by Amdt. 107-31, 59 FR 32932, June 27, 1994; 65 FR 7309, Feb. 14, 2000; 67 FR 61011, Sept. 27, 2002]

#### § 107.612 Amount of fee.

(a) *Registration year 1999-2000 and earlier.* For all registration years through 1999-2000, each person subject to the requirements of §107.601(a)(1)-(5) of this subpart must pay an annual fee of \$300 (which includes a \$50 processing fee).

(b) *Registration year 2000-2001 and following.* For each registration year beginning with 2000-2001, each person subject to the requirements of this subpart must pay an annual fee as follows:

(1) *Small business.* Each person that qualifies as a small business under criteria specified in 13 CFR part 121 applicable to the standard industrial classification (SIC) code that describes that person's primary commercial activity must pay an annual fee of \$275 and the processing fee required by paragraph (b)(3) of this section.

(2) *Other than a small business.* Each person that does not meet criteria specified in paragraph (b)(1) of this section must pay an annual fee of \$1,975 and the processing fee required by paragraph (b)(3) of this section.

(3) *Processing fee.* The processing fee is \$25 for each registration statement filed. A single statement may be filed

for one, two, or three registration years as provided in §107.616(c).

[65 FR 7309, Feb. 14, 2000]

EFFECTIVE DATE NOTE: At 67 FR 58345, Sept. 16, 2002, §107.612 was amended in paragraph (b)(1) by removing the wording "standard industrial classification (SIC)" and by adding "North American Industry Classification System (NAICS)" in its place, effective Jan. 6, 2003.

#### § 107.616 Payment procedures.

(a) Except as provided in paragraph (d) of this section, each person subject to the requirements of this subpart must mail the registration statement and payment in full to the U.S. Department of Transportation, Hazardous Materials Registration, P.O. Box 740188, Atlanta, Georgia 30374-0188. A registrant required to file an amended registration statement under §107.608(c) must mail it to the same address.

(b) Payment must be made by certified check, cashier's check, personal check, or money order in U.S. funds and drawn on a U.S. bank, payable to the U.S. Department of Transportation and identified as payment for the "Hazmat Registration Fee" or by a VISA or MasterCard credit card authorization completed and signed on the registration statement.

(c) Payment must correspond to the total fees properly calculated in the "Amount Due" block of the DOT form F 5800.2. A person may elect to register and pay the required fees for up to three registration years by filing one complete and accurate registration statement.

(d) A person may obtain a temporary registration number, valid for 45 days from the date of issuance, through an expedited registration process as follows:

(1) Contact RSPA by telephone (800-942-6990 or 617-494-2545) and provide name, principal place of business, and credit card payment information;

(2) Pay a registration and processing fee of \$350 (including a \$50 expedited handling fee). For registration years 2000-2001 and following, persons who do not meet the criteria for a small business, as specified in §107.612(b)(1), must enclose an additional payment of \$1,700 with the expedited follow-up material,

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for a total of \$2,050 (including a \$50 expedited handling fee); and

(3) Submit a completed registration statement and proof of payment to RSPA before the expiration date of the temporary registration number.

[Amdt. 107–26, 57 FR 30630, July 9, 1992, as amended by Amdt. 107–26, 58 FR 12545, Mar. 5, 1993; 65 FR 7310, Feb. 14, 2000]

EFFECTIVE DATE NOTE: At 67 FR 58345, Sept. 16, 2002, §107.616 was amended by revising paragraphs (a) and (b), effective Jan. 6, 2003. For the convenience of the user, the revised text is set forth as follows:

**§ 107.616 Payment procedures.**

(a) Except as provided in paragraph (d) of this section, each person subject to the requirements of this subpart must mail the registration statement and payment in full to the U.S. Department of Transportation, Hazardous Materials Registration, P.O. Box 740188, Atlanta, Georgia 30374–0188, or submit the statement and payment electronically through the Department’s e-Commerce Internet site. Access to this service is provided at <http://hazmat.dot.gov/register.htm>. A registrant required to file an amended registration statement under §107.608(c) must mail it to the same address or submit it through the same Internet site.

(b) Payment must be made by certified check, cashier’s check, personal check, or money order in U.S. funds and drawn on a U.S. bank, payable to the U.S. Department of Transportation and identified as payment for the “Hazmat Registration Fee,” or by completing an authorization for payment by credit card or other electronic means of payment acceptable to the Department on the registration statement or as part of an Internet registration as provided in paragraph (a) of this section.

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**§ 107.620 Recordkeeping requirements.**

(a) Each person subject to the requirements of this subpart, or its agent designated under §107.608(e), must maintain at its principal place of business for a period of three years from the date of issuance of each Certificate of Registration:

(1) A copy of the registration statement filed with RSPA; and

(2) The Certificate of Registration issued to the registrant by RSPA.

(b) After January 1, 1993, each motor carrier subject to the requirements of this subpart must carry a copy of its current Certificate of Registration

issued by RSPA or another document bearing the registration number identified as the “U.S. DOT Hazmat Reg. No.” on board each truck and truck tractor (not including trailers and semi-trailers) used to transport hazardous materials subject to the requirements of this subpart. The Certificate of Registration or document bearing the registration number must be made available, upon request, to enforcement personnel.

(c) In addition to the requirements of paragraph (a) of this section, after January 1, 1995, each person who transports by vessel a hazardous material subject to the requirements of this subpart must carry on board the vessel a copy of its current Certificate of Registration or another document bearing the current registration number identified as the “U.S. DOT Hazmat Reg. No.”

(d) Each person subject to this subpart must furnish its Certificate of Registration (or a copy thereof) and all other records and information pertaining to the information contained in the registration statement to an authorized representative or special agent of DOT upon request.

[Amdt. No. 107–26, 57 FR 30630, July 9, 1992, as amended at 57 FR 37902, August 21, 1992; Amdt. 107–26, 58 FR 12545, Mar. 5, 1993; Amdt. 107–31, 59 FR 32932, June 27, 1994]

**Subpart H—Approvals, Registrations and Submissions**

SOURCE: Amdt. 107–38, 61 FR 21100, May 9, 1996, unless otherwise noted.

**§ 107.701 Purpose and scope.**

(a) This subpart prescribes procedures for the issuance, modification and termination of approvals, and the submission of registrations and reports, as required by this chapter.

(b) The procedures of this subpart are in addition to any requirements in subchapter C of this chapter applicable to a specific approval, registration or report. If compliance with both a specific requirement of subchapter C of this chapter and a procedure of this subpart is not possible, the specific requirement applies.