

Instruction Manual

IRP-8 (3/24)



International Registration Plan



**Department of
Motor Vehicles**

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INTRODUCTION

This manual explains how to obtain "apportioned" registration for interstate trucks, tractors, buses, and other commercial vehicles based in any member jurisdiction of the International Registration Plan, or IRP. (See 1.0 in this manual.)

Please use this manual as a reference only. Updates and information changes will be made available on the DMV website. DMV will not provide a new copy of the manual every year.

The basic information about applications is provided, but the contents will not cover every unique situation or answer all questions that may arise. An applicant who needs more information than is contained in this manual should call the base jurisdiction's IRP office.

To speed-up the registration process, we encourage applicants to read and follow the written instructions precisely.

NOTE: The following sets of terms are used interchangeably in this manual:

- . *"IRP" and "Apportioned or Proportional Registration"*
- . *"Applicant" and "Registrant"*
- . *"State", "Jurisdiction" and "Province"*

NOTE: 26,000 lbs. is equivalent to 11,800 kg.

DMV International Registration Bureau

Telephone: (518) 473-5834
Fax: (518) 486-6579
E-mail address: dmv.sm.irb@dmv.ny.gov

DMV Website: DMV.ny.gov

Mailing Address:

When sending material through the United States Postal Service:

International Registration Bureau
PO Box 2850 ESP
Albany New York 12220-0850

When sending material by any of the methods listed below, you must use a “location address”:

- | | |
|-----------------------|--|
| - Federal Express | - UPS |
| - Certified Mail | - Any other "special mail" for which a |
| - Post Office Express | street address is needed |

The correct “location address” is:

International Registration Bureau
Department of Motor Vehicles
6 Empire State Plaza Room 136
Albany New York 12228

1.0 WHAT IS IRP?

Members of IRP

IRP stands for International Registration Plan, a cooperative agreement for registering vehicles that travel into two or more jurisdictions. The IRP provides for payment of registration fees based on fleet distance operated. The unique feature of the IRP is that, although registration fees are paid to the base jurisdiction and distributed to various jurisdictions in which fleet vehicles are operated, only one (1) license plate (or set of plates) and one (1) cab card are issued for each fleet vehicle. The following jurisdictions are IRP members:

Alabama	AL	New Brunswick	NB
Alberta	AB	Newfoundland and Labrador	NL
Arizona	AZ	New Hampshire	NH
Arkansas	AR	New Jersey	NJ
British Columbia	BC	New Mexico	NM
California	CA	New York	NY
Colorado	CO	North Carolina	NC
Connecticut	CT	North Dakota	ND
Delaware	DE	Nova Scotia	NS
Dist. of Columbia	DC	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Ontario	ON
Idaho	ID	Oregon	OR
Illinois	IL	Pennsylvania	PA
Indiana	IN	Prince Edward Island	PE
Iowa	IA	Quebec	QC
Kansas	KS	Rhode Island	RI
Kentucky	KY	South Carolina	SC
Louisiana	LA	South Dakota	SD
Maine	ME	Saskatchewan	SK
Manitoba	MB	Tennessee	TN
Maryland	MD	Texas	TX
Massachusetts	MA	Utah	UT
Michigan	MI	Vermont	VT
Minnesota	MN	Virginia	VA
Mississippi	MS	Washington	WA
Missouri	MO	West Virginia	WV
Montana	MT	Wisconsin	WI
Nebraska	NE	Wyoming	WY
Nevada	NV		

2.0 HOW IRP WORKS

Under the IRP, interstate carriers must file application(s) with the jurisdiction in which they are based. The base jurisdiction issues registration credentials for each vehicle. Roadside enforcement uses these credentials to verify and validate registration. The apportioned plate(s), stickers and cab card are registration credentials you need to operate on an interstate and intrastate basis in member jurisdictions. (Intrastate operations also may require meeting the operating authority of the individual jurisdictions.) Refer to “Glossary Definitions” in the back of this manual. Registration fees are calculated according to each jurisdiction's specific registration schedules, based on actual distance traveled during the reporting period, or the average per vehicle distance chart, whichever applies. Please note, all jurisdictions display on the registration cab card.

IRP jurisdictions have agreed to allow the base jurisdiction to collect the applicable fees for apportionment for all jurisdictions collectively and at one time. These fees are then sent to other IRP jurisdictions according to:

- percentage of distance traveled in each jurisdiction
- vehicle identification information and
- maximum weight
- value, age, unladen weight, etc. (in some jurisdictions)

The following is a simplified example of how the registration fee for a vehicle based in New York might be apportioned. The operator of this vehicle travels in New York, Pennsylvania, New Jersey and Maryland, traveling 25,000 miles in each jurisdiction, for a total of 100,000 miles at year end. The operator’s vehicle has a registered combined gross weight of 80,000 pounds in each jurisdiction. The registration fee would be computed as follows:

	Distance	Percent		Full Year Fee		Apportioned Fee
NY	25,000	25 %	X	\$1,208.00	=	\$302.00
PA	25,000	25 %	X	\$1,687.50	=	\$421.88
NJ	25,000	25%	X	\$1,223.00	=	\$305.75
MD	25,000	25%	X	\$1,800.00	=	\$450.00
Totals	100,000	100%		\$5,918.50		\$1,479.63

Under the IRP, all member jurisdictions:

- accept a single registration plate;
- accept a single registration card (cab card); and
- allow registrants to travel both interstate and intrastate jurisdictionally. (Intrastate travel is subject to the terms of the **operating authority** issued by each member state/province.)

Apportioned Registration Does Not:

- waive, or exempt a truck operator from, obtaining operating authority from any state/province in which the apportioned vehicle travels (either inter or intra); or
- waive, or replace the requirements of, the International Fuel Tax Agreement (IFTA); or
- waive, or exempt the payment or reporting of, other taxes (income tax, sales tax, etc.); or
- allow vehicles to exceed the maximum length, width, height or axle limitations; or
- allow truck operators to violate "bridge laws", or
- waive, or exempt the payment or reporting of, the Federal Heavy Vehicle Use Tax (Form 2290); or
- exempt a carrier from filing the necessary proof of liability coverage in each state/province, where required; or
- exempt a carrier from New York registration requirements (titling, inspection, etc.)

3.0 WHEN TO APPORTION YOUR VEHICLE

Apportionable Vehicle

"Apportionable Vehicle" means any power unit (except recreational vehicles, vehicles displaying restricted plates, city pick up and delivery vehicles, and government-owned vehicles) that is used or intended for use in two or more member jurisdictions and that is used for the transportation of persons for-hire or designed, used or maintained primarily for the transportation of property and:

1. is a power unit having two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds or 11,793.401 kilograms; or
2. is a power unit having three or more axles, regardless of weight; or
3. is used in combination, when the weight of such combination exceeds 26,000 pounds or 11,793.401 kilograms gross vehicle weight.

If you choose not to obtain IRP credentials, and you have one or more vehicles that meet or exceed the criteria above, you will have to purchase trip permits for each vehicle to enter other IRP jurisdictions.

Base Jurisdiction

For purposes of fleet registration, "base jurisdiction" means the jurisdiction where the registrant has an established place of business, where distance is accrued by the fleet and where operational records of such fleet are maintained or can be made available in accordance with the provisions of section 1602 of the IRP, Inc. with Official Commentary manual.

Established Place of Business

"Established place of business" means a physical structure located within the base jurisdiction that is owned or leased by the applicant or registrant and whose street address shall be specified by the applicant or registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the applicant or registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the applicant's or registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The applicant or registrant need not have land line telephone service at the physical structure. Records concerning the fleet shall be maintained at the physical structure (unless such records are to be made available in accordance with the provisions of section 1035). The base jurisdiction may accept information it deems pertinent to verify that an applicant or registrant has an established place of business within the base jurisdiction.

Exempt Vehicles

The IRP exempts the following vehicles from IRP registration, though a New York registration plate may still have to be displayed on:

- vehicles operating under separate reciprocity agreements that the IRP has not superseded; or
- recreational vehicles used for personal pleasure or travel by an individual or family; or
- commercial vehicles displaying restrictive plates that have geographic area, distance or commodity restrictions (Note: Not all jurisdictions recognize New York State restricted plates. You should contact each jurisdiction in which you intend to travel for their requirements. Jurisdiction contact information can be found in Appendix C of this manual); or
- trailers

4.0 TYPES OF OPERATIONS

For-hire Carriers

Any person, firm or corporation who engages in transportation by motor vehicle of passengers, commodities or property for compensation.

Private Carriers

A person, firm or a corporation that uses its own trucks to transport its own freight.

Owner-operators

Owner-operators who lease their vehicle(s) may register in either of two ways:

- the owner-operator may be the registrant. The vehicle(s) will be titled and registered in the name of the owner-operator. The owner-operator will be responsible for registration of such vehicle(s) and for establishing and maintaining records required of proportionally-registered fleets.
- the carrier (lessee) may be the registrant. The vehicle(s) will be registered in the name of the carrier, and the owner will remain the lessor. The owner's name will not appear on the cab card. The carrier will be responsible for registration of such vehicle(s) and for establishing and maintaining records required of proportionally-registered fleets.

Buses

Regular Routes

Apportionment is a requirement under IRP for all buses traveling regularly scheduled routes. At the option of the registrant, total miles may be the sum of all actual in-jurisdiction miles, or a sum equal to the scheduled route miles per jurisdiction from the farthest point of origination to the farthest point of destination of the route schedule.

Charters

Buses used exclusively for the transportation of "chartered parties".

Private

Apportionment is a requirement under IRP for all buses used exclusively for the transportation of passengers for compensation or gain.

Household Goods Carriers

“Household goods carrier” means a carrier handling (i) personal effects and property used or to be used in a dwelling, or (ii) furniture, fixtures, equipment, and the property of stores, offices, museums, institutions, hospitals, or other establishments, when a part of the stock, equipment, or supply of such stores, offices, museums, institutions, including objects of art, displays, and exhibits, which, because of their unusual nature or value, requires specialized handling and equipment commonly employed in moving household goods.

Equipment Leased From Service Representative

Household goods carriers using equipment leased from service representatives may elect to base that equipment in either the base jurisdiction of the service representative or in the base jurisdiction of the carrier.

- If the base jurisdiction of the service representative is selected, the equipment shall be registered in the service representative's name. The apportionment of fees shall be according to the combined distance records of the service representative and the carrier. Such records must be kept or made available in the service representative's base jurisdiction.
- If the base jurisdiction of the household goods carrier is selected, the equipment shall be registered in the name of the carrier. The apportionment of fees shall be according to the combined distance records of the carrier and of the service representative. Such records must be kept or made available in the household goods carrier's base jurisdiction.

Owner-operator Leased Equipment

For equipment owned and operated by owner-operators other than service representatives, and used exclusively to transport cargo for the household goods carrier, the equipment shall be registered by the carrier in the base jurisdiction of the carrier, with the apportionment of fees according to the records of the carrier.

5.0 NEW YORK STATE REQUIREMENTS

Base Jurisdiction

- (a) An applicant may elect as its base jurisdiction any member jurisdiction (i) where the applicant has an established place of business (ii) where the fleet the applicant seeks to register under the plan accrues distance, and (iii) where operational records of the fleet are maintained or can be made available.
- (b) An applicant that does not have an established place of business in any jurisdiction may designate as a base jurisdiction any member jurisdiction (i) where the applicant can demonstrate residence, (ii) where the fleet the applicant seeks to register under the plan accrues distance, and (iii) where operational records of the fleet are maintained or can be made available.
- (c) To establish residence in a member jurisdiction, an applicant must demonstrate to the satisfaction of the member jurisdiction at least three of the following:
 - i. If the applicant is an individual, that the individual's driver's license is issued by that jurisdiction,
 - ii. If the applicant is a corporation, that it is incorporated or registered to conduct business as a foreign corporation in that jurisdiction,
 - iii. If the applicant is a corporation, that the principal owner is a resident of that jurisdiction.
 - iv. That the applicant's federal income tax returns have been filed from an address in that jurisdiction,
 - v. That the applicant has paid personal income taxes to that jurisdiction,
 - vi. That the applicant has paid real estate or personal property taxes to that jurisdiction,
 - vii. That the applicant receives utility bills in that jurisdiction in its name,
 - viii. That the applicant has a vehicle titled in that jurisdiction in its name, or
 - ix. That other factors clearly evidence that the applicant's legal residence in that jurisdiction.

Current New York Registration

If your vehicle is currently registered in New York and you are converting to IRP, complete Schedule A&C (IRP-6) and Schedule B (IRP-5) forms, and send them to the IRB office along with a photocopy of your current NYS registration document, proof of residency, proof of corporation (if applicable), proof of insurance, and a photocopy of your driver license. If additional documents are required, you will be contacted. You will be credited for the balance of the registration year when your IRP apportioned registration is processed. You may choose to have the registration begin the first day of the current month, or of the following month. When you receive your IRP plates and cab card, you must mail your old plates to the IRB office. If your vehicle is 1972 or older, you must send the original transferable registration; DMV will issue a new transferable registration for non-titled vehicles with your cab card/windshield sticker.

New IRP Registration

If your vehicle is not currently registered and you wish to register IRP, complete Schedule A&C (IRP-6) and Schedule B (IRP-5) forms and send them to the IRB office along with proof of residency, proof of corporation (if applicable), proof of ownership, proof of insurance, and a photo copy of your driver's license. If additional documents are required you will be contacted.

Proof of Ownership / Vehicle Title

One of the following acceptable proofs must be submitted prior to registering a vehicle:

If the registrant is the owner of the vehicle:

- a photocopy of a NYS title in the registrant's name.
- a photocopy of the receipt for the Title (FS-6T) in the registrant's name (form FS-6T can be obtained from any NYS Motor Vehicles office). See Appendix D for a sample.
- an original transferable registration in the registrant's name, or in the prior registrant's name showing transfer to the new registrant.
- a photocopy of an out-of-state title in the registrant's name

If the title is being held by a lienholder, a copy of the title in the owner's name, certified by the lienholder or the out-of-state motor vehicle agency must be submitted along with the lienholder's statement identifying the owner and the vehicle's year, make and VIN. The statement must be an original, on the lienholder's letterhead and must state that the lienholder holds the original title and is aware that the title copy will be used to register the vehicle in NYS. The letter must be unconditional (that is, the lienholder cannot ask to receive notification from DMV once the vehicle is registered, etc.)

- an original out-of-state transferable registration in the registrant's name and proof of sales tax clearance (sales tax clearance can be obtained from any NYS Motor Vehicles office).

If the registrant is different from the owner of the vehicle:

- a photocopy of a NYS title in the owner's name, along with the Registration Authorization section of the Schedule A & C, Part 4 (IRP-6) or Schedule A & C, Part 5 (IRP-6A) completed or an original, completed Registration Authorization Information (IRP-95), signed by the owner.
- a photocopy of the receipt for the Title (FS-6T) (see Appendix D for a sample) in the owner's name and the Registration Authorization section of the Schedule A & C, Part 4 (IRP-6) or Schedule A & C, Part 5 (IRP-6A) completed or an original, completed Registration Authorization Information (IRP-95), signed by the owner.
- a photocopy of an out-of-state title in the owner's name along with the Registration Authorization section of the Schedule A & C, Part 4 (form IRP-6) or Schedule A & C, Part 5 (IRP-6A) completed or an original, completed Registration Authorization Information (form IRP-95), signed by the owner.

If the title is being held by a lienholder, a copy of the title in the owner's name, certified by the lienholder or the out-of-state motor vehicle agency must be submitted along with the lienholder's statement identifying the owner and the vehicle's year, make and VIN. The statement must be an original, on the lienholder's letterhead and must state that the lienholder holds the original title and is aware that the title copy will be used to register the vehicle in NYS. The letter must be unconditional (that is, the lienholder cannot ask to receive notification from DMV once the vehicle is registered, etc.)

Insurance

Under New York State law, liability insurance is required for all registered vehicles, whether they are driven or not. Acceptable proof of insurance is either a NYS Insurance Identification Card (FS-20, FS-21 or FH-1), or a copy of the New York State Department of Transportation permit, or Federal Department of Transportation permit (formerly ICC permit), IN THE REGISTRANT'S NAME.

If a NYS Insurance Identification Card (FS-20) is being submitted as proof of insurance, it must: be barcoded; be scannable; be pre-printed; have a 3-digit insurance company code; have the insurance company name; have an effective date; have an expiration date; and for registration purposes, must have been issued within 45 days. If a carrier has more than 5 vehicles registered, the insurance card may read "All Owned Vehicles". If a carrier does not own the vehicles being registered, the vehicle-specific information must be listed.

ACCEPTABLE PROOFS OF ESTABLISHED PLACE OF RESIDENCY OR BUSINESS (REQUIRED FOR NEW ACCOUNTS OR EXISTING ACCOUNTS WITH A CHANGE OF ADDRESS)

INDIVIDUAL	BUSINESS
You must submit 3 proofs from the list below.	
<i>NYS Driver License</i> If a NYS resident wants to register a vehicle in the NYS IRP in the registrant's own name, the NYS resident must have a NYS driver license.	<i>NYS Department of State Filing Receipt</i> If a company wants to register in a company or corporation name, the company must have a NYS Department of State Filing Receipt.
If you want to register a vehicle in NYS IRP in a "Doing Business As" (DBA) name, you must submit copies of the DBA papers that were filed with the County Clerk's office for an individual DBA or filed with the NYS Department of State for a corporate DBA. In addition, review the list below and submit 2 proofs that show the name and address of the registrant.	
Recent real estate or personal property tax bill or receipt from NYS in the registrant's name and address.	Recent real estate or commercial property tax bill or receipt from NYS in the company's name and address.
A recent utility bill in the registrant's name with the NYS address. (You can submit only one utility bill.)	A recent utility bill in the company name with the NYS address. (You can submit only one utility bill.)
A current credit card statement showing activity within the last 90 days in the registrant's name and with the NYS address.	A current credit card statement showing activity within the last 90 days in the company name with the NYS address.
A current bank statement showing recent activity within the last 90 days in the registrant's name with the NYS address.	A current bank statement showing recent activity within the last 90 days in the company name with the NYS address.
Property deed in the registrant's name with the NYS address.	Property deed in the company name with the NYS address.
A recent mortgage document in the registrant's name with the NYS address.	A recent mortgage document in the company name with the NYS address.
A recent homeowner insurance document in the registrant's name with the NYS address.	A recent commercial property insurance document in the company name with the NYS address.
Certificate of Residency from your local municipality that shows the registrant's name with the NYS address.	A NYS Certificate of Title in the company name with the NYS address.
A NYS Certificate of Title in the registrant's name and address.	
Please note: A Post Office box number is not acceptable proof of established place of residence/business in New York. The proof you provide must show the street address where the residence/business is located.	

Federal Heavy Vehicle Use Tax

Federal law requires proof of payment of the Federal Heavy Vehicle Use Tax (HVUT), for the current tax period, when registering vehicles 55,000 lbs. or more combined or loaded gross weight. Proof is not required upon initial IRP registration on new or used units registered within 60 days of the date shown on the bill of sale. A copy of this bill of sale must be submitted with your application. For fleets of 25 vehicles or more, you must file your return electronically. Electronic filing is optional for fleets of 1 to 24 vehicles.

Acceptable proof of payment:

- a copy of a receipted or watermarked Internal Revenue Service (IRS) Schedule 1 (Form 2290), listing vehicle identification number(s). (See Appendix D for a sample).
- in lieu of a receipted IRS Schedule 1 (Form 2290), we will accept copies of Schedule 1 (Form 2290) and copy of proof of a payment document (e.g., canceled check front and back). (See Appendix D for a sample.)

It is the applicant's responsibility to fully comply with all requirements listed in the Federal Form 2290.

You are required to send the current year's proof of payment each registration year, with your renewal (altered dates on the 2290 form are not acceptable). If you do not send all of the required documents, the processing of your application(s) will be delayed.

Power of Attorney

An original notarized Power of Attorney must be sent if the IRP Schedules A & C (IRP-6 or 6A) or Schedule B (IRP-5) are signed by someone other than the registrant (owner-operator), or by a corporate officer (President, Vice-President, Secretary, Treasurer or Comptroller).

Any individual, partnership or corporation may grant a power of attorney to an individual to register vehicles owned by the individual, partnership or corporation. The power of attorney should state that the person named as attorney can register vehicles owned by the original party granting the power of attorney.

The power of attorney must contain:

- a date;
- the name of the person designated to act as the power of attorney;
- the name, address and signature of the person granting the power of attorney (if for a corporation, this must be by a corporate officer);
- the name and address of the corporation (or partnership, if applicable).

A NEW POWER OF ATTORNEY MUST BE SUBMITTED WITH RENEWAL APPLICATIONS YEARLY, IF APPLICABLE TO YOUR SITUATION.

Any addition or deletion of individuals must be submitted on an updated original notarized Power of Attorney.

Registration Certification for Heavy Weight Trucks

For trucks weighing 44,801 pounds or over, complete letter F in the Vehicle Information for New Accounts or Additions on the Schedule A & C (form IRP-6 or IRP-6A) or send a completed Registration Certification of Heavyweight Vehicles (form MV-3W.3). This is necessary to determine if the vehicle(s) meets Bridge Formula. If you want to register at a weight higher than the allowable weight, you must submit a Perm-65A ("Weight Certification For Overweight Permits") or an overweight permit issued by either the New York City or New York State Department of Transportation.

Overweight Permits

Overweight permits must be obtained from the appropriate regulatory agencies if you want to register at a weight higher than the allowable weight for a jurisdiction (see Appendix A for IRP jurisdiction regulatory agencies for Oversize and Overweight Information). If you want to register a tractor in New York at a weight that exceeds 80,000 lbs., you must submit Perm-65A, a valid overweight permit or a special hauling permit issued by either the New York City or New York State Department of Transportation (the weight indicated on the Perm-65A, overweight permit or special hauling permit will be the maximum weight allowed on your registration).

Proof of Doing Business As (DBA)

If you would like to register your vehicles in a Doing Business As (DBA) name, individuals or partnerships must give IRP a copy of your filing with the County Clerk. Corporations must give IRB a copy of your filing with the New York State Department of State.

Proof of Incorporation

A photocopy of the filing receipt issued by the NYS Department of State.

Inspection

All used vehicles must be reinspected upon private sale or transfer. For all other vehicles, when you sign the schedule, you certify that the vehicle has been inspected within the past 12 months.

Proof of Identity (see form ID-82, on pages 15 & 16)



**Department of
Motor Vehicles**

**PROOFS OF IDENTITY
FOR REGISTRATION AND TITLE**

This form is also available at dmv.ny.gov

GENERAL REQUIREMENTS

- You must provide proof of your date of birth and proof of your name.
- The documents you submit to prove your name must have a total point value of 6 points.

*A New York State photo driver license, learner permit, or non-driver ID card that is current or that is expired no longer than 2 years meets the proof of name **and** date of birth requirements. Refer to the table below for a list of other documents that you can show for proof of your date of birth and proof of your name.*

You must provide the original documents or documents that are certified by the issuing agency. Your signature must be on at least one of the documents that you show for proof. DMV will not accept documents with any alterations or erasures. Electronic statements and e-bills must be printed.

If you send a person to DMV to submit your application for a registration or title, that person **must** provide his or her original New York State photo license, permit, or ID card **and** a photocopy of your most recently issued New York State photo license, permit, or ID card.

ACCEPTABLE DOCUMENTS FOR PROOF OF IDENTITY FOR REGISTRATION AND TITLE	PROOF OF NAME POINT VALUE	PROOF OF DATE OF BIRTH?
Expired documents are NOT acceptable, unless specifically noted in the table below.		
New York State Photo Driver License/Learner Permit/Non-Driver ID Card. Must be current or not expired for more than 2 years.	6	YES
DMV Statement of Identity and/or Residence by Parent/Guardian (MV-45) - IF UNDER 21. Affidavit by parent or legal guardian, signed in the presence of a DMV representative. Refer to MV-45 for more information.	6	NO
DMV Statement of Identity and/or Residence - For Applicants Represented by Government or Government- Approved Facilities (MV-45A). Refer to the MV-45A for more information.	6	NO
Proof of Incorporation, Proof of Partnership, DBA filing Receipt (Refer to MV-82.1 for details).	6	NO
Foreign Passport with a valid I-551 stamp or with a statement on the Visa. Passport must be in English, or translated by an embassy.	4	YES
Foreign Passport with a U.S. Visa and current I-94 attached. Passport must be in English, or translated by an embassy. NOTE: If your I-94 has status code A1, A2, G1 or G3 you must contact the Department of State to register your vehicle(s).	4	YES
Passport or Passport Card issued by U.S. State Department. Must be current.	4	YES
Photo Driver License issued by another U.S. state, jurisdiction or possession, or Canadian province or territory. Must be current or expired no longer than 2 years.	4	YES
U.S. Military Photo ID Card (issued to Active, Reserve, and Retired military personnel only)	3	YES
Certificate of Naturalization or Citizenship (N-550, N-560, N-561, and N-570)	3	YES
Employment Authorization Card (I-688B or I-766) with photo	3	YES
Permanent Resident Card (I-551)	3	YES
Re-entry Permit (I-327)	3	YES
Refugee Travel Document (I-571)	3	YES
New York State Benefit /Medicaid Card WITH Photo	3	NO
New York State Benefit/Medicaid Card WITHOUT Photo	2	NO
New York State Interim License/Permit WITHOUT Photo	2	NO
New York State or New York City Pistol Permit	2	NO
New York State Professional License	2	NO

ACCEPTABLE DOCUMENTS FOR PROOF OF IDENTITY FOR REGISTRATION AND TITLE	PROOF OF NAME POINT VALUE	PROOF OF DATE OF BIRTH?
Expired documents are NOT acceptable, unless specifically noted in the table below.		
New York State Registration Document (Vehicle or Boat only)	2	NO
New York State Certificate of Title	2	NO
St. Regis Mohawk Tribal Photo ID Card	2	YES
U.S. Military Dependent ID Card	2	NO
U.S. College Photo ID Card and Official Transcript	2	NO
U.S. High School Photo ID with Report Card or Official Transcript	2	NO
U.S. Marriage or Divorce Record OR Court-Issued Name Change Decree	2	NO
U.S. Social Security Card	2	NO
U.S. Computer-Printed Pay Stub (must have your name)	1	NO
U.S. Employee ID Card	1	NO
U.S. High School Diploma OR General Equivalency Diploma (GED)	1	NO
U.S. Supermarket Check Cashing Card (must have your signature and pre-printed name)	1	NO
U.S. Union Card	1	NO
Health Insurance Card/Prescription Card to show current proof of health insurance coverage	1	NO
Life Insurance Policy (in effect at least 2 years)	1	NO
Utility Bill with name and address. A utility bill is defined as a bill containing the applicant's name and address for any recurring service (e.g. home or cell telephone bill, electric bill, trash bill, water bill.) Only one utility bill per applicant can be accepted.	1	NO
Veterans Universal Access Photo ID Card	1	NO
Federal or New York State Income Tax W-2	1	NO
Only one of the following items, if issued by the same financial institution, can be submitted: <ul style="list-style-type: none"> • Bank Statement • Cancelled Check (with your pre-printed name) • Cash Card (ATM) (must have your pre-printed name and your signature) • Valid Major Credit Card 	1	NO
U.S. Municipal ID Card with Photo	1	NO
Original or certified copy of U.S. Consular Report of Birth Abroad (FS-240, DS-1350, F-545)	0	YES
U.S. Birth Certificate (issued by a state or local government)	0	YES
Canadian Birth Certificate with a Canadian DMV learner permit or non-driver ID card	0	YES
Valid Canadian Passport (without INS documentation)	0	YES
Tribal Birth Certificate from a federally recognized tribe, to prove birth in the U.S.	0	YES

IMPORTANT: Making a false statement, or submitting any documentation that is false, may be punishable as a criminal offense.

DMV will not accept any damaged or mutilated documents, or documents with any alterations or erasures. DMV will confiscate any document that appears to be fraudulent. If you submit a fraudulent document, you could be subject to criminal prosecution.

**PERFORMANCE REGISTRATION INFORMATION SYSTEMS AND MANAGEMENT
(PRISM)
www.FMCSA.dot.gov**

PRISM OVERVIEW

New York is a member of the PRISM program. PRISM is a federal/state partnership to identify motor carriers with deficient safety records, and to tie a motor carrier's safety fitness to the ability to register trucks. PRISM links the Federal Motor Carrier Safety Administration's (FMCSA) motor carrier safety information with the state's motor vehicle registration process to achieve two objectives:

1. To determine the motor carrier's safety fitness prior to issuing a registration plate.
2. To cause the unsafe motor carrier to improve its safety performance through an improvement process and, where necessary, the application of registration sanctions.

The PRISM program includes two major processes:

1. The commercial vehicle registration process, and
2. Enforcement.

These programs work in parallel to identify motor carriers and to hold them responsible for the safety of their operations. The performance of unsafe motor carriers is improved through a comprehensive system of identification, education, awareness, safety monitoring, and treatment.

Commercial vehicle registration process:

The IRP registration process ensures that no vehicle is registered without identifying the carrier responsible for the safety of the vehicle during the registration year. The registration sanctions (denial and suspension) provide powerful incentives for unsafe carriers to improve their safety performance. The carrier's safety fitness is checked prior to issuing vehicle registrations. "Unfit carriers" (as defined by federal procedures) may be denied the ability to register their vehicles. Motor carriers can update their USDOT information at www.fmcsa.dot.gov

USDOT Number

The USDOT number is assigned by the US Department of Transportation to the registrant. It is mandatory that all motor carriers responsible for safety have a USDOT number and you must provide it to the International Registration Bureau.

The USDOT number is used to identify the motor carrier responsible for safety fitness of each carrier and the individual vehicle registrant (if different).

In addition to the USDOT number, all registrants must provide a Taxpayer Identification Number (TIN) and USDOT number for the motor carrier responsible for safety in order to validate the USDOT number. A TIN may be the registrant's Federal Employer Identification Number (FEIN) or Social Security Number (SSN). The number that is required is the number (either FEIN or SSN) that was used when applying for the USDOT number. A USDOT number and TIN (Taxpayer Identification Number) will be required in order to renew your apportioned registration.

If you do not have a USDOT number, you may apply online at the following: www.fmcsa.dot.gov/registration

If you have been issued a USDOT number but are uncertain of it, you can call 800-832-5660.

You must complete your MCS-150 update on the website at www.fmcsa.dot.gov.

USDOT Number (Vehicle Level)

A USDOT number must be listed for every vehicle in your IRP fleet. The USDOT number that needs to be listed at the vehicle level is the USDOT number of the individual or company responsible for the safe operation of the vehicle.

If you or your company is responsible for the vehicle's safety, this USDOT number must be displayed in accordance with FMCSA guidelines.

The following scenarios will help to explain the USDOT number requirements:

SCENARIO # 1

AAA Construction Company maintains an IRP account. AAA Construction Company registers all of its trucks. AAA Construction Company does not lease any equipment. On IRP Schedule A, the USDOT number of AAA Construction Company is used in all places on the form where a USDOT number is required. The carrier responsible for safety will NOT change during the registration year.

NOTE: On Schedule A & C (IRP-6) - Part 4 - (Vehicle Information for New Accounts or Additions) **AND/OR** Schedule A & C (IRP-6A) - Part 5 - (Vehicle Information for New Accounts or Additions) - in the box marked "Q". (Vehicle safety responsibility will change during the year?) The **NO** box must be checked.

SCENARIO # 2

Mr. Joe Driver maintains an IRP account. Joe is an owner operator who registers his own truck. Joe continually trip leases to different motor carriers throughout the registration year. Joe has no idea to whom he will be leased from day to day. Joe does not have his own operating authority or his own USDOT number. On the IRP Schedule A, Part 4 - Joe Driver should enter the TIN and USDOT number of the carrier currently responsible for the safety of the vehicle. The carrier responsible for safety will change continuously during the registration year.

NOTE: On Schedule A & C (IRP-6) - Part 4 - (Vehicle Information for New Accounts or Additions) **AND/OR** Schedule A & C (IRP-6A) - Part 5 - (Vehicle Information for New Accounts or Additions) - in the box marked "P". (Vehicle safety responsibility will change during the year?) The **YES** box must be checked.

SCENARIO # 3

Big Truck Leasing Company maintains an IRP account and registers four trucks. One truck is long-term leased to XYZ Trucking, and one truck is long-term leased to ABC Express Trucking. The lease with ABC Express Trucking will expire in six months. The third truck is continually trip leased to various customers throughout the registration year and the fourth truck is operated under Big Truck Leasing Company's authority.

On the IRP form at the vehicle level, the first truck will have the USDOT number of XYZ Trucking listed, the second truck will have the USDOT number of ABC Express Trucking, the third vehicle will use the USDOT number for the carrier currently responsible for safety of the vehicle, and the fourth will have the number for Big Truck Leasing. The carrier responsible for safety will change for the second (the lease will expire) and third trucks (continuously trip leased.)

SCENARIO # 4

John Driver maintains an IRP account. John is an owner-operator who registers one truck. He leases the vehicle from Ryder and is long-termed leased to XYZ Trucking. On the IRP form at the vehicle level, the USDOT number for XYZ Trucking is used and the carrier responsible for safety will NOT change during the registration year. John's number is used at the registrant level. Note. The number for Ryder is not used anywhere on the form in this situation.

Enforcement:

Enforcement is the process by which a motor carrier's safety is systematically tracked and improved. The process is designed to improve the safety performance of the motor carriers with demonstrated poor safety performance through accurate identification, performance monitoring, and treatment. When a motor carrier is identified as needing improvement in safety practices, the motor carrier enters the Motor Carrier Safety Improvement Process (MCSIP).

PRISM BENEFITS**PRISM has demonstrated the following benefits:**

- Accountability – PRISM improves carrier safety by identifying the motor carrier responsible for the safe operation of commercial motor vehicles. Safety events such as inspections, crashes, and violations involving a PRISM vehicle can be tied back to the responsible motor carrier.
- A Performance-Based Approach to Safety Management – the primary means of identifying a potentially poor performing motor carrier is through accumulation of motor carrier, vehicle, and driver-specific events that are linked to the motor carrier through the USDOT number. The performance of unsafe motor carriers is improved through a comprehensive system of identification, education, awareness, safety monitoring, and treatment.
- Safety Measurement System (SMS) – a data-driven, performance-based set of instructions used to identify potentially high risk motor carriers for inclusion in the PRISM improvement process (MCSIP). A motor carrier's problems are identified and prioritized. Safestat makes maximum use of crash, driver, and vehicle and safety management data to develop an overall indicator of carrier fitness that is used to prioritize carriers for possible on-site reviews.

Improved productivity and improved data quality:

- PRISM has increased the efficiency and effectiveness of federal and state safety efforts through the efficient allocation of scarce resources and the use of warning letters as an effective, inexpensive alternative to on-site compliance reviews for carriers with less severe safety performance problems.
- PRISM has improved the accuracy and timeliness of motor carrier data by development of a procedure to obtain current motor carrier census data as part of the vehicle registration process; the development of a procedure to use the vehicle license plate number to more accurately assign inspection and crash data to the responsible motor carrier; and by the development of automated data collection procedures in the field to properly assign safety events to the proper motor carrier.

Data Quality Improvement:

- PRISM is a data-driven process, increasing the quality in the accuracy and timeliness of the efficiency and effectiveness of the program. The USDOT number will be used at the vehicle, registrant, and carrier level to track safety events.

Summary:

PRISM is a federal/state partnership designed to improve highway safety by identifying motor carriers with unsatisfactory safety ratings. Only those few carriers determined to be unsafe will be affected by PRISM. PRISM will be administered as part of the International Registration Program.

Highway Use Tax (HUT) - State Tax, also known as TMT (Truck Mileage Tax)

New York State imposes a highway use tax (HUT) on motor carriers that operate certain motor vehicles on New York State public highways. Before you operate a motor vehicle on the public highways of New York State, you must get a certificate of registration and a decal for each motor vehicle that is subject to the highway use tax.

Exempt vehicles include household goods carriers, US mail carriers, agricultural vehicles, governmental vehicles, vehicles owned and operated by any volunteer fire company or fire department, vehicles operating under dealer or transporter plates, and recreational vehicles. Excluded vehicles include vehicles operating on fixed rails or tracks, road rollers, tractor-cranes, truck-cranes, power shovels, road building machines, snow plows, road sweepers, well drillers and omnibuses.

International Fuel Tax Agreement - IFTA

IFTA is a base-state fuel tax agreement. The carrier's base jurisdiction issues credentials that allow the IFTA licensee to travel in all IFTA member jurisdictions. Except Alaska, the Northwest Territory, Washington, DC and the Yukon, all contiguous states and provinces are IFTA member jurisdictions.

Alabama	Maryland	Oregon
Alberta, CN	Massachusetts	Ontario, CN
Arizona	Michigan	Pennsylvania
Arkansas	Minnesota	Prince Edward Is., CN
British Columbia, CN	Mississippi	Quebec, CN
California	Missouri	Rhode Island
Colorado	Montana	Saskatchewan, CN
Connecticut	Nebraska	South Carolina
Delaware	Nevada	South Dakota
Florida	New Brunswick, CN	Tennessee
Georgia	New Hampshire	Texas
Idaho	New Jersey	Utah
Illinois	New Mexico	Vermont
Indiana	Newfoundland and Labrador CN	Virginia
Iowa	New York	Washington
Kansas	North Carolina	West Virginia
Kentucky	North Dakota	Wisconsin
Louisiana	Nova Scotia, CN	Wyoming
Maine	Ohio	
Manitoba, CN	Oklahoma	

New York State is your base jurisdiction for IFTA licensing and reporting if:

- your qualified motor vehicles are registered in New York State;
- you have an established place of business in New York State from which motor carrier operations are performed;
- you maintain the operational control and operational records for qualified motor vehicles in **New York State**, or can make those records available there; and
- you have qualified motor vehicles that actually travel on New York State highways.

The IFTA license offers several benefits to the interstate motor carrier. These benefits include one license, one set of credentials, one quarterly fuel tax report that reflects the tax or refund due, and one audit, in most circumstances. These advantages all lead to cost and time savings for the interstate carrier.

IFTA License Application Procedure

Any motor carrier based in New York State and operating one or more qualified motor vehicles in at least one other IFTA member jurisdiction, may file an IFTA license application in New York. If a carrier qualifies as an IFTA licensee, but does not want to participate in the IFTA program, fuel permits must be obtained to travel through member jurisdictions, according to the regulations of each member jurisdiction.

A qualified motor vehicle is a motor vehicle used for transportation of persons or property and which has at least two axles and a gross vehicle weight exceeding 26,000 lbs., or is used in combination, and the combination exceeds 26,000 lbs., or has three or more axles regardless of weight.

A carrier can request an IFTA license application by contacting the:

New York State Department of Taxation and Finance
IFTA Registration
PO Box 15194
Albany NY 12212-5194
Phone: (518) 457-5735 Website: www.nystax.gov

Unified Carrier Registration (UCR)

UCR applies to all carriers who operate interstate or international commerce. The UCR requires individuals and companies that operate commercial motor vehicles in interstate or international commerce to register their business with their home state and pay an annual fee based on the size of their fleet.

For further information about Unified Carrier Registration (UCR), please write or call:

NYS Department of Transportation
Office of Modal Safety and Security
(518) 457-6512
ucr@dot.ny.gov

The following websites contain all relevant UCR information:

www.ucr.gov or www.dot.ny.gov

Enforcement

Enforcement representatives look at the original cab card for verification that vehicles are properly registered. The cab card must always be carried in the vehicle described. Cab cards may not be altered in any way. Effective January 1, 2019, electronic copies of cab cards are acceptable.

Commercial vehicles not displaying a current registration plate, plate stickers and cab card, a valid trip permit or temporary vehicle registration are in violation, and the registrant is subject to penalties and fines in all jurisdictions in which the vehicle travels.

CALIFORNIA -- If the trailer plate number is not on the apportioned cab card, both the New York State apportioned cab card and the New York trailer, semi-trailer and auxiliary axle cab card must be carried for each unit. Carriers are subject to citation by law enforcement if both current registrations are not available to them for inspection.

6.0 APPLICATIONS AND FORMS

Completion of Applications

The applicant is responsible for properly completing all forms necessary to register vehicles under apportioned registration agreements. If you submit an incomplete application, you will be asked to provide the information or submit a new, revised application. Incorrect or partial completion of an application will delay processing.

Data on the application is subject to review and verification; the base jurisdiction acts for all jurisdictions in the collection and verification of such information, and the registrant's signature attests to the accuracy of that information.

Applications and Forms

Apportioned application forms and additional information are available through the New York State Department of Motor Vehicles website at dmv.ny.gov or by calling the IRB office at (518) 473-5834. To avoid a delay in processing your application, be sure to provide all requested information on each form. Sample forms and detailed instructions are included in the Application Booklet for the International Registration Plan (IRP-16) and the IRP Renewal packet (IRP-34).

All applications are processed in the order in which they are received. Express mail applications do not receive priority processing.

Options for Receiving Credentials

Plates and cab cards are shipped after all registration requirements have been met and payment is received. Cab cards and/or plates will be sent by FedEx. Special shipping arrangements, at the expense of the registrant, are available by completing a pre-paid overnight airbill, and sending it with your application or payment. Mailing addresses with a PO Box will ship regular mail.

7.0 NEW REGISTRATIONS

Provide all information requested on Schedule A&C (form IRP-6 or IRP-6A) and Schedule B (form IRP-5); refer to IRP-16, Application Booklet for the International Registration Plan, which explains how to complete the forms. For first-time registrants the Average Per Vehicle Distance Chart will be used for fee calculation in the event no actual distance has been accrued.

NOTE: Some jurisdictions may use a combined Schedule A&C and Schedule B. Actual distance should be reported for the period of July 1 through June 30 of the year preceding the registration year for which you apply. If actual distance reported looks suspicious (for example, actual distance is rounded, or is the same every year), your distance records may be audited.

Processing

Applications are processed in the order in which they are received. Once an application has been processed, an invoice will be mailed/emailed to the carrier. All payments by mail must be made by certified check or money order. Payments by credit card are accepted by phone.

Points to remember:

- You must have an established place of business in New York.
- Be sure you complete and submit Schedule A&C (form IRP-6) and Schedule B (form IRP-5).
- Provide proof of ownership.
- Provide proof of payment of Federal Heavy Vehicle Use Tax (form 2290), if applicable.
- Provide proof of New York State insurance (NYS Barcoded Insurance Card).
- Provide proof of identity, corporation or DBA.
- Be sure you have obtained a USDOT number, if applicable.
- Provide an original Power of Attorney (form IRP-1POA) if the application is being signed by someone other than the registrant, or if someone other than a corporate officer is signing for a corporation.

Be sure you have obtained all the applicable operating requirements from other jurisdictions (for example, operating authority).

8.0 RENEWALS

Your renewal packet will be mailed to you approximately 90 days prior to the expiration of your current registration. To avoid a lapse in registration, all renewal applications and **REQUIRED PROOF OF CURRENT OVERWEIGHT PERMITS** must be received by our office at least 45 days prior to the expiration of your current registration(s). Payment, all required proof of taxes, and all other documentation must be received in our office at least 20 days prior to the expiration date of your current registration. Most renewals can be done on the One Stop Credentialing and Registration System (OSCAR). You are strongly encouraged to as this shortens processing times. Refer to page 42 of this manual for additional information about OSCAR. Instructions to perform specific transaction types are located on the OSCAR website.

Your renewal registration packet contains:

1. a computer-generated renewal printout;
2. instructions for completing your renewal (IRP-34).

The computer-generated renewal printout you receive contains all the carrier and vehicle information currently on file for your account through the print date shown at the top of your renewal printout. The renewal printout is organized by fleets. It is the **carrier's responsibility** to review and verify **all** information on the printout. The renewal printout will also contain a copy of a computer printed Schedule B to record new fleet distance. You must write your actual distance for the July 1 - June 30 distance year on the computer-printed Schedule B.

By making corrections and adjustments to your renewal printout, you will be able to:

1. change carrier information;
2. change or correct vehicle information (this is limited to information not contained on your title; if this information is listed on the title, you must have your title amended first);
3. change owner equipment numbers on vehicles;
4. change registered weights of vehicles;
5. delete vehicles.

To add vehicles not shown on your renewal, you must complete a New York State IRP application (Schedule A&C) (IRP-6 or IRP-6A) (see section 9.0 Supplemental Applications "To Add a Vehicle"), along with all required documentation. **Do not send a new application for any vehicle(s) appearing on your renewal printout.**

Failure to report or include factual data could result in processing delays, assessment of incorrect fees, maintenance of incorrect records, or rejection of your application.

How to correct your renewal

The following steps outline the procedure to use when making corrections to your renewal. It is very important to follow these directions and to record your information accurately. Please use an **ink pen**.

Renewal vehicle listing instructions:

To correct carrier information:

1. draw a single line through the incorrect information;
2. print the corrected information next to the old information.

To change a vehicle's registered weight:

1. draw a single line through the vehicle's combined or gross weight (this is the New York gross weight);
2. print the new combined or gross weight of the vehicle directly above the old gross weight you crossed out.

If you would like to change the weight of any jurisdiction, you must list the maximum gross weight you will be operating at in those jurisdictions on a Schedule A&C (IRP-6 or IRP-6A), Part 3 (see section 9 Supplemental Applications "To Increase/Decrease a Vehicle's Weight in a Jurisdiction").

To correct vehicle information:

1. draw a single line through the incorrect information. You can make changes only to vehicle information that is not shown on your title: unit number, axles, gross/combined gross weight, insurance code (any changes that would affect your title must be changed on the title first).
2. print the corrected information directly above the incorrect information.

To delete a vehicle:

1. cross off the vehicle information while still leaving the vehicle information visible;
2. you must return the IRP plates of deleted vehicles to our office **immediately** following the expiration date on your registration.

When to use a separate NEW YORK IRP application to add information to your renewal :

Not all changes can be made on your renewal printout. A separate Schedule A&C (form IRP-6) is to be completed if you are requesting one of the following changes with your renewal application.

Schedule A&C FORMS REQUIRED

1. Adding a vehicle that does not appear on your renewal printout.
2. Changing vehicle information (fleet vehicle, unit number (OEN), axles, gross/combined weight).

Be sure all entries are accurate and printed legibly in ink. This is the information that will appear on your new cab card. If you make any changes that require you to complete Schedule A&C (form IRP-6 or IRP-6A), please write "See attached Schedule A&C" on the renewal printout.

Schedule B renewal printout instructions:

1. All actual distance which was accrued from the period of July 1 through June 30 of the previous reporting year for the apportioned fleet **must** be reported. Record your actual distance in the actual distance column to the right side of the jurisdiction being reported.
2. If no actual distance was accrued during the reporting period, check the box indicating no actual distance and the average per vehicle distance chart will be used for fee calculation.

When you have completed your Schedule B renewal printout, be sure to read and sign the form. Final certification forms that are incomplete, unsigned or that have an improper signature will be returned unprocessed.

Completion of renewal

Mail the following items to the IRB:

1. A completed and signed renewal printout.
2. A separate New York IRP Application (Schedule A&C), when applicable.
3. A copy of the title or a copy of an FS-6T, title receipt, if required.
4. Proof of payment of HVUT 2290 (see New York State Requirements, Section 5.0), if required.
5. Power of attorney (form IRP-1POA) (see New York State Requirements, Section 5.0), if required.
6. Proof of insurance if changing insurance companies or adding a vehicle (original form FS-20, NYS Insurance Identification Card).
7. Copy of overweight permit (see New York State Requirements, Section 5.0), if required.
8. Proof of Established Place of Business (EPOB), if change of address is indicated. (see New York State Requirements, Section 5.0).

The above documents should be sent to the IRB at least 45 days prior to the expiration of your current registration(s). After your application has been received and processed, you will receive an invoice. To ensure that you will receive your credentials prior to the expiration date, we must receive your payment at least 20 days prior to the expiration date of your current registration(s). Payments will not be processed until all required documents are received. All payments by mail must be made by certified check, money order, or bank drafts drawn on a US bank. Payments by credit card are accepted by phone or in person. Cash is accepted in person only. Cab card(s) and/or license plate(s) will be shipped only after all registration requirements have been met and payment is processed.

9.0 SUPPLEMENTAL APPLICATIONS

A supplemental application is submitted by the carrier after the original/renewal application has been filed and paid. Supplemental applications should be made on the New York State Application Schedules A & C (form IRP-6 or IRP-6A). For instructions on how to complete Schedules A & C, see the IRP-16 Application Booklet for the International Registration Plan, also available through the NYS DMV web site at: www.dmv.ny.gov/forms/irp16.pdf.

You must submit a supplemental application for the following transactions:

- | | |
|--|--|
| 1. Add a vehicle | 5. Replace lost or stolen credentials |
| 2. Delete a vehicle | 6. Transfer a vehicle to another fleet |
| 3. Replace a vehicle | 7. Name change |
| 4. Increase/decrease a vehicle's weight
in a jurisdiction | 8. Close an account |

To Add a Vehicle

Vehicles may be added to an **existing fleet** anytime during the registration year. You do not have to submit a distance schedule when adding vehicles to an existing fleet; distance information provided with your original application will be used to calculate the fee.

Note: A fleet is determined by the type of operation. If you want to create a new fleet, you must complete a separate distance Schedule B (form IRP-5) for the new fleet. Fees will be based on the distance percentages generated from the new distance schedule for that fleet only.

To add a vehicle to an existing fleet, you must:

- complete the following items in Schedule A & C (form IRP-6):
 - ♦ Part 1 "Type of Application Requested" (check "**ADD VEHICLE**"); under "Carrier Information", complete numbers 1 through 21. Also see "Transfer Plates" on page 29.
 - ♦ Part 3 "Weight Information".
 - ♦ all boxes in Part 4 "Vehicle Information for New Accounts or Additions".
 - ♦ also complete Part 5 if more than 1 vehicle is being added.
- provide proof of ownership (see New York State Requirements, Section 5).
- provide power of attorney (see New York State Requirements, Section 5).
- provide proof of payment of HVUT 2290 (see New York State Requirements, Section 5), if required.
- provide proof of insurance, NYS Barcoded Insurance Card (form FS-20).
- provide a copy of the NYS overweight permit (see New York State Requirements, Section 5), if required.
- be sure to sign and date the application.

To Delete a Vehicle

Vehicles may be deleted (with or without a corresponding replacement vehicle) from an existing fleet anytime during the registration year. To delete a vehicle from your fleet, the plate(s) or "Report of Lost, Stolen or Confiscated Motor Vehicle Items" (form MV-78B) must accompany Schedule A & C (form IRP-6).

To delete a vehicle from a fleet when you are not adding a vehicle, you must:

- complete the following items in Schedule A & C (form IRP-6):
 - ◆ Part I “Type of Application Requested”: check **"DELETE VEHICLE"**; under “Carrier Information”, complete numbers 1 through 21.
 - ◆ Part 2 “Deletions”: complete numbers 26, 27, and 28 for all vehicles you are permanently deleting from your fleet.
- be sure to sign & date the application.
- be sure to return your IRP apportioned license plates.

To Replace a Vehicle -- Transfer Plates

A fleet vehicle may be replaced anytime during the registration year. To apply the credits from the previous vehicle to the new vehicle (if allowed), the information must be provided on the same application. **Keep accurate records of submission of such documents and any correspondence, because not having good records may affect any credit or refund possibility.** If you choose, you can transfer a plate from a vehicle registered at a lower weight to one registered at a higher weight. You will be invoiced for the plate transfer and for the difference in the declared gross weight. If you transfer a plate from a vehicle at a higher weight to a vehicle at a lower weight, you will not receive a refund or credit if any fees remain after the calculation of new fees. **Please note not all jurisdictions allow fee transfers.**

To transfer a plate from one vehicle to another, you must:

- complete the following items in Schedule A & C (form IRP-6):
 - ◆ Part 1 “Type of Application Requested”: check **"TRANSFER PLATES"**; under “Carrier Information”, complete numbers 1 through 21.
 - ◆ Part 2 “Deletions”: complete numbers 26 through 29 for all vehicles you are deleting.
 - ◆ Part 3 “Weight Information”.
 - ◆ Part 4 “Vehicle Information For New Accounts Or Additions”.
 - ◆ Part 5 if more than 1 vehicle is being added.
- provide proof of ownership (see New York State Requirements, Section 5).
- provide power of attorney (see New York State Requirements, Section 5).
- provide IRS Form No. 2290 (HVUT), if applicable (see New York State Requirements, Section 5).
- provide proof of insurance, NYS Barcoded Insurance Card (form FS-20).
- be sure to sign & date the application.

Note: The deleted vehicle's unit number cannot be reused during the current registration year.

To Increase/Decrease a Vehicle’s Weight in a Jurisdiction

A change to vehicle weight may be made anytime during the registration year. You can increase a vehicle's registered weight in just one state in your fleet, or in all the states that make up your fleet. If the gross vehicle weight is increased, you will be invoiced for any difference in registration fees. Additional fees will be calculated for the increased weight for the remaining portion of the registration year. Your invoice will also reflect a credit only for the amount paid on the vehicle's original registered weight. You will pay for the additional weight for the remaining months in the registration year.

Weight decreases can occur only in specified circumstances. Because not all jurisdictions allow the weight of a vehicle to be decreased, and because you will not receive a credit or a refund of any fees that remain after calculation of new fees, we suggest that you do this at renewal time. For more information, contact the New York State International Registration Bureau. Also see Section 12.0 (“Refunds”).

Note: Any weight increase at or above 55,000 pounds will require proof of payment or exemption from the Federal Heavy Vehicle Use Tax. Please see New York State Registration Requirements, Section 5 for further details. If the vehicle weight exceeds Bridge Laws or 80,000 pounds, an overweight permit will be required. (Please see New York State Registration Requirements, Section 5.)

To increase/decrease a vehicle's registered weight, you must:

- complete the following items in Schedule A & C (IRP-6)
 - ◆ Part I “Type of Application Requested”: check "WEIGHT INCREASE or WEIGHT DECREASE" and complete numbers 1 through 21.
 - ◆ Part 3 “Weight Information”.
 - ◆ Part 4 “Vehicle Information for New Accounts or Additions”: Provide the “Current Plate # and complete boxes A, R and S (in box S, write the new gross vehicle weight; this must match the weight for New York that is recorded in Part 3 - “Weight Information”).
- provide IRS Form 2290 (see New York State Requirements, Section 5), if the vehicle weight is being registered at 55,000 pounds GVW or higher.
- be sure you sign and date the application.

To Replace Lost/Stolen Credentials

At anytime throughout the registration year, you may need to:

- replace lost, stolen or destroyed cab cards
- replace lost, stolen or destroyed license plates

Enforcement officials check the **original cab card** for proof that the vehicle is properly registered. Under **no** circumstances should a photocopy of the original cab card be placed in the vehicle to substitute for the original cab card. Effective January 1, 2019, electronic copies of cab cards are acceptable.

Replacement fees are as follows:

Replacement power unit plate with credentials	\$ 27.50
Replacement credentials	\$ 2.50

To obtain replacement credentials, you must:

- complete the following items in Schedule A & C (IRP-6):
 - ◆ Part 1 “Type of Application Requested”: check "DUPLICATE CAB CARD", and/or "REPLACEMENT PLATE" and/or "REPLACEMENT STICKER". Under “Carrier Information”, complete numbers 1 through 21.
 - ◆ Part 4 “Vehicle Information for New Accounts and Additions”: boxes A and R (Vehicle Identification Number, and Fleet Vehicle Number (OEN)).
 - ◆ be sure to sign & date the application.
- provide a check or money order payable to the Commissioner of Motor Vehicles for the appropriate amount indicated above.
- return remaining plate(s) or a “Report of Lost, Stolen or Confiscated Motor Vehicle Items” (MV-78B).

Name Change

You may amend the name of your IRP account if one of the following situations applies:

- 1) for individual account names: your name has been legally changed, and your current valid New York State driver license is in the new name.
- 2) for corporation account names: your corporation name has been amended by the Department of State
OR
a merger of corporations has taken place and 100% of the assets were included in the merger.

To amend the name on your account, you must do the following:

Step 1 - For vehicles that are titled in New York State, you must mail your original title, and a completed Vehicle Registration & Title Application Form (MV-82), along with proof of the name change.

- Proof for individuals would be your current, valid New York State driver license in the new name.
- Proof for corporations would be the Certificate of Name Amendment issued by the NYS Department of State or a copy of the merger papers.

This request must be mailed directly to the New York State Department of Motor Vehicles, Title Bureau, 6 Empire State Plaza, Albany, NY 12228. Include a note saying that you are amending the name on your New York State Certificate of Title, and that you are registered in the IRP.

Step 2 - When you receive your new Certificate of Title, mail a photocopy of the NYS Title along with the following:

- Completed Schedule A & C (IRP-6).
- Proof of NYS Barcoded Insurance Card (FS-20) in the new name.
- Two proofs of residency in the new name.
- Proof of NYS Certificate of name amendment issued by NYS Department of State.

10.0 FEES

All vehicles based and apportioned in New York State are subject to yearly registration fees.

Note: **Renewal fees are based on a full 12 month period (regardless of when you renew), unless plates are surrendered immediately after the expiration date of the registration.**

***New York Registration Fees**

- Registration fees for tractors, household goods tractors, trucks, and household goods trucks are based on maximum gross weight. The fees for these vehicle types are currently as follows:

- Tractors \$1.51 for each one hundred pounds, or fraction thereof
- Household Goods Tractors . . . \$2.16 for each one hundred pounds, or fraction thereof
- Trucks \$3.60 for each five hundred pounds, or fraction thereof
- Household Goods Truck \$9.70 for each five hundred pounds, or fraction thereof

- Fees for buses are determined by the seating capacity. Fees for buses are:

15 - 20 passengers	\$74.75
21 - 22 passengers	\$79.06
23 - 26 passengers	\$88.41
27 - 30 passengers	\$97.04
31 passengers and over is an additional \$2.88 per seat.	

*Please note that these fees could change at the discretion of the State Legislature.

11.0 BILLING INVOICE

When the New York International Registration Bureau processes each application, the fees are calculated for all IRP jurisdictions for which actual distance was reported. For new accounts/fleets, the fees are calculated based on the average per vehicle distance chart. Every jurisdiction bases its fees on different criteria, such as vehicle weight, purchase price, model year of the vehicle, carrier type, and so on. Some jurisdictions have more than one fee, such as an ad valorem tax, excise tax, privilege tax or clean air levy. All fees are inclusive within the breakdown that is shown on the notice for each jurisdiction.

The billing invoice (see following pages for an example) is sent to the carrier's mailing address that is shown on the application. The billing invoice shows the total due for the registration. The billing invoice typically consists of:

- IRP Billing Invoice (copy to be returned with payment);
- Summary of fees due - credential fees due (plate fees, cab card fees, vehicle(s) listed on the application);
- Fees are calculated based on actual distance reported. If no actual distance is reported, the average per vehicle distance chart will be used for the calculation;
- All jurisdictions will appear on the registration credentials.

Payment

The total amount due is shown in the Net Amount Due area on the front page of the billing invoice . All payments must be made by certified check, money order or credit card. Personal checks, third party checks and business checks are **not** acceptable.

Do not pay any amounts listed on the remaining pages of the billing invoice, these are subtotals only, and have already been included in the net amount due that is shown on page 1.

Please make your checks payable to: **Commissioner of Motor Vehicles**

Mail the check, and page 1 of the billing notice, to:

**International Registration Bureau
PO Box 2850 ESP
Albany NY 12220-0850**

Please see an example of the billing notice on the following pages.



Department of
Motor Vehicles

INTERNATIONAL REGISTRATION BUREAU

PO Box 2850-ESP
Albany NY 12220-0850
Phone: (518) 473-5834
<http://dmv.ny.gov/irp.htm>

Page 1 of 1

IRP Billing Invoice

TO : MIKE;MOTORIST

ADDR : 6 EMPIRE STATE PLZ
ALBANY NY 12228

INVOICE# : 383746
INVOICE DATE : 09/13/2023
ACCOUNT# : 1007635
FLEET# : 002
SUPPLEMENT# : 0
FL EXP MONTH/YEAR : 08/2024
SUPPLEMENT TYPE : NEW FLEET
NUMBER REG MONTHS : 12
INVOICED VEHICLES : 1
VEHICLES ADDED : 1
VEHICLES UPDATED : 0
VEHICLES RENEWED : 0
VEHICLES DELETED : 0
CAB CARDS CHARGED : 1
NY APPORTIONED PLATES : 1
TEAR : 0

SUPPLEMENT TRANSACTION TYPE : NEW FLEET		TOTAL
NY APPORTIONED PLATE FEE :	\$25.00	
NY CAB CARD FEES :	\$2.50	
TEAR FEES :	\$0.00	
TOTAL ADMINISTRATION FEES DUE :		\$27.50
FEE ADJUSTMENT :	\$0.00	
BASE JURISDICTION FEES :	\$352.72	
NY COUNTY USE TAX FEES :	\$10.00	
TOTAL NET DUE BASE JURISDICTION :		\$362.72
AMOUNT DUE FOREIGN JURISDICTION :	\$1,532.37	
TOTAL NET DUE FOREIGN JURISDICTION :		\$1,532.37
TOTAL INTERNAL CREDIT AMOUNT :		
TOTAL EXTERNAL CREDIT AMOUNT :		
TOTAL CREDIT APPLIED :		
ESCROW USED :		
NET AMOUNT DUE :		\$1,922.59

PAYMENT MUST BE IN THE FORM OF A CERTIFIED CHECK OR MONEY ORDER. PERSONAL CHECKS ARE NOT ACCEPTED. PLEASE MAKE YOUR CHECK OR MONEY ORDER PAYABLE TO 'COMMISSIONER OF MOTOR VEHICLE' AND INCLUDE YOUR ACCOUNT NUMBER ON YOUR CHECK OR MONEY ORDER

Your Credential will not be issued if any items are checked below:

<input type="checkbox"/> PLRTN - PLATE RETURN	<input type="checkbox"/> MV78B - MV78B/PLATE	<input type="checkbox"/> DRLIC - DRIVER'S LICENSE
<input type="checkbox"/> HVUT - HVUT 2290	<input type="checkbox"/> MV215 - MV215	<input type="checkbox"/> SPOC - SUPPORTING DOCUMENT
<input type="checkbox"/> POW - PROOF OF OWNERSHIP	<input type="checkbox"/> SCHA - SCHEDULE A & C/MV-95	<input type="checkbox"/> MC300 - MC 300
<input type="checkbox"/> POA - POWER OF ATTORNEY	<input type="checkbox"/> OWP - OVERWEIGHT PERMIT	
<input type="checkbox"/> INCO - NY INSURANCE COVERAGE		

COMMENTS:

Please verify the address, all units, and actual distance reported on the invoice BEFORE submitting payment. An additional fee may be due if a correction has to be made after payment of this bill. If a TEAR has been issued for this supplement, then payment is mandatory and failure to pay may result in your account being suspended. Mail a copy of this billing along with payment to the address above. If mailing by certified mail, the address is: International Registration Bureau, 6 Empire state Plaza, Room 136, Albany, NY 12228
Fees are calculated based on actual distance reported. If no actual distance reported the average per vehicle distance chart will be used for fee calculation.
All jurisdictions will appear on registration credentials.

VEHICLE CHECKLIST

TO : MIKE;MOTORIST
 ADDR : 6 EMPIRE STATE PLZ
 ALBANY NY 12228

INVOICE # : 383746
 INVOICE DATE : 09/13/2023
 ACCOUNT # : 1007635
 FLEET # : 002
 SUPPLEMENT # : 0
 FL EXP MONTH/YEAR : 08/2024
 NUMBER REG MONTHS : 12
 INVOICE VEHICLE : 1

UNIT #	VIN	INCO	HVUT	HUT	MC300	MV215	MV78B	POW	POA	SCHA	OWP	PLRTN
4	1DC2PYDC548EJ3636	C	N	N	N	N	N	C	N	N	N	N

UNIT JURISDICTION FEES

TO : MIKE;MOTORIST
 ADDR : 6 EMPIRE STATE PLZ
 ALBANY NY 12228

INVOICE # : 383746
 INVOICE DATE : 09/13/2023
 ACCOUNT # : 1007635
 FLEET # : 002
 SUPPLEMENT # : 0
 FL EXP MONTH/YEAR : 08/2024
 NUMBER REG MONTHS : 12
 INVOICE VEHICLE : 1

SUPPLEMENT DETAIL

UNIT #	WEIGHT	VIN	YEAR	MAKE	PLATE#	VEHICLE CHARGE	INTERNAL CREDIT	TOTAL FEES DUE
4	80000	1DC2PYDC548EJ3636	2022	ACURA		\$1,922.59	\$0.00	\$1,922.59

IRP JURISDICTIONAL FEES

TO : MIKE;MOTORIST
ADDR : 6 EMPIRE STATE PLZ
ALBANY NY 12228

INVOICE # : 383746
INVOICE DATE : 09/13/2023
ACCOUNT # : 1007635
FLEET # : 002
SUPPLEMENT # : 0
FL EXP MONTH/YEAR : 08/2024
NUMBER REG MONTHS : 12
INVOICE VEHICLE : 1

SUPPLEMENT DETAIL

JUR	DISTANCE TYPE	DISTANCE	APPORTION FACTOR %	CHARGE	INTERNAL CREDIT	NET DUE
NY	E1	22,566	28.27900%	\$362.72	\$0.00	\$362.72
ADMIN						\$27.50
AL	E1	754	0.94500%	\$7.70	\$0.00	\$7.70
AR	E1	597	0.74800%	\$11.62	\$0.00	\$11.62
AZ	E1	1,318	1.65200%	\$65.37	\$0.00	\$65.37
CA	E1	2,371	2.97100%	\$100.00	\$0.00	\$100.00
CO	E1	551	0.69000%	\$31.10	\$0.00	\$31.10
CT	E1	1,289	1.61500%	\$24.97	\$0.00	\$24.97
DC	E1	13	0.01600%	\$0.37	\$0.00	\$0.37
DE	E1	190	0.23800%	\$3.31	\$0.00	\$3.31
FL	E1	1,686	2.11300%	\$27.93	\$0.00	\$27.93
GA	E1	748	0.93700%	\$9.37	\$0.00	\$9.37
IA	E1	905	1.13400%	\$19.22	\$0.00	\$19.22
ID	E1	506	0.63400%	\$21.46	\$0.00	\$21.46
IL	E1	1,342	1.68200%	\$48.61	\$0.00	\$48.61
IN	E1	1,646	2.06300%	\$46.71	\$0.00	\$46.71
KS	E1	420	0.52600%	\$11.94	\$0.00	\$11.94
KY	E1	1,120	1.40400%	\$19.80	\$0.00	\$19.80
LA	E1	598	0.74900%	\$3.77	\$0.00	\$3.77
MA	E1	1,928	2.41600%	\$38.66	\$0.00	\$38.66

IRP JURISDICTIONAL FEES

TO : MIKE;MOTORIST

ADDR : 6 EMPIRE STATE PLZ
ALBANY NY 12228

INVOICE # : 383746

INVOICE DATE : 09/13/2023

ACCOUNT # : 1007635

FLEET # : 002

SUPPLEMENT # : 0

FL EXP MONTH/YEAR : 08/2024

NUMBER REG MONTHS : 12

INVOICE VEHICLE : 1

SUPPLEMENT DETAIL

JUR	DISTANCE TYPE	DISTANCE	APPORTION FACTOR %	CHARGE	INTERNAL CREDIT	NET DUE
MD	E1	785	0.98400%	\$17.71	\$0.00	\$17.71
ME	E1	369	0.46200%	\$18.67	\$0.00	\$18.67
MI	E1	1,126	1.41100%	\$28.11	\$0.00	\$28.11
MN	E1	757	0.94900%	\$16.70	\$0.00	\$16.70
MO	E1	975	1.22200%	\$21.01	\$0.00	\$21.01
MS	E1	603	0.75600%	\$23.67	\$0.00	\$23.67
MT	E1	378	0.47400%	\$5.45	\$0.00	\$5.45
NC	E1	971	1.21700%	\$21.96	\$0.00	\$21.96
ND	E1	202	0.25300%	\$3.00	\$0.00	\$3.00
NE	E1	810	1.01500%	\$14.21	\$0.00	\$14.21
NH	E1	267	0.33500%	\$2.68	\$0.00	\$2.68
NJ	E1	4,325	5.42000%	\$66.29	\$0.00	\$66.29
NM	E1	1,099	1.37700%	\$2.37	\$0.00	\$2.37
NV	E1	601	0.75300%	\$22.71	\$0.00	\$22.71
OH	E1	3,338	4.18300%	\$58.35	\$0.00	\$58.35
OK	E1	1,126	1.41100%	\$14.41	\$0.00	\$14.41
OR	E1	665	0.83300%	\$8.31	\$0.00	\$8.31
PA	E1	4,781	5.99100%	\$165.59	\$0.00	\$165.59
RI	E1	183	0.22900%	\$2.39	\$0.00	\$2.39
SC	E1	857	1.07400%	\$43.97	\$0.00	\$43.97

IRP JURISDICTIONAL FEES

TO : MIKE;MOTORIST
ADDR : 6 EMPIRE STATE PLZ
ALBANY NY 12228

INVOICE # : 383746
INVOICE DATE : 09/13/2023
ACCOUNT # : 1007635
FLEET # : 002
SUPPLEMENT # : 0
FL EXP MONTH/YEAR : 08/2024
NUMBER REG MONTHS : 12
INVOICE VEHICLE : 1

SUPPLEMENT DETAIL

JUR	DISTANCE TYPE	DISTANCE	APPORTION FACTOR %	CHARGE	INTERNAL CREDIT	NET DUE
SD	E1	163	0.20400%	\$2.97	\$0.00	\$2.97
TN	E1	1,179	1.47700%	\$20.47	\$0.00	\$20.47
TX	E1	1,823	2.28400%	\$19.19	\$0.00	\$19.19
UT	E1	916	1.14800%	\$15.02	\$0.00	\$15.02
VA	E1	1,519	1.90400%	\$35.95	\$0.00	\$35.95
VT	E1	622	0.77900%	\$18.14	\$0.00	\$18.14
WA	E1	762	0.95500%	\$20.26	\$0.00	\$20.26
WI	E1	2,086	2.61400%	\$67.39	\$0.00	\$67.39
WV	E1	428	0.53600%	\$19.54	\$0.00	\$19.54
WY	E1	893	1.11900%	\$27.39	\$0.00	\$27.39
AB	E1	24	0.03000%	\$1.00	\$0.00	\$1.00
BC	E1	100	0.12500%	\$9.36	\$0.00	\$9.36
MB	E1	1,619	2.02900%	\$152.31	\$0.00	\$152.31
NB	E1	25	0.03100%	\$0.49	\$0.00	\$0.49
NL	E1	388	0.48600%	\$7.97	\$0.00	\$7.97
NS	E1	25	0.03100%	\$0.55	\$0.00	\$0.55
ON	E1	1,776	2.22600%	\$43.35	\$0.00	\$43.35
PE	E1	49	0.06100%	\$1.00	\$0.00	\$1.00
QC	E1	558	0.69900%	\$14.00	\$0.00	\$14.00
SK	E1	78	0.09800%	\$6.55	\$0.00	\$6.55

IRP JURISDICTIONAL FEES

TO : MIKE;MOTORIST
ADDR : 6 EMPIRE STATE PLZ
ALBANY NY 12228

INVOICE # : 383746
INVOICE DATE : 09/13/2023
ACCOUNT # : 1007635
FLEET # : 002
SUPPLEMENT # : 0
FL EXP MONTH/YEAR : 08/2024
NUMBER REG MONTHS : 12
INVOICE VEHICLE : 1

SUPPLEMENT DETAIL

JUR	DISTANCE		APPORTION		INTERNAL	
TOTAL	TYPE	DISTANCE	FACTOR %	CHARGE	CREDIT	NET DUE
		79,799	99.99700%	\$1,895.09	\$0.00	\$1,922.59

12.0 REFUNDS

New York State Refund

Refunds of NY IRP registration fees to NY-based registrants will be made under the following circumstances:

1. when an error was made by the IRB and is reflected on your invoice;
2. when there is a duplication of apportioned vehicles and fees;
3. when a standard registration was renewed in error after converting to IRP;
4. when IRB receives proof that the last date of operation of a vehicle occurred prior to the effective date of the unused IRP registration period. Unused cab card(s) and license plates must be returned to IRB within 60 days of receipt, or within 60 days of the effective date of the registration.

No refunds will be made for cab card fees, license plate fees, Trip Permit or Temporary Evidence of Apportioned Registration (TEAR) fees; we refund New York registration fees only.

As authorized by the New York State Vehicle & Traffic Law, a \$5 processing fee per vehicle is deducted from the refund amount, and a minimum amount of \$1.00 is refunded. Therefore, requests for refunds of less than \$6.00 per vehicle cannot be processed.

New York State Refund Policy for Other IRP Jurisdictions

Refunds of NY IRP registration fees to other jurisdictions will be made under the following circumstances:

1. when an error was made by the base jurisdiction and is reflected on your invoice.
2. when there is a duplication of apportioned vehicles and fees.

New York IRP must receive written verification from the base jurisdiction stating the registered weight, the apportioned distance percentage, the fee paid to New York State and a reason for requesting a refund.

As authorized by the New York State Vehicle & Traffic Law, a \$5 processing fee per vehicle is deducted from the refund amount, and a minimum amount of \$1.00 is refunded. Therefore, requests for refunds of less than \$6.00 per vehicle cannot be processed.

13.0 TEMPORARY REGISTRATIONS

Temporary Evidence of Apportion Registration (TEAR)

[Issued to current IRP Accounts Only. These are not issued for renewals.]

A Temporary Evidence of Apportion Registration (TEAR) is a 30-day permit issued by the IRB. TEAR's are issued to carriers with an established, paid IRP account in good standing for the current registration year.

The purpose of a TEAR is to allow established carriers to change their current IRP fleet by:

- | | |
|-------------------------------------|----------------------------------|
| 1. adding vehicles | 5. replacing a lost/stolen plate |
| 2. transferring a plate | 6. creating a new fleet |
| 3. increasing registered weight | 7. fleet-to-fleet transfer |
| 4. replacing a lost/stolen cab card | |

A Temporary Evidence of Apportion Registration will not be issued:

1. to anyone without an established, paid IRP account in good standing for the current registration year;
2. for any vehicles whose registration is being renewed.

A Temporary Evidence of Apportion Registration covers a specific vehicle and cannot be transferred from one vehicle to another.

To obtain Temporary Evidence of Apportion Registration:

1. complete Schedule A & C (IRP-6) and sign and date it.
2. complete and sign the Attachment B (IRP-21). (See sample Appendix D.)
3. if you are adding a vehicle, you must provide proof of ownership and proof of insurance (form FS-20 NYS Barcoded Insurance Card).
4. fax everything to the IRB at (518) 486-6579 or email to dmv.sm.irb@dmv.ny.gov

IRB staff will contact you if additional information is needed to process your application.

Applications for TEAR's are processed in the order they are received, and are emailed back to the carrier or wire service. They are **usually** processed within 48 hours from the time they are received in IRB.

Once the TEAR is processed, a billing invoice is generated. The TEAR and billing invoice will be sent to you along with a list of any missing documents needed to complete your registration. Full payment and required information must be received by the IRB within 30 calendar days. **FAILURE TO DO SO WILL RESULT IN THE SUSPENSION OF THE ACCOUNT, AND ALL VEHICLE REGISTRATIONS ASSOCIATED WITH THE ACCOUNT. UNDER NO CIRCUMSTANCES WILL A TEAR BE CANCELED ONCE IT IS ISSUED. YOU ARE REQUIRED TO PAY FOR THE ENTIRE SUPPLEMENT BILL.**

NOTE: A TEAR issued by the New York State Department of Motor Vehicles, International Registration Bureau, is valid for use in accordance with its terms without further IRP items for the vehicle (i.e., cab card and/or number plate/sticker). A TEAR issued by any other IRP jurisdiction which TEAR specifically provides for operation in this State shall be valid for operation in this State in accordance with the terms contained on such TEAR.

OSCAR (One Stop Credentialing and Registration)

What is OSCAR?

The One Stop Credentialing and Registration system (OSCAR) allows motor carries to do business online.

- OSCAR will save time and money by allowing you to use your home or office personal computer to obtain credentials.
- You will no longer have to fill out multiple forms, visit multiple state offices, or wait for the mail.
- OSCAR is a free, secure service that does not require the installation of new software on your PC.
- Please remember to follow up by submitting your required documentation, along with a copy of the OSCAR transaction receipt to the International Registration Bureau. Upon receipt the IRB office will finalize the IRP OSCAR transaction, and mail your permanent registration credentials.

What credentials are available via OSCAR?

HUT - Highway Use Tax (TMT)

IFTA - International Fuel Tax Agreement

IRP - International Registration Plan

DOT - Department of Transportation - Oversize/Overweight Permits

IRP transactions available on OSCAR are:

- Add a vehicle(s) to your HUT, IRP, IFTA, fleet(s);
- Transfer license plates from an existing IRP vehicle to a new IRP vehicle;
- Convert a commercial vehicle license plate to an IRP plate;
- Process weight increase/decrease;
- Enter renewal information and obtain renewal billing invoice;
- Replace plate/cab card.

NOTE: A help function is available within the IRP application for assistance. To access the help function, click on the HELP tab appearing on the top of the IRP system page.

What do you need to use OSCAR?

In order to enroll to use this service the Motor Carrier must have a USDOT number and a Taxpayer ID number. If you do not have both of these numbers, visit the OSCAR web site at www.oscar.state.ny.us to learn how to obtain them or contact IRB at dmv.sm.irb@dmv.ny.gov.

How do I enroll to use OSCAR?

Go to the OSCAR website at www.oscar.ny.gov and choose the “Enroll now to use OSCAR” link. Enter your USDOT number and Taxpayer ID. If you are registered in New York for IRP, enter your IRP number. Complete the application by providing information regarding your business. Your application will be processed and you will receive a password online.

Commercial Trip Permit

Out-of-state vehicles that qualify for IRP registration but are not apportioned will be required to obtain a Trip Permit prior to entering New York. Trip Permits are valid for 72 hours, and are available through the wire service or the New York IRB.

Trip permits are required in other member IRP jurisdictions for New York-based carriers not proportionally registered. You must secure a trip permit prior to entering any IRP member jurisdiction if:

1. your vehicle qualifies for IRP registration, **and/or**
2. your vehicle is not proportionally registered at your loaded weight with that jurisdiction.

Vehicles meeting the above requirements that fail to obtain a valid Trip Permit prior to entering a member IRP jurisdiction may be subject to full registration fees for that state.

To apply for a Trip Permit by mail, complete a 72-hour Trip Permit application (IRP-4) and send it to the IRB thirty days prior to the requested validation date. You may photocopy the sample application in this manual (see Appendix D).

See “IRP Trip Permits” on pages A-11 and A-12 of Appendix A, for a list of jurisdictions and their trip permit cost and requirements.

Hunter's Permit

A hunter's permit is issued to an owner-operator (lessor) who terminates a lease and has to surrender the apportioned license plate and cab card to the carrier (lessee). This permit enables a vehicle or combination of vehicles to use the highways in all jurisdictions for the purpose of finding a new job.

The hunter's permit is valid for vehicles operating at unladen weight only, and is non-transferable.

The New York hunter's permit is valid for 30 days at a cost of \$12.50. The hunter's permit is valid for the power unit or power unit and trailer (unladen).

14.0 MILEAGE/OPERATIONAL RECORDS - IRP

Everyone who registers vehicles under the IRP must maintain records to substantiate actual miles traveled, and other information used to determine the registration fee for all vehicles in the IRP fleets. Mileage records must include all miles traveled by all vehicles in the IRP fleet during the mileage reporting periods (i.e. July 1 to June 30). The registrant is responsible for maintaining these records for **six (6) years** from the date of the trip.

Required Records

Vehicle Costs

Acceptable documentation to support a vehicle's purchase price and date of purchase includes a purchase invoice and bill of sale. For leased units, the lease agreement (if the purchase price is stated in the agreement), or other proof of the fair market value of the vehicle at the beginning of the lease, is required. Costs of any capital additions and modifications made to the vehicle within 30 days of the purchase must be included in the purchase price. This may or may not include sales tax, federal excise tax (FET), etc.

Drivers' Trip Records

Each registrant must keep records that support actual mileage traveled in each jurisdiction (states, provinces), and total miles traveled. These records must be maintained to support mileage reported on the IRP applications. An acceptable source document to verify fleet mileage is some type of trip record created at the time of the trip (see sample). Driver's daily logs, customized trip sheets/envelopes, personal notebooks, or records produced by a vehicle tracking system, such as a Global Positioning System (GPS), may be acceptable trip records as long as they contain trip information.

Trip record information must be complete, accurate and readable. Mileage figures written on trip records can be obtained from various sources, such as odometer or hubodometer readings, state maps, mileage guides, or computer software. The method chosen should be used consistently and accurately. The source used to determine mileage should be identified in the records.

Computer software and/or printouts (i.e. mileage software, Internet mapping tools, spreadsheet, etc.) are methods used to determine jurisdictional miles. They are not an acceptable substitute for trip records. They can be used only to support trip records.

Summary reports (e.g. monthly fuel usage reports, IFTA filings, spreadsheet totals, etc.) are just recaps (totals), and are not acceptable by themselves. They must be supported by trip records, which indicate complete trip information.

Trip record information can be documented manually (i.e., handwritten on paper forms, typed into electronic files, etc.) or documented automatically (i.e., vehicle tracking systems).

Manual trip records must contain the following information:

1. Date of trip.
2. IRP vehicle number (should be consistent with the number used on the IRP registration).
3. Origin and all destinations (all stops, pickups, deliveries, etc.) in city, state format. The last destination of one trip should be the origin of the next trip.
4. Major routes traveled (routes should at least be reported at state line crossings).
5. Odometer or hubometer. The last reading of one trip should be the beginning read of the next trip.
6. Mileage by jurisdiction (state/province).
7. Total trip mileage (i.e., loaded, unloaded, bobtail, local, deadhead, yard, non-business, etc.)

Automatic (GPS) trip records **for trips before 1/1/2024** must contain the following data elements:

1. Date and time of each location reading.
2. IRP vehicle number (should be consistent with the number used on the IRP registration).
3. The location (latitude and longitude or city and state) of each reading.
4. Major routes traveled (routes should at least be reported at state line crossings).
5. Odometer, hubometer, or engine control module (ECM) readings (beginning and ending). The last reading of one trip should be the beginning reading of the next trip.
6. The miles between each location reading.
7. Mileage by jurisdiction (state/province).
8. Total trip mileage (i.e., loaded, unloaded, bobtail, local, deadhead, yard, non-business, etc.)

For automatic (GPS) trip records **for trips on or after 1/1/2024**, a record must be created and maintained at a minimum of every 15 minutes when the vehicle's engine is on and contain the following data elements:

1. Vehicle identification number or vehicle unit number.
2. The date and time of each system reading.
3. Latitude and longitude to include a minimum of 4 decimal places (0.0001) of each system reading.
4. Odometer reading from the engine control module (ECM) of each system reading. If no ECM odometer is available, a beginning and ending dashboard odometer or hubometer for the trip will be acceptable.

This data must be accessible in an electronic spreadsheet format such as .XLS, .XLSX, .CSV or delimited text file. Formats from a vehicle tracking system that provide a static image such as PDF, JPEG, PNG or Word are not considered accessible.

Monthly Summaries

The trip record mileage must be summarized monthly by IRP fleet, by IRP vehicle, and by jurisdiction. The summary must show mileage by jurisdiction and total mileage traveled by each IRP vehicle operated during the calendar month. Separate monthly summaries should be prepared for each IRP fleet. Odometer, hubometer, or ECM readings should be used to confirm the accuracy of summary figures.

Quarterly Summaries

Quarterly summaries must be prepared (for all 4 quarters of the mileage reporting period) that summarize mileage by jurisdiction, and total mileage for all IRP vehicles in the fleet. Odometer, hubometer, or ECM readings should be used to confirm the accuracy of summary figures.

Yearly Summaries

Yearly summaries for each **July 1 through June 30** reporting period must show the total IRP fleet mileage for all IRP vehicles in the fleet and for each jurisdiction. The yearly mileage summary should be used to complete Schedule B of the IRP renewal application. Odometer, hubometer, or ECM readings should be used to confirm the accuracy of summary figures.

Records Retention Period

All operational and mileage records that support the registration and supplements must be kept for **six (6) years**. For example, records for the month of June 2023 must be retained through June 2029. Vehicle cost and weight records must be maintained for all vehicles that are currently registered in the fleet. If the vehicle is deleted or removed, these records must be kept for six (6) years from deletion or removal.

If your trip records are (or include) drivers' daily logs, the logs must be retained for the six-year period specified above.

Local Travel

A local travel policy was developed by the New York State Department of Motor Vehicles to alleviate the burden of manually documenting trips for registrants traveling to several destinations within one local area (e.g., house-to-house deliveries).

Local travel is defined as any travel within a 50-mile radius of the registrant's home terminal. Registrants who frequently travel local trips must (at a minimum) maintain the following mileage information for manual trip records:

1. Date of trip (beginning and end).
2. IRP vehicle number (should be consistent with the number used on the IRP registration).
3. Town name and number of stops made (or number of repeated trips to the same location).
4. Odometer or hubometer reading (beginning and ending). The last reading of one trip should be the beginning reading of the next trip.
5. Mileage by jurisdiction (state/province).
6. Total trip mileage (including loaded, unloaded, bobtail, local, deadhead, yard, non-business, etc.)

SAMPLE COMPLETED TRIP RECORD

A trip is from one stop to the next, not one day to the next. All stops must be recorded and must show the town and state.
Record odometer readings at the beginning/end of each day, and when crossing state lines and jurisdictional borders.

Unit/Trailer 1	IRP Registrant Name Bob's Trucking			Fleet Number 1	Fuel Type Diesel	Fuel Tax Filer Name (If other than IRP Registrant)		
Trip Information				Mileage Information			Fuel Information	
	Origin/Start/Pickup	Destination/Stop/Delivery	State or Jurisdiction Name	Odometer Reading	State or Jurisdiction Miles	Highways Used	Gallons Received	Vendor Name
Trip Date	City, Town or Border	City, Town or Border						
10/1/07	Albany		NY	10001		I-787		
		MA Line	NY	10036	35	I-90		
		Boston	MA	10171	135	I-90, I-93		
		CT Line	MA	10236	65	I-90, I-84		
		Hartford	CT	10271	35	I-84		
		MA Line	CT	10291	20	I-91		
		NY Line	MA	10349	58	I-91, I-90		
		Albany	NY	10384	35	I-90, I-787		
10/2/07	Albany		NY	10384		I-90, I-87		
		VT Line	NY	10465	81	US-4		
		Rutland	VT	10484	19	US-4		
		NY Line	VT	10503	19	US-4		
		Albany	NY	10584	81	I-87, I-90		
		Albany-3 stops	NY	10592	8	NY-5		
					591	Total Miles		Total Gallons

Driver(s) Name	Fred
Driver's Signature	<i>Fred Smith</i>

A trip is from one stop to the next, not one day to the next. All stops must be recorded and must show the town and state. Record odometer readings at the beginning/end of each day, and when crossing state lines and jurisdictional borders.

Driver(s) Name	
Driver's Signature	

15.0 IRP AUDITS

Authority to Audit

IRP requires each member jurisdiction to conduct audits, of registrants based in its jurisdiction, on behalf of all IRP member jurisdictions.

Purpose of the Audit

The purpose of the audit is to assess the accuracy of the distances reported in a registrant's application for apportioned registration and, where inaccuracies are found, to adjust the registrant's fees accordingly. In conducting the IRP audit, auditors will use the mileage records to determine the accuracy and completeness of the mileage reported on the forms used for IRP registration.

General

The New York State Department of Motor Vehicles may perform an audit at any time. Advance notice will be given, and the audit will be conducted during normal business hours. When selected for audit, the registrant will be notified by letter as to when the audit will take place. The registrant will be asked to mail their records to one of our regional offices.

Upon completion of the audit, the registrant will be notified of the audit results in writing. The registrant will receive an audit report identifying any deficiencies, along with corrective recommendations, and any fee changes as a result of the audit. The fee changes will cover all jurisdictions on the registrations. DMV will bill for any additional fees due as a result of the audit. If the audit results indicate that a refund is due, it will be processed automatically. Note that some jurisdictions assess penalties/interest when additional fees are due; the registrant may be billed for any penalties/interest by those jurisdictions.

Mileage Reporting Period

Mileage reported on the IRP registration (mileage reporting period) should be for the July 1st to June 30th period before the registration start date. Only actual miles traveled by the IRP fleet vehicles should be reported. Miles cannot be estimated if actual miles were traveled in an jurisdiction during the mileage reporting period.

Total fleet mileage is mileage generated by all IRP-registered vehicles in the fleet from July 1 through June 30. Registration mileage should include all mileage traveled by all IRP vehicles that were registered in the IRP fleet for all (or part) of the mileage reporting period before the registration start date.

Assessments for Inadequate Records

Failure to maintain or provide mileage records in compliance with IRP may result in an assessment equal to 20% of IRP registrations fees. For the registrant's second offense, the assessment is equal to 50% of the IRP registration fees. For the third, and any subsequent offenses, the assessment is equal to 100% of IRP registration fees. These assessments are in accordance with the IRP agreement and New York State Department of Motor Vehicles Commissioner Regulations.

Assessments must be paid, or an appeal must be won, before any subsequent IRP transaction can be processed for the IRP account.

Appeals

The New York State Department of Motor Vehicles provides an appeal process for registrants who believe the records they submitted for audit satisfy IRP requirements. To appeal an audit, registrants must complete and submit an appeal form (along with an appeal fee) within 30 days after the date of the audit letter. For appeal-related questions, please call the Appeals Board at (518) 474-1052.

Important Reminders

- IRP registrants are liable for accurate, orderly, and legible maintenance of mileage records for **six (6) years**.
- Those failing to maintain or provide our auditors with adequate records when requested will be subject to inadequate records assessments.
- The person or entity who registers vehicles in IRP is responsible for maintaining the records, regardless of ownership, leasing, or other agreements.
- All IRP vehicle mileage must be recorded on mileage records and reported on the IRP application. This includes loaded, empty, bobtail, deadhead, yard, local, and non-business travel.
- Household goods carriers must record and report all mileage traveled by their IRP vehicles regardless of whether the travel occurred under their local authority or under a national affiliate's authority.

Appendix A - Registration and Trip Permit Information by Jurisdiction

IRP Jurisdictions Registration and Enforcement Dates

Jurisdiction Name	Registration Year	Enforcement Date
Alabama	Staggered	Monthly
Alberta	Staggered	Monthly
Arizona	Staggered	Quarterly
Arkansas	Staggered	Monthly
British Columbia	Staggered	Monthly
California	Staggered	Monthly
Colorado	Staggered	Monthly
Connecticut	Staggered	Monthly
Delaware	Staggered	Monthly
District of Columbia	Staggered	Quarterly
Florida	Staggered	Monthly
Georgia	Staggered	Monthly
Idaho	Staggered	Monthly
Illinois	April - March	April 1
Indiana	Staggered	Monthly
Iowa	Staggered	Monthly
Kansas	January - December	March 1
Kentucky	Staggered	Monthly
Louisiana	Staggered	Monthly
Maine	Staggered	Monthly
Manitoba	Staggered	Monthly
Maryland	Staggered	Quarterly
Massachusetts	July - June	July 1
Michigan	Staggered	Monthly
Minnesota	March - February	March 1
Mississippi	February - November	Monthly
Missouri	Staggered	Quarterly
Montana	Staggered	Quarterly
Nebraska	January - December	February 1

Continued on the next page

IRP Jurisdictions Registration and Enforcement Dates (Cont.)

Jurisdiction Name	Registration Year	Enforcement Date
Nevada	Staggered	Monthly
New Brunswick	Staggered	Monthly
New Hampshire	Staggered	Monthly
New Jersey	Staggered	Monthly
New Mexico	Staggered	Monthly
New York	Staggered	Monthly
Newfoundland & Labrador	Staggered	Monthly
North Carolina	Staggered	Monthly
North Dakota	Staggered	Quarterly
Nova Scotia	Staggered	Monthly
Ohio	Staggered	Monthly
Oklahoma	Staggered	Monthly
Ontario	Staggered	Monthly
Oregon	January - December	March 16
Pennsylvania	June - May	June 1
Prince Edward Island	Staggered	Monthly
Quebec	April - March	April 1
Rhode Island	June - May	June 1
Saskatchewan	Staggered	Monthly
South Carolina	Staggered	Monthly
South Dakota	Staggered	Quarterly
Tennessee	Staggered	Monthly
Texas	Staggered	Monthly
Utah	Staggered	Quarterly
Vermont	Staggered	Monthly
Virginia	Staggered	Monthly
Washington	Staggered	Monthly
West Virginia	July - June	July 1
Wisconsin	Staggered	Monthly
Wyoming	Staggered	Quarterly

Maximum Weights For IRP Jurisdictions

Jurisdiction Name	Maximum Registered Weight On Cab Card
Alabama	80,000
Alberta	139,992
Arizona	80,000
Arkansas	80,000
British Columbia	139,994
California	80,000
Colorado	85,000
Connecticut	No maximum weight
Delaware	80,000
District of Columbia	80,000
Florida	80,000
Georgia	80,000
Idaho	129,000
Illinois	80,000
Indiana	80,000
Iowa	999,999
Kansas	85,500
Kentucky	80,000
Louisiana	88,000
Maine	100,000
Manitoba	139,994
Maryland	80,000
Massachusetts	No maximum weight
Michigan	160,001
Minnesota	80,000
Mississippi	80,000
Missouri	80,000
Montana	138,000
Nebraska	94,000
Nevada	129,000
New Brunswick	
New Hampshire	80,000
New Jersey	82,000
New Mexico	86,400

Continued on the next page

Maximum Weights For IRP Jurisdictions (Con't.)

Jurisdiction Name	Maximum Registered Weight On Cab Card
Newfoundland & Labrador	137,788
New York	80,000
North Carolina	80,000
North Dakota	105,500
Nova Scotia	137,788
Ohio	80,000
Oklahoma	90,000
Ontario	139,992
Oregon	105,500
Pennsylvania	80,000
Prince Edward Island	137,788
Quebec	N/A Axles
Rhode Island	80,000
Saskatchewan	139,994
South Carolina	80,000
South Dakota	
Tennessee	80,000
Texas	80,000
Utah	129,000
Vermont	80,000 (90,000 for milk haulers)
Virginia	80,000
Washington	105,500
West Virginia	80,000
Wisconsin	80,000
Wyoming	117,000

NOTE

Exceeding the maximum weight may require the purchase of an overweight/oversize permit. Please contact the applicable jurisdictions.

Registration of Wreckers/Tow Truckers in IRP Jurisdictions

Jurisdiction Name	How to Calculate Weight
Alabama	Unladen weight of wrecker.
Alberta	Combined gross weight of wrecker and towed vehicle.
Arizona	Combined gross weight of wrecker and towed vehicle.
Arkansas	Weight of fully-equipped wrecker.
British Columbia	Weight of fully-equipped wrecker.
California	Combined gross weight of wrecker and towed vehicle.
Colorado	Combined gross weight of wrecker and towed vehicle.
Connecticut	Combined gross weight of wrecker and towed vehicle.
Delaware	Weight of fully-equipped wrecker.
District of Columbia	Unladen weight of wrecker.
Florida	Combined gross weight of wrecker and towed vehicle.
Georgia	
Idaho	
Illinois	Weight of fully-equipped wrecker, if disabled vehicle has current registration.
Indiana	Combined gross weight of wrecker and towed vehicle.
Iowa	Unladen weight of wrecker.
Kansas	Unladen weight of wrecker.
Kentucky	Weight of fully-equipped wrecker.
Louisiana	Combined gross weight of wrecker and towed vehicle.
Maine	Weight of fully-equipped wrecker.
Manitoba	
Maryland	Weight of fully equipped wrecker if disabled vehicle has current registration
Massachusetts	Combined gross weight of wrecker and towed vehicle.
Michigan	
Minnesota	Weight of fully-equipped wrecker.
Mississippi	Combined gross weight of wrecker and towed vehicle.
Missouri	Combined gross weight of wrecker and towed vehicle.
Montana	Weight of fully equipped wrecker.
Nebraska	Weight of fully-equipped wrecker, if disabled vehicle has current registration.
Nevada	Unladen weight of wrecker.
New Brunswick	Unladen weight of wrecker.
New Hampshire	Weight of fully equipped wrecker.
New Jersey	Weight of fully equipped wrecker.

Registration of Wreckers in IRP Jurisdictions

Jurisdiction Name	How to Calculate Weight
New Mexico	
New York	Weight of fully-equipped wrecker.
Newfoundland & Labrador	Combined gross weight of wrecker and towed vehicle.
North Carolina	Weight of fully-equipped wrecker.
North Dakota	Weight of fully-equipped wrecker.
Nova Scotia	Combined gross weight of wrecker and towed vehicle.
Ohio	
Oklahoma	Weight of fully-equipped wrecker.
Ontario	Unladen weight of wrecker.
Oregon	Weight of fully-equipped wrecker.
Pennsylvania	
Prince Edward Island	Combined gross weight of wrecker and towed vehicle.
Quebec	Unladen weight of wrecker.
Rhode Island	Combined gross weight of wrecker and towed vehicle.
Saskatchewan	
South Carolina	Combined gross weight of wrecker and towed vehicle.
South Dakota	Weight of fully-equipped wrecker.
Tennessee	Combined gross weight of wrecker and towed vehicle.
Texas	Combined gross weight of wrecker and towed vehicle.
Utah	Combined gross weight of wrecker and towed vehicle.
Vermont	Weight of fully equipped wrecker.
Virginia	Combined gross weight of wrecker and towed vehicle.
Washington	
West Virginia	Combined gross weight of wrecker and towed vehicle.
Wisconsin	Weight of fully-equipped wrecker.
Wyoming	

IRP Trip Permits

Jurisdiction	Cost of Trip Permit	Obtained Prior to Entry
Alabama	\$20 for 7 days	Yes
Alaska	\$10 for 5 days. Varies according to unladen weight , for 30-day permit.	Yes
Alberta	Varies based on distance and net weight factor, for 3 days	No
Arizona	Varies based on distance and number of axles, for 96 hours.	No
Arkansas	\$33 for 72 hours	No
British Columbia	1/12 of annual registration fee for vehicle weight	No
California	\$45 power unit for 4 days, and \$30 fuel tax permit for 4 days	Yes
Colorado	\$60 to \$80 for 72 hours, depending on weight	No
Connecticut	\$15 for 72 hours	Yes
Delaware	\$15 for 72 hours	Yes
District of Columbia	\$50 for 6 days	Yes
Florida	\$30 for 10 days	Yes
Georgia	\$30 for 72 hours	Yes
Idaho	\$60 single unit/\$120 combination for 120 hours. Additional \$60 for temporary fuel permit in lieu of current IFTA. Maximum of 3 permits per vehicle within a calendar year.	Yes
Illinois	\$19 for 72 hours	Yes
Indiana	\$15 for 72 hours	Yes
Iowa	\$50 for 72 hours	Yes
Kansas	\$26 for 72 hours	No
Kentucky	\$40 for 10 days	Yes
Louisiana	Effective June 17, 2010, the Port of Entry Scales will no longer sell Louisiana trip permits. Companies that require trip permits must purchase the permits through a permitting service prior to entering Louisiana.	Yes
Maine	\$25 for 72 hours	Yes
Manitoba	Truck: 0.9 x weight x distance. Bus: 0.083 x distance x passengers.	
Maryland	\$15 for 72 hours. Permits can be purchased from any of the 7 authorized vendors that are authorized to issue Maryland 72-hour trip permits.	Yes
Massachusetts	\$15 for 72 hours	Yes
Michigan	\$20 for 72 hours	Yes
Minnesota	Calculated as one-twelfth of amount determined under MN statute 168.013, subdivision 1e, rounded to the nearest whole dollar. Valid for 120 hours.	Yes
Mississippi	\$25 for 72 hours	No
Missouri	\$10 for 72 hours	Yes

Jurisdiction	Cost of Trip Permit	Obtained Prior to Entry
Montana		
Up to 46,000 lbs:	\$10/0 - 200 miles	No
	\$15/201 - 400 miles	
	\$20/over 400 miles	
46,001-80,000 lbs:	\$20/ 0 - 200 miles	
	\$30/201 - 400 miles	
	\$40/over 400 miles	
Over 80,001 lbs:	\$50/0 - 200 miles	
	\$65/201 - 400 miles	
	\$80/over 400 miles	
Triple Combinations:	\$60/0 - 200 miles	
Nebraska	\$25 for 72 hours	Yes
Nevada	\$5 plus 15 cents per mile for 24 hours	Yes
New Brunswick	\$24 unladen (unless excluded by CAVR), \$85 truck,	Yes
	\$169 truck tractor for 5 days	Yes
New Hampshire	\$15 for 72 hours	Yes
New Jersey	Vendors for trip permits: https://www.state.nj.us/mvc/pdf/commercial/Document.pdf	Yes
New Mexico	Varies based on mileage and vehicle weight for 48 hours	No
New York	\$18.75 for 72 hours	Yes
Newfoundland & Labrador	\$75 truck, \$150 truck tractor for various validation periods	Yes
North Carolina	\$15 for 10 days	Yes
North Dakota	\$20 for 72 hours	No
Nova Scotia	\$50 truck, \$100 truck tractor for 30 days	Yes
Ohio	\$15 for 72 hours	Yes
Oklahoma	\$22 for 72 hours	Yes
Ontario	\$75 truck, \$132 truck tractor for 10 days	Yes
Oregon	\$43 for 10 days	Yes
Pennsylvania	\$15 for 72 hours	Yes
Prince Edward Island	\$150 straight trucks, \$300 tractor trailers. Each permit valid for 1 trip or 5 days, whichever is first.	Yes
Quebec	\$38 (Canadian) for 10 days, agency fees may be added, NIR and REQ may be requested.	Yes
Rhode Island	\$25 for 72 hours	Yes
Saskatchewan	Varies by weight and distance, for a single trip	Yes
South Carolina	\$15 for 72 hours (each unit)	Yes
South Dakota	\$15 for 72 hours	Yes
Tennessee	\$30 for 72 hours	Yes
Texas	\$25 for 72 hours	Yes
Utah	\$25 for 96 hours or \$50 for combination	No
Vermont	\$15 for 72 hours	Yes
Virginia	\$15 for 10 days	Yes
Washington	\$25 for 3 days	Yes
West Virginia	\$34 for 10 day combination permit. Get from permit service or online at www.dmv.wv.gov	Yes
Wisconsin	\$15 for 72 hours	Yes
Wyoming	\$20 single unit/\$40 combination for 96 hours	No

Appendix B - Contact Information by Jurisdiction

Contact Information for New York

IRP Prorate Inquiries

International Registration Bureau	
<p><i>Office Address:</i> 6 Empire State Plaza Room 136 Albany New York 12228</p> <p>Telephone: (518) 473-5834 Fax: (518) 486-6579 Email: irb@dmv.ny.gov</p>	<p><i>Mailing Address:</i> PO Box 2850 ESP Albany New York 12220-0850</p>
Operating Authority (intrastate)	UCR
<p>NYS Dept of Transportation Passenger & Freight Safety Div 50 Wolf Rd, POD 53 Albany New York 12232</p> <p>Telephone: (518) 457-6503 Fax: (518) 457-3627</p>	<p>NYS Dept of Transportation Office of Modal Safety & Security 50 Wolf Rd, POD 53 Albany New York 12232-0879</p> <p>Telephone: (518) 457-6512</p>
HUT Permit	IFTA
<p>NYS Dept of Tax & Finance State Office Campus Albany New York 12227</p> <p>Telephone: 1 (800) 972-1233</p>	<p>NYS Dept of Tax & Finance Registration Section State Office Campus IFTA Registration Bldg 8 Albany New York 12227</p> <p>Telephone: 1 (800) 972-1233 Fax: (518) 485-6137</p>
Overdimensional Permits	
<p>NYS Dept of Transportation Oversize/Overweight 50 Wolf Rd., 1st Floor Albany New York 12232-0455</p> <p>Telephone: (518) 457-1155 Fax: (518) 457-0367</p>	

Contact Information for Alabama

IRP Prorate Inquiries

International Registration Bureau	
<p>Department of Revenue Motor Vehicle Division Motor Carrier Services 2545 Taylor Road Montgomery, AL 36117 or PO Box 327620 Montgomery AL 36132-7620</p> <p>Telephone: (334) 242-9000 Email: MVD@revenue.alabama.gov</p>	
Operating Authority	IFTA
<p>Public Service Commission PO Box 991 100 N Union St Suite 982 Montgomery AL 36101-0991</p> <p>Telephone: (334) 242-5176 (334) 242-5180</p>	<p>Department of Revenue Motor Vehicle Division Motor Carrier Services PO Box 327620 Montgomery AL 36132-7620</p> <p>Telephone: (334) 242-2999 Fax: (334) 242-9073</p>
Overdimensional Permits	
<p>Department of Transportation Permit Section 1409 Coliseum Blvd Montgomery AL 36130</p> <p>Telephone: (334) 834-1092</p>	

Contact Information for Alberta

IRP Prorate Inquiries

International Registration Bureau	
<p>Alberta Prorate Services 1st Floor 803 Manning Rd NE Calgary AB Canada T2E 7M8</p> <p>Telephone: (403) 297-2920 Email: prorate@gov.ab.ca</p>	
Operating Authority	IFTA
<p>Safety & Carrier Compliance Branch 4th Floor 4920 51 St Red Deer AB Canada T4N 6K8</p> <p>Telephone: (403) 340-5444</p>	<p>Alberta Treasury Revenue Administration 9811 109th St Haultan Bldg 6th Floor Edmonton AB Canada T5K 0C8</p> <p>Telephone: (780) 427-3044</p>
Overdimensional Permits	
<p>Safety & Carrier Compliance Branch 4th Floor 4920 - 51 St Red Deer AB Canada T4N 6K8</p> <p>Telephone: (403) 342-7138</p>	

Contact Information for Arizona

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>Arizona Motor Vehicle Division 1801 W Jefferson Phoenix AZ 85007</p> <p>Telephone: (602) 712-6775 Fax: (602) 712-3284 Email: MVDMCS@azdot.gov</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>Operating Authority not needed</p>	<p>Motor Vehicle Division Motor Carrier Services PO Box 2100 Maildrop 527M Phoenix AZ 85001</p> <p>Telephone: (602) 712-6775</p>
<i>Overdimensional Permits</i>	
<p>Department of Transportation Motor Vehicle Division 14370 W VanBuren St Mail Drop 647X Goodyear AZ 85338</p> <p>Telephone: (623) 932-2257</p>	

Contact Information for Arkansas

IRP Prorate Inquiries	
<i>International Registration Bureau</i>	
<p>Arkansas Department of Finance & Administration Office of Motor Vehicles IRP Unit PO Box 8091 Little Rock AR 72203</p> <p>Telephone: (501) 682-4651 Fax: (501) 682-1116 Email: IRPunit@dfa.arkansas.gov</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>Arkansas Regulatory Unit PO Box 8051 Little Rock AR 72203</p> <p>Telephone: (501) 569-2358</p>	<p>Motor Fuel Tax Section PO Box 1752 Little Rock AR 72203</p> <p>Telephone: (501) 682-4800</p>
<i>Overdimensional Permits</i>	
<p>Arkansas Hwy & Trans Dept Permit Section PO Box 2261 Little Rock AR 72203</p> <p>Telephone: (501) 569-2381</p>	

Contact Information for British Columbia

IRP Prorate Inquiries

International Registration Bureau	
<p>Insurance Corporation of British Columbia PO Box 7500 Stn Main Vancouver BC Can V6B 5R9</p> <p>Telephone: (604) 981-8305 Fax: (604) 443-4451 Email: IRP@icbc.com</p>	
Passenger Transportation Authority	IFTA
<p>Passenger Transportation Branch 104-4240 Manor St Vancouver BC Can V8T 5A3</p> <p>Telephone: (604) 453-4250 Fax: (604) 453-4253</p>	<p>Fuel Tax Section Consumer Taxation Branch Ministry of Finance and Corporate Relations Parliament Buildings Victoria BC Can V8V 2L9</p> <p>Telephone: (877) 388-4440 fueltax@gov.bc.ca</p>
Overdimensional Permits	
<p>Commercial Transport & Inspection Department 910 Government St Victoria BC Can V8W 3Y8</p> <p>Telephone: (800) 559-9688</p>	<p>BC Permit Office: (800) 559-9688</p>

Contact Information for California

IRP Prorate Inquiries

International Registration Bureau	
<p>Department of Motor Vehicles IRP Unit PO Box 932320 Sacramento CA 95818</p> <p>Telephone: (916) 657-7971 Fax: (916) 657-7372</p>	
Operating Authority	IFTA
<p>Public Utilities Commission California State Bldg 505 Van Ness Ave San Francisco CA 94102</p> <p>Telephone: (415) 703-2063</p>	<p>State Board of Equalization 450 "N" St MIC65 PO Box 942879 MIC65 Sacramento CA 95818-0268</p> <p>Telephone: (916) 322-2010</p>
Operating Authority	Single State Registration
<p>Household Goods & Passenger Carriers Department of Motor Vehicles Motor Carrier Permit PO Box 932370 MS G875 Sacramento CA 94232-3710</p> <p>Telephone: (916) 657-8153</p>	<p>Department of Motor Vehicles Single State Registration PO Box 932370 MS G875 Sacramento CA 94232-3700</p> <p>Telephone: (916) 657-6636</p>
Overdimensional Permits	
<p>Department of Transportation 1304 "O" St Rm 335 PO Box 942874 Mail Slot 4 Sacramento CA 95814</p> <p>Telephone: (916) 322-1297 (press 3, then 5)</p>	

Contact Information for Colorado

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>Colorado Dept. of Revenue - Title & Registration Section PO Box 173350 Denver, CO 80217</p> <p>Telephone: (303) 205-5608 Fax: (303) 205-5981</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>Public Utilities Commission 1580 Logan St Logan Towers Office Level 2 Denver CO 80215</p> <p>Telephone: (303) 894-2000 ext. 451</p>	<p>Motor Carrier Services Section 1375 Sherman St Room 200 Denver CO 80216</p> <p>Telephone: (303) 205-8205 - Option 1</p>
<i>Overdimensional Permits</i>	
<p>State Highway Department OS/OW Permits 1325 S Colorado Blvd Suite 770B Denver CO 80222</p> <p>Telephone: (303) 757-9539</p>	

Contact Information for Connecticut

IRP Prorate Inquiries

International Registration Bureau	
<p>Department of Motor Vehicles 60 State St Wethersfield CT 06161-1010</p> <p>Telephone: (860) 263-5281 Fax: (860) 263-5582 Email: DMV.IRP@ct.gov</p>	
Operating Authority	IFTA
<p>DMV IRP/SSRS Section 60 State St Room 104 Wethersfield CT 06161-1015</p> <p>Telephone: (860) 263-5281 Fax: (860) 263-5582</p>	<p>Connecticut Motor Carrier Fuel Tax 25 Sigourney St Hartford CT 06105</p> <p>Telephone: (860) 541-3222</p>
Overdimensional Permits	
<p>Department of Transportation Bureau of Public Trans Motor Transport Services 2800 Berlin Turnpike PO Box 317546 Newington CT 06031-7546</p> <p>Telephone: (860) 594-2880</p>	

Contact Information for Delaware

IRP Prorate Inquiries

International Registration Bureau	
<p>Delaware Motor Carrier Services 303 Transportation Circle Public Safety Building, Room 212 Dover DE 19901-7065</p> <p>Telephone: (302) 744-2702 Fax: (302) 739-6299 Email: dot.motorcarrier@delaware.gov</p>	
Operating Authority	IFTA
<p>Operating Authority not needed</p>	<p>Motor Fuel Tax Administration PO Drawer E Dover DE 19903</p> <p>Telephone: (302) 744-2702</p>
Overdimensional Permits	
<p>Motor Fuel Tax Administration Hauling Permits Section PO Drawer 7065 Dover DE 19903-7065</p> <p>Telephone: (302) 744-2700</p>	

Contact Information for District of Columbia

IRP Prorate Inquiries

International Registration Bureau	
Department of Motor Vehicles 95 M Street SW Washington DC 20024 Telephone: (202) 729-7079 Fax: (202) 729-7174	
Operating Authority	IFTA
Motor Carrier Services 400 Virginia Ave SW Washington DC 20002 Telephone: (202) 358-7108	Motor Fuel not needed
Overdimensional Permits	
Consumer & Regulatory Affairs 941 N Capitol St Washington DC 20002 Telephone: (202) 442-4400	

Contact Information for Florida

IRP Prorate Inquiries

International Registration Bureau	
<p>Florida Bureau of Commercial Vehicle and Driver Services Neil Kirkman Building, Mail Stop 62, 2900 Apalachee Parkway Tallahassee FL 32399-0625</p> <p>Telephone: (850) 617-3711</p>	
Operating Authority	IFTA
<p>Over 10,000 lbs. DOT registration required</p> <p>Florida is <u>not</u> a member of S.S.R.S.</p>	<p>Dept of Highway Safety & Motor Vehicles Bureau of Motor Carrier Services 2900 Apalachee Pkwy Rm A110 MS62 Tallahassee FL 32399-0626</p> <p>Telephone: (850) 617-3711 Fax: (850) 617-5185</p>
Overdimensional Permits	
<p>Department of Transportation Attn: Permits 2740 Centerview Dr Tallahassee FL 32301</p> <p>Telephone: (850) 410-5779</p>	

Contact Information for Georgia

IRP Prorate Inquiries

International Registration Bureau	
<p>Georgia Department of Revenue PO Box 740382 Capital Hill Station Atlanta GA 30374</p> <p>Telephone: (855) 406-5221 Fax: (770) 359-1823 Email: commercial.vehicles@dor.ga.gov</p>	
Operating Authority	IFTA
<p>Public Service Commission 244 Washington Street, SW Atlanta GA 30334</p> <p>Telephone: (404) 656-4501</p>	<p>IFTA Department of Revenue Taxpayer Services Division 1800 Century Center Atlanta GA 30345</p> <p>Telephone: (404) 417-6712</p>
Overdimensional Permits	
<p>Department of Transportation Office of Permits & Enforcement 276 Memorial Drive SW Atlanta GA 30303-3725</p> <p>Telephone: (404) 656-5428</p>	

Contact Information for Idaho

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>Idaho Division of Motor Vehicles PO Box 7129 Boise ID 83707-1129</p> <p>Telephone: (208) 334-8611 Fax: (208) 334-2006 Email: cvs@itd.idaho.gov</p>	
<i>Operating Authority</i>	<i>IFTA</i>
	<p>State Tax Commission Special Fuels Division 800 Park Blvd PO Box 36 Boise ID 83722</p> <p>Telephone: (208) 334-8692</p>
<i>Overdimensional Permits</i>	
<p>Idaho Transportation Department Commercial Vehicle Services - Permits PO Box 7129 Boise ID 83707-1129</p> <p>Telephone: (208) 334-8692</p>	

Contact Information for Illinois

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>Illinois Vehicle Services Department Room 300 Howlett Building 501 South 2nd St Springfield IL 62756</p> <p>Telephone: (217) 785-3000 Fax: (217) 557-6328</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>Illinois Commerce Commission Leland Bldg 527 E Capitol PO Box 19280 Springfield IL 62794-9280</p> <p>Telephone: (217) 782-4654</p>	<p>Department of Revenue Motor Fuel Use Tax Section 101 W Jefferson PO Box 19477 Springfield IL 62794-9477</p> <p>Telephone: (217) 782-1397</p>
<i>Overdimensional Permits</i>	
<p>Department of Transportation Highway Admn Bldg 2300 S Dirksen Parkway Springfield IL 62764</p> <p>Telephone: (217) 782-6271</p>	

Contact Information for Indiana

IRP Prorate Inquiries

International Registration Bureau	
<p>Department of Revenue 7811 Milhouse Road, Suite M Indianapolis IN 46241</p> <p>Telephone: (317) 615-7340 Fax: (317) 615-7310</p>	
Operating Authority	IFTA
<p>Department of Revenue Motor Carrier Services Division 5252 Decatur Blvd Suite R Indianapolis IN 46241-9524</p> <p>Telephone: (317) 615-7350</p>	<p>Department of Revenue Motor Carrier Services Section IFTA Unit PO Box 6175 Indianapolis IN 46206-6175</p> <p>Telephone: (317) 615-7345</p>
Overdimensional Permits	
<p>Department of Revenue Motor Carrier Services Division Permit Section PO Box 6175 Indianapolis IN 46206-6175</p> <p>Telephone: (317) 615-7320</p>	

Contact Information for Iowa

IRP Prorate Inquiries

International Registration Bureau	
<p>Department of Transportation Motor Vehicle Division Office of Motor Carrier Services 6310 SE Convenience Blvd. Ankeny, IA 50021</p> <p>Telephone: (515) 237-3268 Fax: (515) 237-3252 Email: omcs@iowadot.us</p>	
Operating Authority	IFTA
<p>Motor Carrier Services PO Box 10382 Des Moines IA 50306-0382</p> <p>Telephone: (515) 237-3224</p>	<p>Department of Transportation Motor Carrier Services PO Box 10382 Des Moines IA 50306-0382</p> <p>Telephone: (515) 237-3224</p>
Overdimensional Permits	
<p>Motor Carrier Services PO Box 10382 Des Moines IA 50306-0382</p> <p>Telephone: (515) 237-3264</p>	

Contact Information for Kansas

IRP Prorate Inquiries

International Registration Bureau	
<p>Kansas Division of Vehicles 915 SW Harrison Docking State Office Building Topeka KS 66626</p> <p>Telephone: (785) 296-6541 Fax: (785) 291-3755 Email: kdor_mc@ks.gov</p>	
Operating Authority	IFTA
<p>Corporation Commission 1500 SW Arrowhead Rd Topeka KS 66604-4027</p> <p>Telephone: (785) 271-3100</p>	<p>Department of Revenue Division of Taxation Motor Fuel Tax Section Docking State Office Building Topeka KS 66612</p> <p>Telephone: (785) 296-4458</p>
Overdimensional Permits	
<p>Bureau of Traffic Engineering Special Permit Section 1500 SW Arrowhead Rd Topeka KS 66604-4027</p> <p>Telephone: (785) 271-3145 Fax: (785) 271-3283</p>	

Contact Information for Kentucky

IRP Prorate Inquiries

International Registration Bureau	
<p>Transportation Cabinet 200 Mero Street Frankfort KY 40622</p> <p>Telephone: (502) 564-1257 Email: irp.dmc@ky.gov</p>	
Operating Authority	IFTA
<p>Transportation Cabinet DOT/Division of Motor Carriers New State Office Building Frankfort KY 40601</p> <p>Telephone: (502) 564-4540</p>	<p>Transportation Cabinet Motor Fuel Tax Section New State Office Building Frankfort KY 40601</p> <p>Telephone: (502) 564-4540</p>
Overdimensional Permits	
<p>Transportation Cabinet Division of Motor Carriers DOT Frankfort KY 40601</p> <p>Telephone: (502) 564-7150</p>	

Contact Information for Louisiana

IRP Prorate Inquiries

International Registration Bureau	
<p>Louisiana Office of Motor Vehicles 7979 Independence Blvd Suite 101 Baton Rouge LA 70806</p> <p>Telephone: (225) 925-4390 Fax: (225) 925-4669</p>	
Operating Authority	IFTA
<p>Public Service Commission Transportation Division P O Box 91154 Baton Rouge LA 70821-9154</p> <p>Telephone: (225) 342-4439 (888) 342-5717</p>	<p>Department of Revenue & Taxation Excise Taxes Division 617 North 3rd St Baton Rouge LA 70821</p> <p>Telephone: (225) 219-7656</p>
Overdimensional Permits	
<p>Department of Transportation & Development Weights & Standards 1201 Capitol Access Rd Baton Rouge LA 70802</p> <p>Telephone: (225) 377-7100</p>	

Contact Information for Maine

IRP Prorate Inquiries

International Registration Bureau	
<p>Bureau of Motor Vehicles 101 Hospital Street 29 State House Station Augusta ME 04333</p> <p>Telephone: (207) 624-9000 x52135 Fax: (207) 624-9062 Email: meirp@maine.gov</p>	
Operating Authority	IFTA
<p>Bureau Of Motor Vehicles Motor Carrier Service Operating Authority Unit 29 State House Station Augusta ME 04333-0029</p> <p>Telephone: (207) 624-9000 ext 52130</p>	<p>Bureau of Motor Vehicles Motor Carrier Service IFTA Unit 29 State House Station Augusta ME 04333-0029</p> <p>Telephone: (207) 624-9000 ext 52136</p>
Overdimensional Permits	
<p>Bureau of Motor Vehicles Motor Carrier Service Oversize/Overweight Unit 29 State House Station Augusta ME 04333-0029</p> <p>Telephone: (207) 624-9000 ext 52134</p>	

Contact Information for Manitoba

IRP Prorate Inquiries

International Registration Bureau	
<p>Manitoba Public Insurance 510-234 Donald Street Box 6300 Winnipeg Manitoba Canada R3C 4A4</p> <p>Telephone: (204) 985-7775 Fax: (204) 958-4998 Email: irp@mpi.mb.ca</p>	
Operating Authority	IFTA
<p>Motor Transport Board Room 200 301 Weston Street Winnipeg Manitoba Canada R3E 3H4 (Buses Only)</p> <p>Telephone: (204) 945-8912</p>	<p>Department of Finance Taxation Division 101-401 York Avenue Winnipeg Manitoba Canada R3C 0P8</p> <p>Telephone: (204) 945-3194</p>
Overdimensional Permits	
<p>Manitoba Infrastructure & Transportation Government Services Permit Services 1550 Dublin Avenue Winnipeg Manitoba Canada R3E 0L4</p> <p>Telephone: (204) 945-3961</p>	

Contact Information for Maryland

IRP Prorate Inquiries

International Registration Bureau	
<p>Motor Vehicle Administration 6601 Ritchie Highway NE Glen Burnie MD 21062</p> <p>Telephone: (410) 768-7000</p>	
Operating Authority	IFTA
<p>Public Service Commission American Building Transportation Division 6 St. Paul St Baltimore MD 21230</p> <p>Telephone: (410) 767-8109</p>	<p>Comptroller of the Treasury Motor Vehicle Fuel Tax PO Box 1751 Annapolis MD 21404</p> <p>Telephone: (410) 260-7215</p>
Overdimensional Permits	
<p>State Highway Administration Office of Traffic Safety Motor Carrier Division 7491 Connelly Dr Hanover MD 21076</p> <p>Telephone: (410) 582-5727</p>	

Contact Information for Massachusetts

IRP Prorate Inquiries

International Registration Bureau	
<p>Massachusetts Registry of Motor Vehicles 25 Newport Ave. Ext Quincy, MA 02026</p> <p>Telephone: (857) 368-8120 Fax: (857) 368-0823 Email: IRP.registry@dot.state.ma.us</p>	
Operating Authority	IFTA
<p>Department of Telecommunications 1 South Station Boston MA 02110</p> <p>Telephone: (617) 305-3559</p>	<p>Department of Revenue IFTA Processing Section PO Box 7027 Boston MA 02204</p> <p>Telephone: (617) 887-5080</p>
Overdimensional Permits	
<p>Massachusetts Highway Dept Permits 525 Maple St Marlborough MA 01752</p> <p>Telephone: (508) 624-4377</p>	

Contact Information for Michigan

IRP Prorate Inquiries

International Registration Bureau	
<p>Michigan Secretary of State Secondary Complex 7064 Crouner Dr Lansing MI 48918-9915</p> <p>Telephone: (517) 335-6119 Fax: (517) 335-6116 Email: sosirp@michigan.gov</p>	
Operating Authority	IFTA
<p>Department of Commerce 6545 Mercantile Way PO Box 30221 Lansing MI 48909-7721</p> <p>Telephone: (517) 241-6030</p>	<p>Department of Treasury Motor Fuel Tax Section 7285 Parsons Drive Dimondale MI 48821</p> <p>Telephone: (517) 636-4580</p>
Overdimensional Permits	
<p>Michigan DOT/Permit Section 425 W Ottawa PO Box 30050 Lansing MI 48909-7550</p> <p>Telephone: (517) 373-2120</p>	

Contact Information for Minnesota

IRP Prorate Inquiries

International Registration Bureau	
<p>Minnesota Driver & Vehicle Services Division 445 Minnesota Street Suite 188 St. Paul MN 55101</p> <p>Telephone: (651) 205-4141 Fax: (651) 797-1187 Email: dvs.prorate@state.mn.us</p>	
Operating Authority	IFTA
<p>Minnesota DOT Motor Carrier Safety & Compliance 1110 Centre Pointe Curve Suite 420 Mendota Heights MN 55120</p> <p>Telephone: (651) 405-6060</p>	<p>Department of Public Safety 1110 Centre Point Curve Suite 425 Mendota Heights MN 55120</p> <p>Telephone: (651) 405-6161 Fax: (651) 405-6168</p>
Overdimensional Permits	
<p>Minnesota DOT Road & Vehicle Information Services 1110 Centre Pointe Curve Suite 415 Mendota Heights MN 55120</p> <p>Telephone: (651) 405-6000</p>	

Contact Information for Mississippi

IRP Prorate Inquiries

International Registration Bureau	
<p>Mississippi Department of Revenue PO Box 22828 Jackson MS 39225</p> <p>Telephone: (601) 923-7142 Fax: (601) 923-7133</p>	
Operating Authority	IFTA
<p>Mississippi Dept of Transportation 412 E Woodrow Wilson Jackson MS 39216</p> <p>Telephone: (601) 359-9740</p>	<p>State Tax Commission Motor Fuel Tax Section PO Box 1033 Jackson MS 39215-1033</p> <p>Telephone: (601) 923-7150</p>
Overdimensional Permits	
<p>Mississippi Department of Transportation PO Box 1850 Jackson MS 39215-1850</p> <p>Telephone: (601) 359-1717</p>	

Contact Information for Missouri

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>Missouri Motor Carrier Services 830 MoDOT Drive PO Box 270 Jefferson City MO 65102-0270</p> <p>Telephone: (573) 751-6433 Fax: (573) 751-0916</p>	
Operating Authority	IFTA
<p>Motor Carrier Services Department of Transportation PO Box 1216 Jefferson City MO 65102</p> <p>Telephone: (314) 751-8499</p>	<p>Motor Carrier Services Department of Transportation PO Box 893 Jefferson City MO 65105-0893</p> <p>Telephone: (573) 751-6433</p>
<i>Overdimensional Permits</i>	
<p>Motor Carrier Services Department of Transportation PO Box 270 Jefferson City MO 65102 Telephone: (800) 877-8499</p>	

Contact Information for Montana

IRP Prorate Inquiries

International Registration Bureau	
<p>Montana Motor Carrier Services Division 2701 Prospect Ave Helena MT 59620</p> <p>Telephone: (406) 444-6130 Fax: (406) 444-7670 Email: mdtmcsirpcontact@mt.gov</p>	
Operating Authority	IFTA
<p>Department of Transportation Motor Carrier Services PO Box 4639 2701 Prospect Ave Helena MT 59604-4639</p> <p>Telephone: (406) 444-2998</p>	<p>Department of Transportation Motor Carrier Services Division PO Box 4639 Helena MT 59601</p> <p>Telephone: (406) 444-2998</p>
Overdimensional Permits	
<p>Department of Transportation Motor Carrier Services PO Box 4639 Helena MT 59604-4639</p> <p>Telephone: (406) 444-7262</p>	

Contact Information for Nebraska

IRP Prorate Inquiries

International Registration Bureau	
<p>Nebraska Department of Motor Vehicles 301 Centennial Mall South Lincoln NE 68509-4789</p> <p>Telephone: (402) 471-4435 Fax: (402) 471-4024 Email: mcs.web@nebraska.gov</p>	
Overdimensional Permits	IFTA
<p>Department of Roads Permit Section PO Box 94759 1400 Highway 2 Room 123A Lincoln NE 68509-4759</p> <p>Telephone: (402) 471-0034</p>	<p>Department of Motor Vehicles Motor Carrier Services PO Box 94729 Lincoln NE 68509-4729</p> <p>Telephone: (402) 471-4435 (888) 622-1222</p>

Contact Information for Nevada

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>Nevada Department of Motor Vehicles Motor Carrier Division 555 Wright Way Carson City NV 89711-0600</p> <p>Telephone: (775) 684-4711 x 1 Fax: (775) 684-4619 Email: mctlc@dmv.nv.gov</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>Transportation Services Authority 75 Bank St Suite 1 Sparks NV 89431</p> <p>Telephone: (775) 688-2823</p>	<p>Department of Motor Vehicles Compliance Enforcement Division Motor Carrier Team 555 Wright Way Carson City NV 89711-0625</p> <p>Telephone: (775) 684-4711 x 2</p>
<i>Overdimensional Permits</i>	<i>Overweight/Overlength</i>
<p>Department of Transportation 1263 S Stewart St Carson City NV 89712</p> <p>Telephone: (775) 888-7410</p>	<p>Department of Motor Vehicles Compliance Enforcement Division Motor Carrier Team 555 Wright Way Carson City NV 89711-0625</p> <p>Telephone: (775) 684-4711 x 1</p>

Contact Information for New Brunswick

IRP Prorate Inquiries

International Registration Bureau	
<p>New Brunswick Department of Public Safety PO Box 1998 Fredericton NB Canada E3B 5G4</p> <p>Telephone: (506) 453-2410 Fax: (506) 453-4325 Email: IRP01@snb.ca</p>	
Operating Authority	IFTA
<p>New Brunswick Commissioner of Public Utilities 110 Charlotte St PO Box 5001 Saint John NB Canada E2I 4Y4</p> <p>Telephone: (506) 658-2504 Fax: (506) 643-7300</p>	<p>Department of Finance Revenue Division PO Box 3000 670 King St 6th Floor Centennial Bldg Fredericton NB E3B 5G5</p> <p>Telephone: (506) 453-2401 or 2404 Fax: (506) 444-4937</p>
Overdimensional Permits	
<p>Department of Transportation Special Permit Office Policy Branch PO Box 6000 Fredericton NB E3B 5H1</p> <p>Telephone: (506) 453-2982 Fax: (506) 444-4488</p>	

Contact Information for New Hampshire

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>New Hampshire Department of Safety 23 Hazen Dr Concord NH 03305</p> <p>Telephone: (603) 271-4110 Fax: (603) 271-1061 Email: nhirp@dos.nh.gov</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>Department of Safety Bureau of Common Carriers 33 Hazen Dr Concord NH 03305</p> <p>Telephone: (604) 271-2447</p>	<p>Department of Safety Division of Motor Vehicles Road Toll Division 33 Hazen Dr Concord NH 03305</p> <p>Telephone: (603) 271-2311</p>
<i>Overdimensional Permits</i>	
<p>Department of Transportation Overweight and Oversize 7 Hazen Dr Concord NH 03301 Telephone: (603) 271-2691</p>	

Contact Information for New Jersey

IRP Prorate Inquiries

International Registration Bureau	
<p>NJ Motor Vehicle Commission 225 E State St Trenton NJ 08666-0178</p> <p>Telephone: (609) 633-9400 Fax: (609) 633-9394 Email: mcscustomerservice@mrc.nj.gov</p>	<p>NJ Motor Vehicle Commission 225 E State St PO Box 178 Trenton NJ 08666-0178</p>
Operating Authority	IFTA
<p>NJ Motor Vehicle Commission Motor Carriers Services 225 E State St 2nd Floor East PO Box 133 Trenton NJ 08666-0133</p> <p>Telephone: (609) 633-9400</p>	<p>NJ Motor Vehicle Commission Motor Carriers Services - IFTA 225 E State St 2nd Floor East PO Box 133 Trenton NJ 08666-0133</p> <p>Telephone: (609) 633-9400</p>
Overdimensional Permits	
<p>NJ Motor Vehicle Commission Motor Carriers Services - Special Permits 225 E State St 2nd Floor East PO Box 133 Trenton NJ 08666</p> <p>Telephone: (609) 633-9402</p>	

Contact Information for New Mexico

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>New Mexico Taxation and Revenue Department 2546 Camino Entrada Sante Fe NM 87507</p> <p>Telephone: (888) 683-2821 Fax: (505) 476-1570 Email: trd-cvbhelpdesk@state.nm.us</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>Motor Transportation Division NM State Corporation Commission PO Drawer 1269SS Room 406 Sante Fe NM 87504-1269</p> <p>Telephone: (505) 827-4519</p>	<p>Commercial Vehicle Bureau Motor Vehicle Division PO Box 1028 Sante Fe NM 87504-1028</p> <p>Telephone: (505) 827-0392</p>
<i>Overdimensional Permits</i>	
<p>Motor Transportation Division Oversize Permits PO Box 1628 Room 3064 Sante Fe NM 87504-1628</p> <p>Telephone: (505) 827-0372</p>	

Contact Information for Newfoundland & Labrador

IRP Prorate Inquiries

International Registration Bureau	
<p>Motor Registration Division 149 Smallwood Drive PO Box 8700 St. John's Newfoundland Canada A1B 4J6</p> <p>Telephone: (709) 729-4921 Fax: (709) 729-0102 Email: IRP@gov.nl.ca</p>	
Operating Authority	IFTA
<p>National Safety Code Office Motor Registration Division PO Box 8710 St. John's Newfoundland Canada A1B 4J5</p> <p>Telephone: (709) 729-0359 Fax: (709) 729-0102</p>	<p>Program Coordinator Department of Finance PO Box 8720 St. John's Newfoundland & Canada A1B 4K1</p> <p>Telephone: (709) 729-2935</p>
Overdimensional Permits	
<p>National Safety Code Office Motor Registration Division PO Box 8710 St. John's Newfoundland Canada A1B 4J5</p> <p>Telephone: (709) 729-0359</p>	

Contact Information for North Carolina

IRP Prorate Inquiries

International Registration Bureau	
<p>Division of Motor Vehicles 1425 Rock Quarry Rd Suite 100 Raleigh NC 27610</p> <p>Telephone: (919) 615-6700 Fax: (919) 715-9129</p>	
Operating Authority	IFTA
<p>Division of Motor Vehicles Motor Carrier Regulatory Unit 1425 Rock Quarry Rd Suite 100 Raleigh NC 27610</p> <p>Telephone: (919) 861-3720 Fax: (919) 733-5300</p>	<p>Department of Revenue Motor Fuel Tax Division PO Box 25000 Raleigh NC 27640</p> <p>Telephone: (919) 733-3409</p>
Overdimensional Permits	
<p>Department of Transportation Oversize & Overweight Permits 1425 Rock Quarry Rd Suite 109-110 Raleigh NC 27610</p> <p>Telephone: (919) 733-7154</p>	

Contact Information for North Dakota

IRP Prorate Inquiries

International Registration Bureau	
<p>Department of Transportation 608 E Boulevard Ave, Suite 103 Bismarck ND 58505-0780</p> <p>Telephone: (701) 328-1287 Fax: (701) 328-4545 Email: motorcarrier@nd.gov</p>	
Operating Authority	IFTA
<p>Department of Transportation Motor Vehicle Department 608 E Boulevard Ave Bismarck ND 58505-2725</p> <p>Telephone: (701) 328-2725</p>	<p>Department of Transportation Motor Vehicle Department 608 E Boulevard Ave Bismarck ND 58505-0780</p> <p>Telephone: (701) 328-2725</p>
Overdimensional Permits	
<p>North Dakota Highway Patrol Commissioner Motor Carrier Division 600 E Boulevard Ave Dept 504 Bismarck ND 58505-6240</p> <p>Telephone: (701) 328-2621</p>	

Contact Information for Nova Scotia

IRP Prorate Inquiries

International Registration Bureau	
<p>Service Nova Scotia & Municipal Relations IRP PO Box 2734 Halifax Nova Scotia Canada B3J 3P7</p> <p>Telephone: (902) 424-5851 Fax: (902) 424-0720</p>	
Operating Authority	IFTA
<p>Information not available. Please contact Nova Scotia IRP.</p>	<p>Information not available. Please call (902) 424-6300</p>
Overdimensional Permits	
<p>Information not available. Please call (902) 424-5336</p>	

Contact Information for Ohio

IRP Prorate Inquiries

International Registration Bureau	
<p>Bureau of Motor Vehicles 1970 West Broad Street Columbus OH 43223</p> <p>Telephone: (614) 777-8400 Fax: (614) 974-2118 Email: OHIRP@dps.ohio.gov</p>	
Operating Authority	IFTA
<p>Public Utility Commission of Ohio Motor Carrier Regulatory Div 180 E Broad St Columbus OH 43215-3793</p> <p>Telephone: (614) 466-3392 ULR 800-868-7826</p>	<p>Department of Taxation Highway Use Tax Section PO Box 530 30 E Broad St Columbus OH 43215-0530</p> <p>Telephone: (855) 466-3921</p>
Overdimensional Permits	
<p>Department of Transportation Bureau of Heavy Hauling Permits 1610 W Broad St Columbus OH 43223</p> <p>Telephone: (614) 351-2300</p>	

Contact Information for Oklahoma

IRP Prorate Inquiries

International Registration Bureau	
<p>Oklahoma Corporation Commission Transportation Division Jim Thorpe Building 2501 N Lincoln Blvd Oklahoma City OK 73105</p> <p>Telephone: (405) 521-3036 Fax: (405) 522-6246</p>	
Operating Authority	IFTA
<p>Corporation Commission Jim Thorpe Office Bldg 2101 N Lincoln Blvd Oklahoma City OK 73105</p> <p>Telephone: (405) 521-2251 (405) 521-2252 (405) 521-2253</p>	<p>Oklahoma Corporation Commission Transportation Division IFTA/IRP PO Box 52948 Oklahoma City OK 73152-2948</p>
Overdimensional Permits	
<p>Size & Weight Division Department of Public Safety 3600 N Easter Oklahoma City OK 73111</p> <p>Telephone: (877) 425-2390</p>	

Contact Information for Ontario

IRP Prorate Inquiries	
<i>International Registration Bureau</i>	
<p>Ontario Ministry of Transportation Vehicle Programs Office - IRP Program 145 Sir William Hearst Ave., Room 143 Toronto, Ontario M3M 0B6 Canada</p> <p>Telephone: (416) 235-3923 Fax: (416) 235-3924 Email: irp@ontario.ca</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>Ministry of Transportation Carrier Safety and Enforcement Branch 301 St Paul Street 3rd Floor St. Catharines Ontario Canada L2R 7R4</p> <p>Telephone: (416) 246-7166 Fax: (905) 704-2525</p>	<p>Ministry of Finance Motor Fuel and Tobacco Tax Branch 3rd Floor 33 King Street West Oshawa Ontario Canada L1H 8H9</p> <p>Telephone: (905) 433-6004</p>
<i>Overdimensional Permits</i>	
<p>Ministry of Transportation Carrier Safety and Enforcement Branch 301 St. Paul Street 3rd Floor St. Catherines Ontario Canada L2R 7R4</p> <p>Telephone: (416) 246-7166</p>	

Contact Information for Oregon

IRP Prorate Inquiries	
<i>International Registration Bureau</i>	
<p>Oregon Commerce and Compliance Division 455 Airport Rd SE Building A Salem, OR 97301</p> <p>Telephone: (503) 378-6643 Fax: (503) 378-5765</p>	
<i>Weight Mile Tax Permits</i>	<i>IFTA (Non-Participating)</i>
<p>Department of Transportation Motor Carrier Transportation Division 3930 Fairview Industrial Dr SE Salem, OR 97302</p> <p>Telephone: (503) 378-6699 Fax: (503) 378-6880</p>	<p>Department of Transportation Motor Carrier Transportation Division 3930 Fairview Industrial Dr SE Salem, OR 97302</p> <p>Telephone: (503) 378-1634 Fax: (503) 378-8815</p>
<i>Overdimensional Permits</i>	
<p>Department of Transportation Permits & Weighmasters 3930 Fairview Industrial Dr SE Salem, OR 97302</p> <p>Telephone: (503) 373-0000 (503) 378-2873</p>	

Contact Information for Pennsylvania

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>Pennsylvania Safety Administration 1101 South Front Street Riverfront Office Center Executive Offices, 4th Floor Harrisburg PA 17104</p> <p>Telephone: (717) 346-0608 Fax: (717) 783-6349</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>Public Utilities Commission Bureau of Transportation 400 North St Harrisburg PA 17120</p> <p>Telephone: (717) 787-3834</p>	<p>Department of Revenue Bureau of Motor Licensing Funds PO Box 8907 Harrisburg PA 17105</p> <p>Telephone: (717) 783-9369</p>
<i>Overdimensional Permits</i>	
<p>Bureau of Maintenance Operation Division of Traffic Engineering 400 North St Harrisburg PA 17120</p> <p>Telephone: (717) 787-5367</p>	

Contact Information for Prince Edward Island

IRP Prorate Inquiries

International Registration Bureau	
<p>Prince Edward Highway Safety Division PO Box 2000 Charlottetown Prince Edward Island Canada C1A 9R9</p> <p>Telephone: (902) 368-5200 Fax: (902) 368-6269</p>	
Operating Authority	IFTA
<p>Prince Edward Island deregulated operating authority Jan. 1, 1995</p>	<p>Department of Provincial Treasury Taxation & Property Records Div PO Box 1330 Charlottetown Prince Edward Island Canada C1A 7N1</p> <p>Telephone: (902) 569-7541 Fax: (902) 368-5380</p>
Overdimensional Permits	
<p>Transportation & Public Works Highway Safety Operations PO Box 2000 33 Riverside Drive Charlottetown Prince Edward Island Canada C1A 7N8</p> <p>Telephone: (902) 368-5222 Fax: (902) 368-5236</p>	

Contact Information for Quebec

IRP Prorate Inquiries

International Registration Bureau	
<p>Societe de l'assurance Automobile du Quebec 333 Boulevard Jean-Lesage Quebec City Quebec Canada G1K 8J6</p> <p>Telephone: (418) 528-4343 Fax: (418) 643-4624 Email: sae@saaq.gouv.qc.ca</p>	
Operating Authority	IFTA
<p>Information not available. Contact Quebec IRP.</p>	<p>Revenue Quebec 3800 Marly Street Ste-Foy Quebec Canada G1X 4A5</p> <p>Telephone: (418) 652-4382</p>
Overdimensional Permits	
<p>Ministry of Transportation Gouvernement of Quebec 700 Rene-Levesque Blvd 22nd Floor Quebec City Quebec Canada G12R 5H1</p> <p>Telephone: (888) 355-0511</p>	

Contact Information for Rhode Island

IRP Prorate Inquiries

<i>International Registration Plan</i>	
<p>Division of Motor Vehicles 150 Midway Road Suite 153 Cranston RI 02920</p> <p>Telephone: (401) 946-0090 Fax: (401) 946-0033</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>Public Utilities Commission Division of Public Utility & Carriers 89 Jefferson Blvd Warwick RI 02888</p> <p>Telephone: (401) 941-4500 ext. 149 Fax: (401) 941-9161</p>	<p>Division of Taxation One Capitol Hill Providence RI 02908</p> <p>Telephone: (401) 574-8878</p>
<i>Overdimensional Permits</i>	
<p>Rhode Island Division of Motor Vehicles Apex Mall 100 Main St Overweights & Financial Responsibility Pawtucket RI 02860</p> <p>Telephone: (401) 462-5745</p>	

Contact Information for Saskatchewan

IRP Prorate Inquiries

International Registration Bureau	
<p>Saskatchewan Government Insurance Branch and IRP Issuing 2260 11th Ave Regina SK Canada S4P 2N7</p> <p>Telephone: (306) 751-1250 Fax: (306) 359-0867</p>	
Operating Authority	IFTA
<p>Highway Traffic Board National Safety Code 1550 Saskatchewan Dr Regina SK Canada S4P OE4</p> <p>Telephone: (306) 775-6672</p>	<p>Fuel Tax 2350 Albert St Regina SK Canada S4P 4A6</p> <p>Telephone: (306) 787-7749</p>
Overdimensional Permits	
<p>Saskatchewan Government Insurance Permit Office 2260 11th Ave 3rd Floor Regina SK Canada S4P 2N7</p> <p>Telephone: (306) 775-6969</p>	

Contact Information for South Carolina

IRP Prorate Inquiries

International Registration Bureau	
<p>Department of Motor Vehicles Motor Carrier Services 10311 Wilson Blvd. Building D, Cube #105 Blythewood SC 29016</p> <p>Telephone: (803) 896-3870 Fax: (803) 896-2698</p>	
Operating Authority	IFTA
	<p>South Carolina Department of Motor Vehicles Motor Carrier Services PO Box 1498 Blythewood SC 29016</p> <p>Telephone: (803) 896-3870 Fax: (803) 896-2698</p>
Overdimensional Permits	
<p>Department of Public Safety Motor Carrier Services 1422 Shop Rd Columbia SC 29201</p> <p>Telephone: (803) 253-6250</p>	

Contact Information for South Dakota

IRP Prorate Inquiries

International Registration Bureau	
<p>Department of Revenue Motor Vehicles Division Anderson Building 445 E Capitol Ave Pierre SD 57501-3100</p> <p>Telephone: (605) 367-7942 Fax: (605) 367-5830 Email: sdmotorcarrier@state.sd.us</p>	
Operating Authority	IFTA
<p>Public Utilities Commission 500 E Capitol Ave Pierre SD 57501-5070</p> <p>Telephone: (605) 773-5280 Fax: (605) 773-3225</p>	<p>Department of Revenue Motor Fuel Tax Division 445 E Capitol Ave Pierre SD 57501-3100</p> <p>Telephone: (605) 773-5335 Fax: (605) 773-4117</p>
Overdimensional Permits	
<p>Department of Highway Patrol 118 W Capital Ave Pierre SD 57501</p> <p>Telephone: (605) 773-3105 Fax: (605) 773-6046</p>	

Contact Information for Tennessee

IRP Prorate Inquiries

International Registration Bureau	
<p>Department of Revenue 500 Deaderick St. Nashville TN 37243</p> <p>Telephone: (615) 399-4265 Fax: (615) 253-1181 Email: motor.carrier@tn.gov</p>	
Operating Authority	IFTA
<p>Department of Safety Motor Carrier Authority Section 1148 Foster Ave Nashville TN 37210</p> <p>Telephone: (615) 687-2285 Fax: (615) 253-2283</p>	<p>Department of Safety IFTA Unit 1148 Foster Ave Nashville TN 37210</p> <p>Telephone: (615) 687-2274 Fax: (615) 253-2283</p>
Overdimensional Permits	
<p>Department of Transportation Suite 300 James K. Polk State Office Bldg 5th Ave at Deaderick St Nashville TN 37243-0331</p> <p>Telephone: (615) 741-3821</p>	

Contact Information for Texas

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>Texas - TxDMV - MCD Commercial Fleet Services 4000 Jackson Avenue Austin TX 78731</p> <p>Telephone: (800) 299-1700 Fax: (512) 465-4723 Email: MCD_TxIRP@TxDMV.gov</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>Department of Transportation Motor Carrier Division PO Drawer 12984 Austin TX 78711-2984</p> <p>Telephone: (800) 299-1700</p>	<p>Comptroller of Public Accounts Motor Fuel Tax Division PO Box 13528 Austin TX 78711</p> <p>Telephone: (512) 463-4600 (800) 299-1700</p>
<i>Overdimensional Permits</i>	
<p>Department of Transportation Motor Carrier Division 125 E 11th St Austin TX 78701</p> <p>Telephone: (800) 299-1700</p>	

Contact Information for Utah

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>Utah Division of Motor Vehicles 210 North 1950 West Salt Lake City UT 84134-8040</p> <p>Telephone: (801) 297-6800 Fax: (801) 297-7697</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>Department of Transportation Single State Registration 4501 South 2700 West Salt Lake City UT 84119</p> <p>Telephone: (801) 965-4508</p>	<p>State Tax Commission IFTA Fuel Tax Permits 210 North 1950 West Salt Lake City UT 84119</p> <p>Telephone: (801) 297-7705</p>
<i>Overdimensional Permits</i>	
<p>Department of Transportation 4501 South 2700 West Salt Lake City, UT 84119</p> <p>Telephone: (801) 965-4508</p>	

Contact Information for Vermont

IRP Prorate Inquiries

International Registration Bureau	
<p>Department of Motor Vehicles 120 State St Montpelier VT 05603-5001</p> <p>Telephone: (802) 828-2071 Fax: (802) 828-5919</p>	
Operating Authority	IFTA
<p>Agency of Transportation Department of Motor Vehicles 120 State St Montpelier VT 05603-5001</p> <p>Telephone: (802) 828-2070</p>	<p>Agency of Transportation Department of Motor Vehicles 120 State St Montpelier VT 05603-5001</p> <p>Telephone: (802) 828-2070 (802) 828-2074</p>
Overdimensional Permits	
<p>Agency of Transportation Department of Motor Vehicles 120 State St Montpelier VT 05603-2064</p> <p>Telephone: (802) 828-2064 Fax: (802) 828-5418</p>	

Contact Information for Virginia

IRP Prorate Inquiries

International Registration Bureau	
<p>Virginia Dept. of Motor Vehicles 2300 W. Broad St. Richmond VA 23269</p> <p>Telephone: (804) 249-5140 Fax: (804) 367-1073 Email: iftairp@dmv.virginia.gov</p>	
Operating Authority	IFTA
<p>DMV Motor Carrier Services PO Box 27412 Richmond VA 23269-0001</p> <p>Telephone: (866) 878-2582</p>	<p>DMV Motor Carrier Services PO Box 27412 Richmond VA 23269-0001</p> <p>Telephone: (866) 878-2582</p>
Overdimensional Permits	
<p>Department of Highways & Transportation 1221 E Broad St Richmond VA 23219</p> <p>Telephone: (804) 786-2787</p>	

Contact Information for Washington

IRP Prorate Inquiries

International Registration Bureau	
<p>Department of Licensing PO Box 9228 Olympia WA 98507-9228</p> <p>Telephone: (360) 664-1858 Fax: (360) 570-7829 Email: motorcarrierservices@dol.wa.gov</p>	
Operating Authority	IFTA
<p>Utilities & Transportation Commission Permits & Insurance Section Chandler Plaza Building 1300 Evergreen Park Dr SW PO Box 47250 Olympia WA 98504-7250</p> <p>Telephone: (360) 664-1222</p>	<p>Motor Carrier Services Department of Licensing PO Box 9228 Olympia WA 98507-9228</p> <p>Telephone: (360) 664-1868</p>
Overdimensional Permits	
<p>Department of Transportation Motor Carrier Services PO Box 43767 921 Lakeridge Way SE Olympia WA 98504-7367</p> <p>Telephone: (360) 664-9494</p>	

Contact Information for West Virginia

IRP Prorate Inquiries

International Registration Bureau	
<p>Division of Motor Vehicles 5707 MacCorkle Avenue SE PO Box 17900 Charleston WV 25317</p> <p>Telephone: (304) 926-0799 Fax: (304) 926-0797 Email: DMVIRP@wv.gov</p>	
Operating Authority	IFTA
<p>Public Service Commission Motor Carrier Division 201 Brooks St Charleston WV 25323</p> <p>Telephone: (304) 340-0417 (304) 340-0419</p>	<p>Department of Tax and Revenue Motor Fuel Section PO Box 2666 Charleston WV 25330</p> <p>Telephone: (304) 558-0676</p>
Overdimensional Permits	
<p>Department of Highways Permit Section 710 Central Ave Charleston WV 25302</p> <p>Telephone: (304) 558-2881</p>	

Contact Information for Wisconsin

IRP Prorate Inquiries

International Registration Bureau	
<p>Department of Transportation Division of Motor Vehicles 4822 Madison Yards Way 3rd Floor South Madison WI 53705</p> <p>Telephone: (608) 266-9900 Fax: (608) 267-6886 Email: irp-ifta@dot.wi.gov</p>	
Operating Authority	IFTA
<p>Department of Transportation Authority Unit PO Box 7967 Madison WI 53707</p> <p>Telephone: (608) 266-1356</p>	<p>Department of Transportation Motor Carrier Registration Unit Fuel Tax PO Box 7979 Madison WI 53707-7979</p> <p>Telephone: (608) 267-4382</p>
Overdimensional Permits	
<p>Department of Transportation Oversize Overweight Permits Unit PO Box 7980 Madison WI 53707-7980</p> <p>Telephone: (608) 266-7320</p>	

Contact Information for Wyoming

IRP Prorate Inquiries

International Registration Bureau	
<p>Department of Transportation 5300 Bishop Blvd Cheyenne WY 82009-3340</p> <p>Telephone: (307) 777-4375 Fax: (307) 777-4772 Email: mvs@wyo.gov</p>	
Operating Authority	IFTA
<p>Regulatory Section Department of Transportation 5300 Bishop Blvd Cheyenne WY 82009</p> <p>Telephone: (307) 777-4850</p>	<p>Department of Transportation Motor Vehicle Services/IFTA 5300 Bishop Blvd Cheyenne WY 82009</p> <p>Telephone: (307) 777-4827</p>
Overdimensional Permits	
<p>Department of Transportation 5300 Bishop Blvd Cheyenne WY 82009</p> <p>Telephone: (307) 777-4376</p>	

Appendix C - Definitions

Ad Valorem - A tax charged by some states in proportion to the estimated value of the vehicle.

Allocation - A system of registering a fleet that operates in more than one member jurisdiction under which the vehicles are fully registered in individual member jurisdictions in proportion to a measure of the presence or travel of the fleet in each one, and under which the vehicles so registered are granted reciprocity in all the member jurisdictions in which any of the vehicles of the fleet is registered.

APM - Audit Procedure Manual.

Applicant – A person in whose name an application is filed for registration under the IRP.

Apportionable Fee - Any periodic recurring fee or tax required for registering vehicles, such as registration, license, or weight fees.

Apportionable Vehicle - Any power unit that is used or intended for use in two or more member jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:

- i. Has two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds (11,793.401 kilograms), or
- ii. Has three or more axles, regardless of weight, or
- iii. Is used in combination, when the gross vehicle weight of such combination exceeds 26,000 pounds (11,793.401 kilograms).

A recreational vehicle, a vehicle displaying restricted plates, a bus used in the transportation of chartered parties or a government-owned vehicle, is not an apportionable vehicle; except that a truck or truck tractor, or the power unit in a combination of vehicles having a gross vehicle weight of 26,000 pounds (11,793.401 kilograms), or less, and a bus used in the transportation of chartered parties, nevertheless may be registered under the IRP at the option of the registrant.

Apportioned Vehicle – An apportionable vehicle that has been registered under the IRP.

Apportioned Percentage - The ratio of the distance traveled in the member jurisdiction by a fleet during the reporting period to the distance traveled in all member jurisdictions by the fleet during the reporting period, calculated to six decimal places, rounded to five decimal places, and multiplied by one hundred.

Apportioned Registration - Registration that allows commercial vehicles to comply with registration requirements of more than one jurisdiction, and to pay registration fees based on the percentage of operation in those jurisdictions.

Audit - The examination of a registrant's operational records, including source documents, to verify the distances reported in the registrant's application for apportioned registration and evaluate the accuracy of the registrant's distance-accounting system for its fleet. Such an examination may be of multiple fleets for multiple years.

Auxiliary Axle – An auxiliary undercarriage assembly with a fifth wheel and tow-bar used to convert a semi-trailer to a trailer.

Axle - An assembly of a vehicle consisting of two or more wheels whose centers are in one horizontal plane, by means of which a portion of the weight of a vehicle and its load, if any, is continually transmitted to the roadway. For purposes of registration under the IRP, an “axle” is any such assembly whether or not it is load-bearing only part of the time.

Axle Weight - The weight transmitted to the highway by an axle unit.

Base Jurisdiction - The member jurisdiction, selected in accordance with section 305, to which an applicant applies for apportioned registration under the IRP or the member jurisdiction that issues apportioned registration to a registrant under the IRP.

Base Plate - The plate issued by the base jurisdiction; it is the only registration identification plate issued for the vehicle by any member jurisdiction. Base plates shall be identified by having the word APPORTIONED (IRP, PRP) and the jurisdiction's name on the plate.

Board - The Board of Directors of the Repository.

Bus (BS) - A motor vehicle designed to carry more than 10 passengers.

Cab Card - Evidence of registration, other than a plate, issued for an apportioned vehicle registered under the IRP by the base jurisdiction and carried in or on the identified vehicle.

Carrier - Individual, partnership, or corporation engaged in the business of transporting persons or property.

Chartered Bus - A motor vehicle used as a limited passenger vehicle exclusively for the convenience of a person or group of persons to whom, or for whose use, the vehicle is chartered at a fixed price for the use of the whole vehicle.

Chartered Party - A group of persons who, pursuant to a common purpose and under a single contract, have acquired the exclusive use of a passenger-carrying motor vehicle to travel together as a group to a specified destination or for a particular itinerary, either agreed upon in advance or modified by the group after leaving the place of origin. This term includes services rendered to a number of passengers that a passenger carrier or its agent has assembled into a travel group through sales of a ticket to each individual passenger covering a round trip from one or more points of origin to a single advertised destination.

Combination of Vehicles - A power unit used in combination with one or more trailers, semi-trailers, or auxiliary axles.

Combined Gross Weight - Total empty weight of a combination of vehicles, plus the total weight of the maximum load carried on that combination of vehicles.

Commercial Vehicle - Vehicle that is used for the transportation of persons for compensation or profit or that is designed or used primarily for the transportation of property.

Converter Gear - Auxiliary axle undercarriage assembly with a fifth wheel and tow bar used to convert a semi-trailer to a full-trailer.

Credentials - The cab card and plate issued in accordance with the IRP.

Double Bottom Combination - A combination of a power unit pulling two (2) semi-trailers or a semi-trailer and a full-trailer.

Dump Truck (DT) - A truck whose contents are unloaded by tilting the truck bed backwards with the tailgate open.

Empty Weight - Weight of a vehicle fully-equipped for service, excluding the weight of any load.

Enforcement Date – The date the base jurisdiction requires a registrant to display the new registration year's credentials.

Established Place of Business - A physical structure located within the base jurisdiction that is owned or leased by the applicant or registrant and whose street address shall be specified by the applicant or registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the applicant or registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the applicant's or registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The applicant or registrant need not have land line telephone service at the physical structure. Operational records concerning the fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of section 1020). The base jurisdiction may accept information it deems pertinent to verify that an applicant or registrant has an established place of business within the base jurisdiction.

Exception - A deviation from the IRP by a member jurisdiction, which has been approved by all member jurisdictions.

Extension – A period of time from the expiration date or end of a grace period during which registrants may operate on expired credentials by reason of the inability of the base jurisdiction to provide current credentials.

Factory List Price - The manufacturer's retail price, excluding trade-in and sales tax, including accessories or modifications attached to the vehicle.

Federal Heavy Vehicle Use Tax - Tax paid to the US federal government by all interstate carriers with vehicles having a gross weight of 55,000 lbs / 24,947 kg or more.

Fifth Wheel Coupler - A device that is mounted on the vehicle chassis that consists of a skid plate, associated mounting brackets and latching mechanism that couples or connects to a kingpin located on the other vehicle or component.

Fleet - One or more apportionable vehicles registered for operation in the same jurisdictions.

Full-trailer - Vehicle without motive power, designed for carrying people or property, pulled by a motor vehicle, and constructed so that no part of its weight rests on the pulling vehicle.

Grace Period – A period of time from the expiration of apportioned registration until the enforcement date for new credentials.

Gross Vehicle Weight - The number of pounds derived by adding the weights on all the axles of a commercial vehicle.

Heavy Trailers - Trailers weighing more than 8,000 lbs loaded weight (axle weight, when loaded).

Household Goods Carrier - A carrier handling (i) personal effects and a property to be used in a dwelling, or (ii) furniture, fixtures, equipment, and the property of stores, offices, museums, institutions, hospitals, or other establishments, when a part of the stock, equipment, or supply of such stores, offices, museums, institutions, including objects of art, displays, and exhibits, which, because of their unusual nature or value, requires the specialized handling and equipment commonly employed in moving household goods.

ICC - The abbreviation for the former United States Interstate Commerce Commission. Now under the authority of the US Department of Transportation.

IRP - International Registration Plan.

Identification - see “Credentials” on page ii.

In-Jurisdiction Distance – All of the distance operated during the reporting period or the distance estimated to be operated by a fleet in a particular member jurisdiction for the registration year.

Interjurisdiction Movement – Vehicle movement between or through two or more jurisdictions.

International Registration Plan - An agreement between member jurisdictions for prorating or apportioning registration fees based on fleet mileage traveled in each jurisdiction.

Intrajurisdiction Movement – Vehicle movement from one point within a jurisdiction to another point within the same jurisdiction.

Jurisdiction - A country or a state, province, territory, possession, or federal district of a country.

Lease - A transaction evidenced by a written document in which a lessor vests exclusive possession, control, and responsibility for the operation of a vehicle in a lease for a specific term. A long-term lease is for a period of 30 calendar days or more. A short-term lease is for a period of less than 30 calendar days.

Lessee - A person that is authorized to have exclusive possession and control of a vehicle owned by another under terms of a lease agreement.

Lessor - A person that, under the terms of a lease agreement, authorizes another person to have exclusive possession, control of, and responsibility for the operation of a vehicle.

Light-trailers - Trailers weighing 8,000 lbs or less loaded weight (axle weight, when loaded).

Loaded Weight - The weight transmitted to the road through an axle or set of axles, when the vehicle is fully loaded.

Member Jurisdiction – A jurisdiction that has applied and has been approved for membership in the IRP in accordance with section 1100 of the IRP.

Mobile Home Toter (MT) - A motor vehicle designed without a fifth wheel that is used exclusively for pulling mobile homes on their own axles.

Motor Vehicle – A vehicle which is self-propelled by a power other than muscular power and which does not move on rail.

Operational Records - Trip records and other documents supporting all actual miles traveled in each jurisdiction and total miles traveled, such as trip sheets, logs, personal notebooks, and vehicle tracking systems. Operational records may be supported by records such as fuel receipts, bills of lading, dispatch logs, inspection reports, computer software, etc.

Owner - Any individual, partnership, or corporation other than a lien-holder, holding legal title to a vehicle.

Owner-Operator - Equipment lessor (owner) who leases vehicles, with drivers, to a motor carrier.

Person – A natural person or business entity such as a corporation, partnership, or limited liability company.

Plate – The license plate, including renewal decals, if any, issued for a vehicle registered under the IRP by the base jurisdiction.

Pool – With respect to motor bus operations, is an agreement or combination among motor carriers of passengers, with the approval of the U.S. Department of Transportation or relevant provincial authority, to combine or divide traffic, or any part of their earnings.

Power Unit - A motor vehicle (but not including an automobile or motorcycle), as distinguished from a trailer, semi-trailer, or an auxiliary axle.

Private Carrier - Individual, partnership, or corporation which utilizes its own trucks to transport its own freight.

Properly Registered Vehicle – A vehicle which has been registered in full compliance with the laws of all Jurisdictions in which it is intended to operate.

Purchase Price - Actual price of the vehicle paid by the current owner, excluding sales tax, but including accessories or modifications attached to the vehicle. A trade-in cannot be used to reduce the taxable purchase price.

Reciprocity - The reciprocal grant by one jurisdiction of operating rights or privileges to properly registered vehicles registered by another jurisdiction, especially but not exclusively including privileges generally conferred by vehicle registration.

Reciprocity Agreement - An agreement, arrangement, or understanding between two or more jurisdictions under which each of the participating jurisdictions grants reciprocal rights or privileges to properly registered vehicles that are registered under the laws of other participating jurisdictions.

Reciprocity Distance – The distance traveled by apportionable vehicles in jurisdictions which are not member jurisdictions and which grant reciprocity without charge.

Recreational Vehicle/Motor Home - A vehicle used for personal pleasure or personal travel and not in connection with any commercial endeavor.

Record - Information created, received, and maintained as evidence by an organization or person in the transaction of business, or in the pursuance of legal obligations, regardless of media.

Records Review - An evaluation of a registrant's distance accounting system and internal controls to assess the registrant's compliance with the requirements of the IRP. Unlike an audit, a records review focuses only on the adequacy of the internal controls and the record-keeping system; it may be limited in scope to less than a full registration year; it may be conducted before the registrant's first registration renewal; and it does not result in any fee adjustment.

Registrant - A person in whose name a properly registered vehicle is registered.

Registration Card - See "Cab Card" on page D-1.

Registration Year - The twelve-month period during which, under the laws of the base jurisdiction, the registration issued to a registrant by the base jurisdiction is valid.

Rental Fleet - Vehicles the rental owner designates as a rental fleet and which are offered for rent with or without drivers.

Rental Owner – Someone who rents vehicles to others with or without drivers.

Rental Vehicle – A vehicle of a rental fleet.

Reporting Period – The period of twelve consecutive months immediately prior to July 1 of the calendar year immediately preceding the beginning of the registration year for which apportioned registration is sought. If the registration year begins on any day in July, August, or September, the reporting period shall be the previous such twelve-month period.

Repository - The entity designated as such in section 1300 of IRP.

Residence – The status of an applicant or a registrant as a resident of a member jurisdiction.

Restricted Plate - A plate that has a time, geographic area, distance, or commodity restriction or a mass transit or other special plate issued for a bus leased or owned by a municipal government, a state or provincial transportation authority, or a private party, and operated as part of an urban mass transit system, as defined by the jurisdiction that issues the plate.

Semi-trailer (ST) - A vehicle without motor power that is designed to be drawn by a motor vehicle and is constructed so that a part of its weight rests upon or is carried by a towing vehicle.

Serial Number - See “Vehicle Identification Number” on page D-6.

Service Representative - A person that furnishes facilities and services, including sales, warehousing, motorized equipment, and drivers under contract or other arrangement to a motor carrier for the transportation of household goods.

Sub-lease - Lease made to another person or company by the person or company to whom a vehicle is leased.

Tare Weight (Unladen Weight) - The actual weight of the vehicle (including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway), excluding the weight of any load.

Total Distance – All distance operated by a fleet of apportioned vehicles. Total distance includes the full distance traveled in all vehicle movements, both interjurisdictional and intrajurisdictional, and including loaded, empty, deadhead, and bobtail distance. Distance traveled by a vehicle while under a trip lease shall be considered to have been traveled by the lessor’s fleet.

Tow/Recovery Vehicle (TW) - A motor vehicle designed for towing and recovering vehicles that are wrecked, damaged, disabled, abandoned, or are replacement vehicles.

Tow Dolly - See “Converter Gear” on page D-2.

Tractor - A motor vehicle designed and used primarily for drawing other vehicles, but not so constructed as to carry a load other than part of the weight of the vehicle and load so drawn.

Trailer - A vehicle without motor power, designed to be drawn by a motor vehicle and so constructed that no part of its weight or that of its load rests upon or is carried by the towing vehicle.

Trip Lease - Lease of vehicle equipment to a carrier (lessee) for a single interstate movement. The term may also include a similar movement intrastate, where such movement is authorized under the laws of the state.

Trip Permit - A permit issued by a member jurisdiction in lieu of apportioned or full registration.

Trip Records - Mileage records maintained for each trip and of all miles traveled for each IRP vehicle. Mileage must also be summarized monthly, quarterly and yearly (July 1 to June 30) by fleet, vehicle, and jurisdiction. The reporting period for actual miles traveled is July 1 to June 30 of the preceding year. The reporting period for estimated miles is for the projected registration year. These records are subject to audit by the base jurisdiction and host jurisdictions.

Truck - A power unit designed, used, or maintained primarily for the transportation of property.

Truck Tractor - A motor vehicle designed and used primarily for drawing other vehicles, but so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn.

United States Regions - For the purposes of section 1325 of the IRP, the following allocation of the United States member jurisdictions:

- Region No. 1 - Connecticut, Delaware, the District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.
- Region No. 2 - Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, and West Virginia.
- Region No. 3 - Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.
- Region No. 4 - Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

Unladen Weight (Tare Weight) - The actual weight of the vehicle (including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway), excluding the weight of any load.

VTR -The abbreviation for “Vehicle Trip Record”.

Vehicle – A device used to transport persons or property on a highway, but does not include devices moved by human power or used exclusively upon rails or tracks.

Vehicle Identification Number - Identifying numbers and letters assigned to a vehicle for the purpose of titling and registration.

WUC - Western Uniform Compact. Also known as the Uniform Vehicle Registration Proration and Reciprocity Agreement.

WUC Fleet - Three or more vehicles operating in Oregon during the registration year, each in excess of 8,000 lbs registered weight. Fewer than three vehicles have reciprocity in Oregon.

APPENDIX D - Examples of Forms

Sample Proof of Heavy Vehicle Use Tax (HVUT)

SAMPLE

Form 2290 (Rev. July 2023) Department of the Treasury Internal Revenue Service	Heavy Highway Vehicle Use Tax Return For the period July 1, 2023, through June 30, 2024 Attach both copies of Schedule 1 to this return. Go to www.irs.gov/Form2290 for instructions and the latest information.	Keep a copy of this return for your records. OMB No. 1545-0143
Type or Print	Name _____	Employer identification number (EIN) ____-____
	Address (number, street, and room or suite no.) _____	
	City or town, state or province, country, and ZIP or foreign postal code _____	
<p>Check if applicable:</p> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Address Change</div><div><input type="checkbox"/> Amended Return _____ Check this box if reporting (a) additional tax from an increase in taxable gross vehicle weight or (b) suspended vehicles exceeding the mileage use limit. Don't check this box for any other reason.</div><div><input type="checkbox"/> VIN Correction Check this box if you are correcting a vehicle identification number (VIN) listed on a previously filed Schedule 1 (Form 2290). Attach an explanation to the return. Don't check this box for any other reason.</div><div><input type="checkbox"/> Final Return Check this box if you no longer have taxable vehicles to report.</div></div>		
Part I Figuring the Tax Caution: If you purchased a used vehicle from a private seller, see instructions.		
		Y Y Y Y M M
1	Was the vehicle(s) reported on this return used on public highways during July 2023? If "YES," enter 202307 in the boxes to the right. If "NO," see the table on page 3 of the instructions . . .	1
2	Tax. Enter the Total from Form 2290, page 2, column (4)	2
3	Additional tax from increase in taxable gross weight (see instructions)	3
4	Total tax. Add lines 2 and 3	4
5	Credits (Attach supporting documentation. See instructions.)	5
6	Balance due. Subtract line 5 from line 4. This is the amount you owe. Check the applicable box if payment is through: EFTPS <input type="checkbox"/> Credit or debit card <input type="checkbox"/>	6
Part II Statement in Support of Suspension (Complete the statements that apply. Attach additional sheets if needed.)		
7	I declare that the vehicles reported on Schedule 1 as suspended (category W) are expected to be used on public highways (check the boxes that apply): <input type="checkbox"/> 5,000 miles or less <input type="checkbox"/> 7,500 miles or less for agricultural vehicles during the period July 1, 2023, through June 30, 2024, and are suspended from the tax. Complete and attach Schedule 1.	
8a	I declare that the vehicles listed as suspended on the Form 2290 filed for the period July 1, 2022, through June 30, 2023, were not subject to the tax for that period except for any vehicles listed on line 8b. Check this box if applicable. <input type="checkbox"/>	
b	Vehicle identification numbers _____	
9	I declare that vehicle identification numbers _____ were listed as suspended on the Form 2290 filed for the period July 1, 2022, through June 30, 2023. These vehicles were sold or transferred to _____ on _____ At the time of the transfer, the vehicles were still eligible for the suspension of the tax. Attach a separate list if needed.	
Third Party Designee	Do you want to allow another person to discuss this return with the IRS? See instructions. <input type="checkbox"/> Yes. Complete the following. <input type="checkbox"/> No	
	Designee's name _____	Phone no. _____ Personal identification number (PIN) _____
Sign Here	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.	
	Signature _____	Date _____
Paid Preparer Use Only	Type or print name below signature. _____ Telephone number _____	
	Print/Type preparer's name _____	Preparer's signature _____
	Date _____	Check <input type="checkbox"/> if self-employed PTIN _____
	Firm's name _____	Firm's EIN _____
	Firm's address _____	Phone no. _____

SAMPLE

SCHEDULE 1
(Form 2290)
(Rev. July 2023)
Department of the Treasury
Internal Revenue Service

Schedule of Heavy Highway Vehicles
For the period July 1, 2023, through June 30, 2024
Complete and file both copies of Schedule 1. One copy will be stamped and returned to
you for use as proof of payment when registering your vehicle(s) with a state.

OMB No. 1545-0143

Type
or Print

Name

Employer identification number (EIN)
-

Address (number, street, and room or suite no.)

City or town, state or province, country, and ZIP or foreign postal code

Month of first use
(see instructions)
Y Y Y Y M M

Part I

Vehicles You Are Reporting (enter VIN and category)

Category A through W
(category W for
suspended vehicles)

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

Part II

Summary of Reported Vehicles

a

b

c

a

b

c

For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

Cat. No. 112500

Schedule 1 (Form 2290) (Rev. 7-2023)

SCHEDULE 1
(Form 2290)
(Rev. July 2023)
Department of the Treasury
Internal Revenue Service

Schedule of Heavy Highway Vehicles
For the period July 1, 2023, through June 30, 2024
Complete and file both copies of Schedule 1. One copy will be stamped and returned to
you for use as proof of payment when registering your vehicle(s) with a state.

OMB No. 1545-0143

Type
or Print

Name

Employer identification number (EIN)
-

Address (number, street, and room or suite no.)

City or town, state or province, country, and ZIP or foreign postal code

Month of first use
(see instructions)
Y Y Y Y M M

Part I

Vehicles You Are Reporting (enter VIN and category)

Category A through W
(category W for
suspended vehicles)

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

Part II

Summary of Reported Vehicles

a

b

c

a

b

c

For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

Cat. No. 112500

Schedule 1 (Form 2290) (Rev. 7-2023)

SAMPLE

Page D-2

Appendix D

SAMPLE

Form 2290 (Rev. 7-2023)

Tax Computation


Category	Taxable gross weight (in pounds)	(1) Annual tax (vehicles used during July)		(2) Partial-period tax (vehicles first used after July) See the tables at the end of the separate instructions.		(3) Number of vehicles		(4) Amount of tax (col. (1) or (2) multiplied by col. (3))	Category
		(a) Vehicles except logging*	(b) Logging vehicles*	(a) Vehicles except logging*	(b) Logging vehicles*	(a) Vehicles except logging*	(b) Logging vehicles*		
A	55,000	\$100.00	\$75.00	\$	\$			\$	A
B	55,001 – 56,000	122.00	91.50						B
C	56,001 – 57,000	144.00	108.00						C
D	57,001 – 58,000	166.00	124.50						D
E	58,001 – 59,000	188.00	141.00						E
F	59,001 – 60,000	210.00	157.50						F
G	60,001 – 61,000	232.00	174.00						G
H	61,001 – 62,000	254.00	190.50						H
I	62,001 – 63,000	276.00	207.00						I
J	63,001 – 64,000	298.00	223.50						J
K	64,001 – 65,000	320.00	240.00						K
L	65,001 – 66,000	342.00	256.50						L
M	66,001 – 67,000	364.00	273.00						M
N	67,001 – 68,000	386.00	289.50						N
O	68,001 – 69,000	408.00	306.00						O
P	69,001 – 70,000	430.00	322.50						P
Q	70,001 – 71,000	452.00	339.00						Q
R	71,001 – 72,000	474.00	355.50						R
S	72,001 – 73,000	496.00	372.00						S
T	73,001 – 74,000	518.00	388.50						T
U	74,001 – 75,000	540.00	405.00						U
V	over 75,000	550.00	412.50						V
Totals. Add the number of vehicles in columns (3)(a) and (3)(b). Enter the total here. (This should be the same total of taxable vehicles shown on Schedule 1, Part II, line c.) Add the amounts in column (4). Enter the total here and on Form 2290, line 2 .								\$	
W	Tax-Suspended Vehicles (See Part II on page 7 of the instructions.)								

Complete both copies of Schedule 1 (Form 2290) and attach them to Form 2290.

* See page 2 of the instructions for information on logging vehicles.

Form **2290** (Rev. 7-2023)

SAMPLE RECEIPT FOR TITLE (FS-6T)

		New York State Department of Motor Vehicles	
SAMPLE			
SERVICE	SALES TAX/TITLE		
AMOUNT PAID	\$50.00		
SALES TAX AMOUNT:		EXEMPT	
TITLE/LIENS AMOUNT		\$50.00	
AUTO TITLE			
SAMPLE			
PLATE	REG TYPE	YR	MAKE
1980 DODGE			
PRINT, SAMPLE			
ANYSTREET			
ANYTOWN NY 12228			
VIN	SAMPLETITLRECEIP		
SURRENDER DATE			
ITEMS SURRENDERED			
0021001A OCT 01 2005			
WN7 TSTAQ3 200510C1110019			
SAMPLE			
9000008C			
FS-6T (1/21) COMMISSIONER OF MOTOR VEHICLES			
PART 2			

SAMPLE



APPLICATION FOR 72 HOUR TRIP PERMIT

INTERNATIONAL REGISTRATION BUREAU

PO BOX 2850 • EMPIRE STATE PLAZA

ALBANY, NY 12220-0850

FOR EACH 72 HOUR TRIP PERMIT PURCHASED, YOU MUST ENCLOSE A NONREFUNDABLE FEE OF \$18.75. MAKE A CERTIFIED CHECK OR MONEY ORDER PAYABLE TO THE NEW YORK STATE COMMISSIONER OF MOTOR VEHICLES, AND MAIL IT WITH THIS APPLICATION TO THE ABOVE ADDRESS AT LEAST 30 DAYS PRIOR TO THE REQUESTED DATE.

Please print or type clearly in blue or black ink.

I request a New York Trip Permit for the vehicle described below for a 72 hour period					
BEGINNING: _____ / _____ / _____ <div style="display: flex; justify-content: space-around; font-size: small;"> MONTH DAY YEAR </div>				TIME: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> AM PM </div>	
Name of Registrant				Plate Number	
Business Address				Base Jurisdiction	
City			State	Zip Code	Federal ID Number or Social Security Number
Vehicle Make	Year	Fuel Type	Combined Gross Weight		Vehicle Identification Number
Phone Number		Email Address			
I hereby certify that this information is correct and agree to use the permit in accordance with the statutes, rules, and regulations of New York State. I understand that the permit applied for is for registration purposes only. <div style="text-align: right; margin-top: 20px;"> _____ Signature of Registrant (Not valid unless signed) </div>					

DEPARTMENT USE ONLY

_____ Total	Permit(s) issued _____ Numbered	_____ Through
_____ Payment Received	<input type="checkbox"/> Money Order <input type="checkbox"/> Certified Check	
_____ Date	By: _____	

IRP-4 (10/17)



SAMPLE



Department of
Motor Vehicles

INTERNATIONAL REGISTRATION PLAN
SCHEDULE A & C

IRP-6 (8/22)

PART 1 TYPE OF APPLICATION REQUESTED

<input type="checkbox"/> NEW ACCOUNT	<input type="checkbox"/> WEIGHT INCREASE	<input type="checkbox"/> DUPLICATE CAB CARD	<input type="checkbox"/> ADDRESS CHANGE
<input type="checkbox"/> ADD VEHICLE	<input type="checkbox"/> WEIGHT DECREASE	<input type="checkbox"/> REPLACEMENT PLATES	<input type="checkbox"/> TEMPORARY AUTHORITY
<input type="checkbox"/> DELETE VEHICLE	<input type="checkbox"/> RENEWAL	<input type="checkbox"/> REPLACEMENT STICKER	<input type="checkbox"/> OTHER _____
<input type="checkbox"/> TRANSFER PLATES	<input type="checkbox"/> FLEET TO FLEET	<input type="checkbox"/> SAFETY US DOT # CHANGE	

REGISTRANT/CARRIER INFORMATION

1. ACCOUNT # _____ 2. FLEET # _____

3. REGISTRANT NAME: _____

4. DBA: _____

5. BUSINESS ADDRESS: _____
(No P.O. Box Number Allowed)

CITY: _____ STATE: _____ ZIP CODE: _____ COUNTY: _____

6. CONTACT PERSON: _____

7. PHONE #: () _____ 8. FAX # () _____

9. EMAIL ADDRESS: _____

Do you want to receive your IRP Renewal Application and IRP notices electronically rather than by mail service? ☐ Yes ☐ No

10. TAXPAYER IDENTIFICATION # (TIN): _____

11. DATE OF BIRTH: _____ 12. SEX: ☐ M ☐ F ☐ X

13. PRIVACY ACT: Check the INFORMATION DISCLOSURE box at the end of this sentence if you do not want your personal information from this record used for surveys, marketing and solicitations. ☐

14. WYOMING AUTHORITY#: _____

15. REGISTRANT'S DOT #: _____

Have you previously been registered in any jurisdictions? ☐ Yes ☐ No, If yes, jurisdiction _____

Do you lease your vehicle and driver to a motor carrier? ☐ Yes ☐ No

FLEET INFORMATION

16. FLEET TYPE: _____ 17. COMMODITY CLASS: _____ 18. # OF REG MONTHS: _____

19. EFFECTIVE DATE: _____ 20. EXPIRATION DATE: _____

21. MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ COUNTY: _____

PART 2

FLEET TO FLEET TRANSFER INFORMATION

(22) VEHICLE UNIT # (OEN)	(23) VEHICLE IDENTIFICATION NUMBER	(24) FROM FLEET #	(25) TO FLEET #

DELETIONS*

(26) VEHICLE UNIT # (OEN)	(27) VEHICLE IDENTIFICATION NUMBER	(28) LICENSE PLATE NUMBER	(29) REPLACEMENT VEHICLE UNIT # (OEN)

* (Send in plates for deletion.)

SAMPLE

PART 3

**WEIGHT
INFORMATION**

Account # _____

30. Please list the weight you want on your cab card for all jurisdictions. Canadian jurisdictions will print the weight in kilograms on the cab card.

AK _____	KS _____	NJ _____	VT _____
AL _____	KY _____	NM _____	WA _____
AR _____	LA _____	NV _____	WI _____
AZ _____	MA _____	NY _____	WV _____
CA _____	MD _____	OH _____	WY _____
CO _____	ME _____	OK _____	AB _____ (Canada)
CT _____	MI _____	OR _____	BC _____ (Canada)
DC _____	MN _____	PA _____	MB _____ (Canada)
DE _____	MO _____	RI _____	NB _____ (Canada)
FL _____	MS _____	SC _____	NL _____ (Canada)
GA _____	MT _____	SD _____	NS _____ (Canada)
IA _____	NC _____	TN _____	ON _____ (Canada)
ID _____	ND _____	TX _____	PE _____ (Canada)
IL _____	NE _____	UT _____	QC _____ (Canada)
IN _____	NH _____	VA _____	SK _____ (Canada)

PART 4

VEHICLE INFORMATION FOR NEW ACCOUNTS, ADDITIONS, OR CHANGES

31. **VEHICLE UNIT # (OEN)** _____

A) VEHICLE IDENTIFICATION NUMBER		B) YEAR	C) MAKE	D) VEHICLE TYPE	E) FUEL/CYL	F) WHEELBASE
G) UNLADEN WT	H) SEATS	I) AXLES	J) COMBINED AXLES	K) COLOR	L) OWNER NAME	
M) TITLE DOC. #		N) TITLE DOC. JUR.		O) SAFETY TAXPAYER ID # (TIN)		P) SAFETY US DOT #
Q) Will vehicle safety responsibility change during the year? <input type="checkbox"/> Yes <input type="checkbox"/> No				R) SAFETY NAME		
S) MAXIMUM DESIRED WEIGHT		T) PURCHASE PRICE		U) PURCHASE DATE		V) FACTORY PRICE
W) INS. CO. CODE			X) CURRENT PLATE #		Y) CURRENT PLATE CLASS	Z) SPECIAL USE

REGISTRATION AUTHORIZATION	IF THE REGISTRANT IS NOT THE OWNER, fill in the information below. Proof of ownership and proof of the OWNER'S name and date of birth are required.		
Vehicle #1 - Owner's Name		Date of Birth	Is the vehicle leased? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	Apt. No.	City	State Zip Code
I authorize the person named in number 3 of Part 1 to register this vehicle. Owner's Authorized Signature X _____ Date: _____ If signing for a corporation, print your full name and title here _____			

CERTIFICATION: I, the Undersigned, certify under penalty of perjury that all information provided in this Application is true and accurate to the best of my knowledge, and that the **subject vehicle**: is fully equipped, inspected, insured, and will be operated, in compliance with New York State Vehicle and Traffic Law (VTL); possesses a valid NYS inspection issued within the last twelve (12) months; or, in the alternative, has qualified for an extension of such inspection (see, DMV form VS-1077) and will be inspected within the next ten (10) days; is covered by a current policy of insurance or financial security as required by VTL; and if previously "junked", has been repaired to conform with VTL Sections 375 and 376; possesses a currently valid NYS registration (if I am using this Application to request issuance of replacement registration documents). I declare that I fully understand applicable Federal and NYS Motor Vehicle Carrier Safety laws and regulations including, where applicable, those pertaining to the transportation of hazardous materials. If this Application is signed in my official capacity on behalf of a business entity, I further certify that I am duly authorized to make this Application on behalf of such entity.

IMPORTANT: By signing this Application, the Undersigned acknowledges that intentionally making a false statement on this form is a misdemeanor under VTL Section 392, and may result in criminal prosecution, as well as suspension or revocation of the registration of the subject vehicle.

Name of Applicant/Business Entity (please print): _____

Sign here: **X** _____

Title: _____ Date (mm/dd/yyyy): _____ / _____ / _____

**If signing as agent for a business entity, write your title (CEO, President, Vice-President, Secretary, Treasurer or Comptroller).
Anyone else signing as agent for a business entity must send in a notarized Power of Attorney.**

IRP-6 (8/22)



SAMPLE



INTERNATIONAL REGISTRATION PLAN
SCHEDULE A & C — Part 5

ACCOUNT #:

VEHICLE UNIT # (OEN) _____

A) VEHICLE IDENTIFICATION NUMBER		B) YEAR	C) MAKE	D) VEHICLE TYPE	E) FUEL/CYL	F) WHEELBASE
G) UNLADEN WT	H) SEATS	I) AXLES	J) COMBINED AXLES	K) COLOR	L) OWNER NAME	
M) TITLE DOC. #	N) TITLE DOC. JUR.	O) SAFETY TAXPAYER ID # (TIN)			P) SAFETY US DOT #	
Q) Will vehicle safety responsibility change during the year? <input type="checkbox"/> Yes <input type="checkbox"/> No		R) SAFETY NAME				
S) MAXIMUM DESIRED WEIGHT	T) PURCHASE PRICE		U) PURCHASE DATE	V) FACTORY PRICE		
W) INS. CO. CODE		X) CURRENT PLATE #	Y) CURRENT PLATE CLASS	Z) SPECIAL USE		

REGISTRATION AUTHORIZATION	IF THE REGISTRANT IS NOT THE OWNER, fill in the information below. Proof of ownership and proof of the OWNER'S name and date of birth are required.		
Owner's Name		Date of Birth	Is the vehicle leased? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address		Apt. No.	City State Zip Code
I authorize the person named in number 3 of Part 1 to register this vehicle.			
Owner's Authorized Signature X _____ Date: _____			
If signing for a corporation, print your full name and title here _____			

VEHICLE UNIT # (OEN) _____

A) VEHICLE IDENTIFICATION NUMBER		B) YEAR	C) MAKE	D) VEHICLE TYPE	E) FUEL/CYL	F) WHEELBASE
G) UNLADEN WT	H) SEATS	I) AXLES	J) COMBINED AXLES	K) COLOR	L) OWNER NAME	
M) TITLE DOC. #	N) TITLE DOC. JUR.	O) SAFETY TAXPAYER ID # (TIN)			P) SAFETY US DOT #	
Q) Will vehicle safety responsibility change during the year? <input type="checkbox"/> Yes <input type="checkbox"/> No		R) SAFETY NAME				
S) MAXIMUM DESIRED WEIGHT	T) PURCHASE PRICE		U) PURCHASE DATE	V) FACTORY PRICE		
W) INS. CO. CODE		X) CURRENT PLATE #	Y) CURRENT PLATE CLASS	Z) SPECIAL USE		

REGISTRATION AUTHORIZATION	IF THE REGISTRANT IS NOT THE OWNER, fill in the information below. Proof of ownership and proof of the OWNER'S name and date of birth are required.		
Owner's Name		Date of Birth	Is the vehicle leased? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address		Apt. No.	City State Zip Code
I authorize the person named in number 3 of Part 1 to register this vehicle.			
Owner's Authorized Signature X _____ Date: _____			
If signing for a corporation, print your full name and title here _____			

IRP-6A (8/22)

SAMPLE

PART 5 (continued)

**VEHICLE INFORMATION FOR
NEW ACCOUNTS, ADDITIONS, OR CHANGES**

ACCOUNT #:

VEHICLE UNIT # (OEN) _____

A) VEHICLE IDENTIFICATION NUMBER		B) YEAR	C) MAKE	D) VEHICLE TYPE	E) FUEL/CYL	F) WHEELBASE
G) UNLADEN WT	H) SEATS	I) AXLES	J) COMBINED AXLES	K) COLOR	L) OWNER NAME	
M) TITLE DOC. #	N) TITLE DOC. JUR.	O) SAFETY TAXPAYER ID # (TIN)			P) SAFETY US DOT #	
Q) Will vehicle safety responsibility change during the year? <input type="checkbox"/> Yes <input type="checkbox"/> No			R) SAFETY NAME			
S) MAXIMUM DESIRED WEIGHT		T) PURCHASE PRICE	U) PURCHASE DATE	V) FACTORY PRICE		
W) INS. CO. CODE		X) CURRENT PLATE #	Y) CURRENT PLATE CLASS	Z) SPECIAL USE		

REGISTRATION AUTHORIZATION	IF THE REGISTRANT IS NOT THE OWNER, fill in the information below. Proof of ownership and proof of the OWNER'S name and date of birth are required.		
Owner's Name		Date of Birth	Is the vehicle leased? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address		Apt. No.	City State Zip Code
I authorize the person named in number 3 of Part 1 to register this vehicle.			
Owner's Authorized Signature X _____		Date: _____	
If signing for a corporation, print your full name and title here _____			

VEHICLE UNIT # (OEN) _____

A) VEHICLE IDENTIFICATION NUMBER		B) YEAR	C) MAKE	D) VEHICLE TYPE	E) FUEL/CYL	F) WHEELBASE
G) UNLADEN WT	H) SEATS	I) AXLES	J) COMBINED AXLES	K) COLOR	L) OWNER NAME	
M) TITLE DOC. #	N) TITLE DOC. JUR.	O) SAFETY TAXPAYER ID # (TIN)			P) SAFETY US DOT #	
Q) Will vehicle safety responsibility change during the year? <input type="checkbox"/> Yes <input type="checkbox"/> No			R) SAFETY NAME			
S) MAXIMUM DESIRED WEIGHT		T) PURCHASE PRICE	U) PURCHASE DATE	V) FACTORY PRICE		
W) INS. CO. CODE		X) CURRENT PLATE #	Y) CURRENT PLATE CLASS	Z) SPECIAL USE		

REGISTRATION AUTHORIZATION	IF THE REGISTRANT IS NOT THE OWNER, fill in the information below. Proof of ownership and proof of the OWNER'S name and date of birth are required.		
Owner's Name		Date of Birth	Is the vehicle leased? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address		Apt. No.	City State Zip Code
I authorize the person named in number 3 of Part 1 to register this vehicle.			
Owner's Authorized Signature X _____		Date: _____	
If signing for a corporation, print your full name and title here _____			



SAMPLE



IRP TEMPORARY EVIDENCE OF APPORTIONED REGISTRATION (TEAR) REQUEST FORM (ATTACHMENT B)

Temporary Evidence of Apportioned Registration is requested for the following vehicle(s):

IRP ACCOUNT #: _____

CARRIER NAME: _____

	<u>OEN</u>	<u>PLATE #</u>	<u>VIN</u>
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____

Total number of TEAR registrations requested: _____

FAX NUMBER: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

I understand that the temporary evidence of apportioned registration is valid for 30 days, covers a specific vehicle and is nontransferable. I agree to pay all fees and to provide all documents that are required of me within 30 days from the date the temporary evidence of apportioned registration is issued. I understand that my IRP account will be suspended if I do not pay the appropriate fees and provide the required documents within this 30-day period.

X _____

(Signature of Registrant)

(Date)

