

## **IRP NEW ACCOUNT REQUIREMENTS**

- Applicant must be able to demonstrate residency in North Carolina or have an **established place of business** in North Carolina. **Must provide at least 3 from the following list but only 1 per category. Current NC Drivers License required if account will be in personal name. If Inc. or LLC must have 3 proofs in addition to SOS.**
  - If Applicant is an individual, his or her valid NC driver's license. We do not accept the temporary driving certificate, must have hard copy of valid NC driver's license – **Must have current address.**
  - If the applicant is a corporation and the principal owner is a resident of that jurisdiction. Officers must be listed and visible on the NC Secretary of State website in order to use proofs in the individual name and have a NC Driver's License. Registered Agents, Incorporator or Organizer are **NOT** considered an officer.
  - Applicant's current federal income tax return indicating a valid NC address with the IRS confirmation that the return was received. Also acceptable is the IRS transcript.
  - Applicant's current mortgage statement
  - Documentation proving the Applicant has paid real estate or personal property taxes within the last year in North Carolina.
  - Proof applicant has paid personal income taxes to North Carolina.
  - Current utility bill (water, gas, electric) in the applicants name with NC address. Phone bills and cable bills are not acceptable.
  - Current vehicle registration in Applicant's name other than IRP Vehicle
  - Documents issued by the state of North Carolina, county, city and/or some other federal government documents, upon review and approval of the IRP Supervisor/delegate.
  - Current W-2
  - Current North Carolina Issued Conceal Carry Permit
  
- IRP Account must have fleets which accrues distance/miles in North Carolina and at least 1 other member jurisdiction.
  
- Location where operational records of the fleet are maintained or can be made available.
  
- If Inc. or LLC the business name must be current-active through NC Secretary of State. Officer and /or company officials must be listed and visible on the NC Secretary of State website. An Incorporator, Organizer or Registered Agent is **NOT** considered an officer.

- Must have active Interstate USDOT number in Account name (Inc. or LLC or full individual name, including Middle name). – Will not need USDOT Number if carrier is leased on with a company using their USDOT number and MC number.
- If applicant will be leased to a company (operating using their USDOT and Motor Carrier Numbers) a signed lease agreement (signed by both parties) listing VIN's for unit and insurance card (need insurance covering when loaded; we do not certify to bob tail insurance) from company leased to. Must include USDOT number and MC number. If providing your own liability insurance, a Form E must be faxed or filed electronically from your insurance company or be on file with the IRP office in your account name. – would be a For Hire Leased Carrier
- Common or Contract Motor Carrier number required – depending upon what applicant will be hauling Interstate – MC Number required when hauling any commodity that has been through a process for hire – commodity list available on FMCSA Website [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov) - (Motor Carrier Number must be in Account Name) (Inc. or LLC or full individual name, including Middle name.) – would be a Common or Contract Carrier.
- Form E required when hauling commodities in their natural state (hauling raw materials – ex. logs, livestock, fresh produce, etc. – nothing that has been thru a process) for hire - commodity list available on FMCSA Website - [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov) - Form E must be in Account Name. (Inc. or LLC or full individual name, including Middle name) – would be a For Hire Exempt Carrier.
- Private Carriers - Certificate of Insurance is required in Account Name (Inc. or LLC or full individual name, including Middle name) and showing the liability limits.
- Insurance requirements:
  - Interstate property carrying vehicles with a GVWR of 10,001 pounds or more are required to have \$750,000 liability insurance coverage.
  - Hauling Passengers –
    - \$1.5 Million liability limits required for 15 passengers or less
    - \$5 Million liability limits required for 16 or more passengers

**\*\*\*We do not certify to bobtail insurance**

- If someone other than the account holder or officer of the corporation will be processing paper work on your behalf they will need a notarized power of attorney.
- Provide original titling documents with proper assignments, if a dealer sale must have bill of sale; or if a leased vehicle must provide copy of front and back of out of state title and completed MVR-330 signed by the Lessor or notarized power of attorney.

- Will need the following information for each vehicle – Equipment (Truck) number, purchase price, purchase date, unladen/empty weight, combined gross weight (including power unit, trailer & load), number of axles for power unit and number of axles for trailer.
- Will need an Employer Identification Number – issued by the IRS. Can apply on-line at [www.irs.gov](http://www.irs.gov)
- A stamped receipted copy of the Schedule 1 (Form 2290) is required for all vehicles with a combined gross weight of 55,000 lbs. or more, or a copy of the 2290 along with the front and back of canceled check or a copy of the PDF file that was filed electronically. The PDF document will have a special watermark on the Schedule 1 (Form 2290) which indicates “IRS e-file” and indicates “Received MM/DD/YYYY.” Applicants that report twenty-five (25) or more vehicles are required to file electronically.
- If previously registered by the same applicant in another jurisdiction must report actual distance and provide a copy of the previous registration on each vehicle being registered.
- New Account Application Forms – Available at [www.ncdot.gov/dmv/forms/](http://www.ncdot.gov/dmv/forms/) - IRP
  - IRP-A Apportioned Account Application
  - IRP-F Apportioned Fleet Application
  - IRP-E Apportioned Equipment Application
  - IRP-M Apportioned Mileage Application – 2 pages
  - IRP-W Apportioned Weight Group Schedule
- When all information has been verified we will process the New Account Application and generate an invoice for customer. (Customer can bring in New Account Application or we can print forms after processing for the customer to sign the New Account Application.
  - a. Invoice can be faxed or mailed back to carrier for payment if paperwork mailed in
  - b. Paperwork processed in office - The customer has option of paying by check, money order or credit card. After payment is processed customer is handed invoice, receipt, and registration/cab card and IPT attaches the year sticker to the license plate. Advise customer that the Cab Card is the registration for an Apportioned License Plate(s) and the blue registration card is a STICKER RECEIPT only for Apportioned License Plate(s).

**Contact Information:**

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