STEPS FOR COMPLETING IRP RENEWAL

- The IRP Renewal Application packets are mailed approximately 70 days prior to the expiration date. IRP Renewals can be processed 60 days prior to your expiration date.

- There are 3 ways the IRP Renewals can be processed – 1) by mailing completed IRP Renewal Application to the Raleigh or Charlotte IRP Offices; 2) processing online; 3) in person at the Raleigh or Charlotte IRP Offices.

- IRP Renewals cannot be processed at License Plate Agencies.

- If processing by internet and paying by EFT (electronic funds transfer), credential(s) will be mailed; please allow 7-10 business days due to processing time.

- If processing by the internet and you elect to pay and pick up credential(s), you can go to any IRP License Plate Agency (list is included in your renewal packet). Only the License Plate Agencies that process IRP transactions will be able to pay out the IRP internet renewals; however, they will not be able to make any changes such as deleting a vehicle, etc. If you need to make a change to your IRP renewal, you will need to contact the Raleigh IRP office **before** completing the payment process at the IRP License Agency.

- If renewing by mail, please allow ample time for processing procedures; once your renewal is received, it is processed and an invoice will be mailed to you.

- Payments can be mailed and IRP office will mail the credentials ((cab card(s) with year sticker(s)).

All renewal packets include:

- Apportioned Renewal Checklist – Explains each page of the Application and requirements of items needed to complete the renewal process.
- Internet Processing Letter with log-on instructions
- Renewal Schedule A – Account Information
- Renewal Schedule F – Fleet Information
- Renewal Schedule E – Equipment Information
- Renewal Schedule W – Weight Group Page – will include one for each weight group associated with the Fleet
- Renewal Schedule M – Mileage Information

*****IRP Accounts will receive a separate renewal packet for each fleet in that account. *****

- The checklist informs customers of what needs to be completed prior to completing online, mailing or walking in an office.

- When processing online, customer is required to submit stamped receipted copy of Form 2290 (Schedule 1) for current year and, if electing to pay by EFT, a voided check should be submitted prior to beginning the online renewal process (allow 24 hours for updates). Once information is updated on the system, the renewal process can begin. **Note**: voided checks are shredded after updated in the system.

Process for completing IRP Renewal Forms included in the packet:

- Renewal Schedule A – Verify address, contact person & telephone/fax numbers are correct; sign and date.
- Renewal Schedule F – Verify address, contact person & telephone/fax numbers are correct; mark any changes to Fleet Type, Commodity Class; enter insurance company name and policy number; sign and date.
- Renewal Schedule E – Verify equipment information; make any corrections such as unit number, unladen/empty weight, number of axles, or weight group number if license weight of truck needs to be changed. Draw a line through any unit to be deleted.
- Renewal Schedule W – Block 4 lists all unit numbers registered in that weight group. Included will be a Renewal Schedule W for each weight group associated with account even if no active units are registered in that weight group; sign and date.
- Renewal Schedule M (page 1 and 2) – Enter actual miles for each jurisdiction accrued for mileage reporting period indicated on line 3. Do not round numbers and do not include tenths; Sign and date. **Note**: **IFTA reports for the same mileage period are now required to be submitted along with the other forms.**
- Attach stamped receipted copy of Form 2290 (Schedule 1) for all vehicles 55,000 lbs. or more if applicable. IRS form 2290 must reflect the correct year's July 1st – June 30th period at top of form. Each page must clearly show E-file watermark if filed electronically or an IRS-receipted date stamp.
- If customer's fleet type if FHL (For Hire Leased) – meaning leased to a company that you are operating under their USDOT and MC (motor carrier) numbers and their insurance, you must include a copy of the lease agreement/contract as well as a copy of their current insurance card every year.

STEPS FOR COMPLETING IRP RENEWAL

*****If processing by mail, all pages should be returned to an IRP Office when application is complete. If all necessary documents are not received or completed, a correspondence letter is written requesting required information. Once all information is received, the renewal is processed and an invoice is mailed to customer.*****

*****If processing in person, bring the completed renewal application and all required documentation (as explained previously) with you to the office. (Majority of walk-in customers come in with nothing or an unopened renewal package). If form 2290 has not been paid, we can collect payment on behalf of the IRS for up to 24 vehicles (25 or more requires that you file electronically at www.irs.gov). Note: if paying the 2290 at an IRP office, you must have a separate check or money order (no credit cards) as we will mail it to the IRS the next business day.**

Procedures the IRP agent follows before processing renewal application:

- Verifies USDOT number is active and shows INTERSTATE carrier through www.safer.fmcsa.dot.gov/CompanySnapshot.aspx website (if not active, customer must get corrected before application can be processed.)
- Verifies Motor Carrier Number is active and insurance is on file with Federal Motor Carrier Safety Administration – www.fmcsa.dot.gov – If motor carrier number is not active, renewal cannot be processed.
- Verifies that the LLC or Inc is in an active status with the NC Secretary of State website. If LLC or Inc is dissolved, the renewal cannot be processed until the status has been changed to active.
- Insurance:
    a. If customer is leased, we need a signed lease agreement/contract that includes an equipment page showing VIN, DOT & MC #s, and signed by both parties; and insurance card from the leasing company. The DOT & MC #s of the leasing company will be verified as having an active status and current insurance.

    b. If customer is a Common/Contract carrier, we will verify with the FMCSA website that it shows an active status for the MC#, DOT # and insurance.

    c. If customer is For Hire Exempt (hauls raw materials where nothing has been thru a process), we must verify customer has an active and current Form E on file.

    d. If customer is private (hauls strictly their own products and does not haul for anyone else), we can accept an insurance card or a certificate of insurance to verify company name and insurance policy number.

- When paperwork has been checked and verified, the agent can process the renewal and generate an invoice for the customer.
    a. If paperwork is mailed in, invoice can be faxed or mailed back to carrier for payment.
    b. If processed online, customer has option of mailing in check, paying by EFT online or walking payment into the Raleigh or Charlotte IRP offices or an IRP Licensee Plate Agency.
    c. Walk-in customers have the option of paying by check, money order or credit card at the Raleigh IRP and all forms of payment are accepted at the Charlotte IRP office and IRP License Plate Agencies. After payment is processed, customer is handed an invoice, receipt and registration cab card with year sticker included for the license plate.

Any documentation needed to complete a renewal such as stamped 2290 Schedule 1, completed lease agreement, voided check, etc. may be scanned and emailed to us at the email shown below for the Charlotte and Raleigh IRP offices.

CONTACT INFORMATION

Charlotte IRP
6016 Brookshire Blvd.
Charlotte, NC 28216

(980) 260-2650 – Office
(704) 393-8280 – Fax

charlottebrookshireirp@ncdot.gov – Email

Raleigh IRP
1425 Rock Quarry Rd.
Suite 100
Raleigh, NC 27610

(919) 615-6700 – Office
(919) 733-5300 – Fax

ncirp@ncdot.gov - Email

North Carolina Division of Motor Vehicles