

N.C. Department of Transportation  
Division of Motor Vehicles  
Raleigh, North Carolina

# International Registration Plan Manual



Revised August 2016

Pat McCrory, Governor  
State of North Carolina

Nicholas J. Tennyson, Secretary  
Department of Transportation



*Division of  
Motor Vehicles*

Kelly J. Thomas, Commissioner  
Division of Motor Vehicles



# INTERNATIONAL REGISTRATION PLAN MANUAL

**This is your permanent set of North Carolina proportional registration instructions.**

This manual has been prepared as a guide to securing proportional registration in North Carolina and should provide the basic information needed when preparing applications for annual registration. The contents will not cover every situation which may arise.

This manual should be retained for reference purposes.

Because of the workload and processing system, walk-in applicants cannot be given priority. Without prior notice, it might not be possible to process an application completely within the same day; however, needed assistance in preparing forms or request for information will be given to those who come to or telephone the office.

**Raleigh Office Location  
and Mailing Address –**

International Registration Plan Section  
North Carolina Division of Motor Vehicles  
1425 Rock Quarry Road – Suite 100  
Raleigh, North Carolina 27610  
(Just North of 1-40, Exit 300)  
8:00 – 5:00 p.m.

**Raleigh Telephone –**

(919) 861-3720  
Fax (919) 733-5300

**Charlotte Office Location  
and Mailing Address –**

International Registration Plan Unit  
North Carolina Division of Motor Vehicles  
6016 Brookshire Blvd.  
Charlotte, North Carolina 28216  
8:00 a.m. – 5:00 p.m.

**Charlotte Telephone –**

(704) 392-2112  
Fax (704) 393-8280

**IRP Audit Section –**

Toll Free (877) 308-9092  
Telephone (919) 707-7503  
Fax (919) 733-8654

## **SPECIAL NOTICE**

Detailed mileage records are required in order to obtain and maintain Apportioned plates. Please see pages 109-119 for further information.

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## INTERNATIONAL REGISTRATION PLAN

### PURPOSE AND PRINCIPLE

Effective with licensing year 1977, North Carolina became a member of the International Registration Plan.

The International Registration Plan is a registration reciprocity compact among 48 states of the United States, District of Columbia and Provinces of Canada (Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland-Labrador Nova Scotia, Ontario, Prince Edward Island, Quebec, and Saskatchewan) providing for payment of license fees on the basis of fleet distance operated in various jurisdictions.

The unique feature of this plan is that even though license fees are paid to the various jurisdictions in which fleet vehicles are operated, only one (1) license plate and one (1) cab card is issued for each fleet vehicle when registered under the Plan. A fleet vehicle is known as an apportionable vehicle.

It is the purpose of this agreement to (1) grant full intrastate and/or interstate reciprocity to proportionally registered vehicles owned and/or operated by registrants of member jurisdictions, provided the registrant has proper intrastate and/or interstate authority from the appropriate regulatory agency or is exempt from regulation by the regulatory agency; and, (2) to provide for the continuance of interstate reciprocity granted to those properly registered vehicles owned and/or operated by registrants of nonmember jurisdictions.

In the concept of one plate per vehicle rule, license fees will be computed according to percentage of distance in each jurisdiction for the preceding year (see definition of preceding year).

To give a simplified example of how license apportionment applies, take a 62,000 lb. tractor/trailer (North Carolina based for hire operator) which operates in North Carolina, Virginia, Tennessee and Kentucky only. The total preceding year distance for this tractor/trailer was 100,000, with an exact 25,000 miles in each jurisdiction. Under the International Registration Plan, the license fees will be computed as follows:

	JURISDICTION DISTANCE	PERCENT OF TOTAL	X	FULL YEAR FEES (BY JURISDICTION)	=	APPORTION FEES
North Carolina	25,000	25.000%	x	\$747.00	=	\$186.75
Virginia	25,000	25.000%	x	\$963.50	=	\$240.88
Tennessee	25,000	25.000%	x	\$1,024.00	=	\$256.00
Kentucky	<u>25,000</u>	<u>25.000%</u>	x	\$882.00	=	<u>\$220.50</u>
Totals	100,000	100.000%				*\$904.13

*\*(Plus trailer, and other applicable registration fees – N.C. ONLY)*

## DEFINITIONS APPLICABLE TO THE PLAN AND MANUAL

**Allocated Vehicle**—a vehicle to which a jurisdiction’s registration plate or apportioned registration plate is attached upon payment of this jurisdiction’s full basic registration fee. A portion of each fleet of one way vehicles is allocated to each jurisdiction into or through which the fleet travels (each vehicle of the fleet need not enter every jurisdiction).

**Applicant Registrant**—a person, firm, or corporation in whose name the uniform application is filed and vehicles properly registered with a base jurisdiction.

**Apportionable Fee**—any periodic recurring fee required for licensing or registering vehicles, such as, but not limited to, registration fees, license or weight fees.

**"Apportioned Vehicle" means an Apportionable Vehicle that has been registered under the Plan.**— Any vehicle, except recreational vehicles, vehicles displaying restricted plates, city pick-up and delivery vehicles, buses used in transportation of chartered parties, and government-owned vehicles, used or intended for use in two or more member jurisdictions that allocate or proportionally register vehicles and is used for the transportation of persons for hire or designed, used or maintained primarily for the transportation of property and:

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

Trucks and truck tractors, and combinations of vehicles having a gross vehicle weight of 26,000 pounds or 11,793.401 kilograms or less and buses used in transportation of chartered parties, may be proportionally registered at the option of the registrant.

**Auxiliary Axle**—an auxiliary undercarriage assembly with a fifth wheel and tow bar used to convert a semi-trailer to a full trailer (Sometimes called “Converter Gear” or “Dolly”)

**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.

**Base Jurisdiction**—An applicant may elect its base jurisdiction where the applicant 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. To establish residence in a jurisdiction, an applicant must demonstrate to the satisfaction of the jurisdiction at least **three** of the following:

1. If the applicant is an individual, his or her driver's license is issued by that jurisdiction,
2. If the applicant is a corporation, that it is incorporated or registered to conduct business as a foreign corporation in that jurisdiction,
3. If the applicant is a corporation, that the principal owner is a resident of that jurisdiction,
4. That the applicant's federal income tax returns have been filed from an address in that jurisdiction,
5. That the applicant has paid personal income taxes to that jurisdiction,
6. That the applicant has paid real estate or personal property taxes to that jurisdiction,
7. That the applicant receives utility bills in that jurisdiction in its name,
8. That the applicant has a vehicle titled in that jurisdiction in its name, or
9. That other factors clearly evidence the applicant's legal residence in that jurisdiction.

**Base Plate**—the plate issued by the Base Jurisdiction and shall be the only registration identification plate issued for the vehicle by any member jurisdiction. Base plates shall be identified by having the word “apportioned” or “PRP” and the jurisdiction’s name on the plate. The numbering system and color shall be determined by the issuing jurisdiction.

**Cab Card**—a registration card issued only by the Base Jurisdiction for a vehicle of an apportioned fleet which identifies the vehicle, base plate, registered weight by jurisdictions and showing the jurisdictions where the vehicle is properly registered.

**Chartered Party**—a group of persons who, pursuant to a common purpose and under a single contract, and at a fixed charge for the vehicle in accordance with the carrier’s tariff, 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 chartered group after having left the place of origin.

**Combination of Vehicles**—a power unit used in combination with trailers and/or semi-trailers.

**Commissioner**—the jurisdiction official in charge of registration of vehicles.

**Converter Gear**—an auxiliary undercarriage assembly with a fifth wheel and tow bar used to convert a semi-trailer to a full trailer. (Sometimes called “Auxiliary Axle” or “Dolly”)

**Deadhead**—to operate a commercial vehicle from one point to another without transporting any type of cargo.

#### **Distance**

**In-Jurisdiction Distance**—the total distance operated by a fleet of vehicles in a jurisdiction during the preceding year.

**Total Distance**—the total distance operated by a fleet of proportionally registered vehicles in all jurisdictions during the preceding year.

**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 whose street address shall be specified. This 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 for the management of the applicant's or registrant's trucking-related business. Operational records concerning the fleet shall be maintained at this structure. The base jurisdiction may accept information it deems pertinent to verify that an applicant or registrant has an established place of business with the base jurisdiction.

**FHWA**—Federal Highway Administration.

**FHVUT**—Federal heavy vehicle use tax paid to U.S. Treasury for motor vehicles registered at 55000 lbs. or more.

**Fleet**—one or more apportionable vehicles.

**Fleet Distance**—Distance generated by all power vehicles which were a part of the apportioned fleet during the period July 1 through June 30 preceding the year for which registration is sought.

**Interjurisdiction Movement**—vehicle movement between or through two or more jurisdictions.

**Intrajurisdiction Movement**—vehicle movement from one point within a state to another point within the same state.

**IRP**—the abbreviation for the reciprocal agreement, the International Registration Plan.

**I.V.D.R.**—Individual Vehicle Distance Record is the original record generated in the course of actual vehicle operation and is used as a source document to verify the registrant’s application for accuracy.

**Jurisdiction**—a state, territory or possession of the United States, the District of Columbia, or a state, province, or territory of a country.

**Lease**—a written document giving exclusive possession, control of and responsibility for the operation of the vehicle to the lessee for a specific period of time. (See “**Trip Lease**”)

**Lessee**—a person, firm or corporation which has the legal possession and control of a vehicle owned by another under the terms of a lease agreement.

**Lessor**—Legal owner of vehicle. A person firm or corporation which under the terms of a lease, grants the legal right of possession, control of and responsibility for the operation of the vehicle to another person, firm or corporation.

**Long Term**—any period of time exceeding 29 days.

**Motor Carrier**—an individual, partnership, or corporation engaged in the transportation of goods or persons.

**Common Carrier (COM)**—any motor carrier which is hired by the general public to engage in the transportation by motor vehicle of passengers or property for compensation.

**Contract Carrier (CON)**—any motor carrier transporting persons or property for compensation for hire under contract to a particular person, firm or corporation.

**For Hire Exempt Carrier(FHE)**—an individual, partnership, or corporation engaged in the business of transporting exempt goods or persons for compensation.

**For Hire Leased (FHL)**—an individual, partnership or corporation engaged in the business of transporting regulated goods/property under the FHWA authority of another motor carrier.

**For Hire Rental (FHR)**—a corporation or business engaged in the business of renting or offering vehicles for rent (with or without drivers).

**Private Carrier (PVT)**—a person, firm or corporation which uses its own trucks to transport its own freight.

**Motor Vehicle**—every vehicle which is self-propelled by power other than muscular power.

**Bus (BU)**—a motor vehicle designed for carrying more than 10 passengers and used for the transportation of persons.

**Tractor (TR)**—every motor vehicle designed and used for pulling other vehicles but not so constructed as to carry a load other than a part of the weight of the vehicle and load.

**Truck (TK)**—every motor vehicle designed, used or maintained for the transportation of property.

**Trailers (TL)**—every vehicle without motor power, designed for carrying persons or property and for being pulled by a motor vehicle.

**One-Way Vehicle**—a truck having a Declared Gross Vehicle Weight of 26,000 pounds or 11,793.401 kilograms or less and rented or offered for rental by a Rental Company, for a specified period of time.

**Operational Records**—documents supporting distance traveled in each jurisdiction and total distance traveled such as fuel reports, trip sheets and logs.

**Owner-Operator**—the legal owner of a vehicle who leases his vehicular equipment with driver to another.

**Pool Fleet**—a fleet of rental company trailers and semi-trailers having a gross weight in excess of 6,000 pounds or 2,721.554 kilograms, and used solely in pool operation, with no permanent base.

**Power Unit**—self-propelled motor vehicle.

**Preceding Year**—the period of twelve consecutive months immediately prior to July 1st of the year immediately preceding the commencement of the registration or license year for which apportioned registration is sought.

**RTA (Regional Transit Authority)**—mass transportation fee collected at \$5.00 per motor vehicle for the following counties: Durham, Orange and Wake.

**Reciprocity**—An apportioned vehicle properly registered hereunder shall be exempt from further registration by any other member jurisdiction.

**Reciprocity Agreement**—an agreement, arrangement or understanding governing the reciprocal grant of rights and/or privileges to vehicles which are based in and properly registered under the applicable laws of the jurisdictions which are parties to such an agreement, arrangement or understanding.

**Recreational Vehicle**—used for personal pleasure or travel. Example: “campers (CT),” “house trailers, and/or motor homes (HC)”.

**Registrant**—a person, firm or corporation in whose name or names a vehicle is properly registered.

**Registered Weight**—the weight for which a vehicle or combination of vehicles have been licensed or registered.

**Registration Year**—the twelve month period during which the registration plates issued by the base jurisdiction are valid according to the laws of the base jurisdiction.

**Rental Fleet**—means vehicles the rental owner designates as a rental fleet and which are offered for rent with or without drivers.

**Rental Owner**—means someone who rents vehicles to others \vith or without drives.

**Rental Transaction**—means that the rental of a vehicle shall be deemed to occur in the jurisdiction where such vehicle first comes into possession of the user.

**Rental Vehicle**—means a vehicle of a rental fleet.

**Renting and Leasing**—means the giving of possession and control of a vehicle for valuable consideration for a specified period of time.

**Reporting Period** — means, except as provided below, 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 date in July, August, or September, the Reporting Period shall be the previous such twelve-month period.

The following table is provided for illustration purposes:

<b>If the first month of Registration Year is:</b>	<b>The Reporting Period is:</b>
January, 2012	July 1, 2010 - June 30, 2011
February, 2012	July 1, 2010 - June 30, 2011
March, 2012	July 1, 2010 - June 30, 2011
April, 2012	July 1, 2010 - June 30, 2011

May, 2012	July 1, 2010 - June 30, 2011
June, 2012	July 1, 2010 - June 30, 2011
July, 2012	July 1, 2010 - June 30, 2011
August, 2012	July 1, 2010 - June 30, 2011
September, 2012	July 1, 2010 - June 30, 2011
October, 2012	July 1, 2011 - June 30, 2012
November, 2012	July 1, 2011 - June 30, 2012
December, 2012	July 1, 2011 - June 30, 2012

**Residence** – means the status of an Applicant or a Registrant as a resident of a Member Jurisdiction.

**Restricted Plate** – means 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** – every vehicle without motive power designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that some part of its weight and that of its load rests upon or is carried by the towing vehicle.

**Service Representative** – one who furnishes facilities and services including sales, warehousing, motorized equipment and drivers under contract or other arrangements to a carrier for transportation of property by a household goods carrier.

**Staggered Registration** – means a method of distributing fleet registration so that credentials expire in different months during the same registration year.

**Semi-Trailer** – every vehicle without motive power designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that some part of its weight and that of its load rests upon or is carried by the towing vehicle.

**Service Representative** – one who furnishes facilities and services including sales, warehousing, motorized equipment and drivers under contract or other arrangements to a carrier for transportation of property by a household goods carrier.

**Total Distance** – the total distance operated by a fleet of apportioned vehicles in all jurisdictions during the preceding year.

**Trip Lease** – a lease of a vehicle to a carrier (lessee) for a single interjurisdictional movement. The term may also include a similar movement intrajurisdictional where such movement is authorized under the laws of the jurisdiction.

**Unladen Vehicle Weight** – the weight of a vehicle fully equipped for service excluding the weight of any load.

**Unladen Weight Permit** – 10 day temporary registration permit issued for the empty weight of a motor vehicle.

## **NEW INTERNATIONAL REGISTRATION PLAN REQUIREMENTS**

### **IRP CAB CARDS TO BE SIMPLIFIED BEGINNING WITH 2015 RENEWALS**

Beginning January 1, 2015, cab cards will show all jurisdictions...no more “add jurisdiction or province”. If you are registered with IRP, trip permits will no longer be needed. All jurisdictions and provinces will be implementing this new plan. This new plan is referred to as FULL RECIPROCITY or the FULL RECIPROCITY PLAN, and was adopted by IRP, Inc. by ballot in October 2013.

Registrations that expire after December 2014 will be issued showing all IRP jurisdictions and Canadian provinces. You will no longer need to select jurisdictions in which you intend to operate. Your IRP fees will be calculated based on your July-June “reporting period” distances. If you are a new carrier without a reporting period history, you will pay fees based on the North Carolina estimated distance table.

## JURISDICTIONAL CONTACT INFORMATION

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

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**Contact Information by Jurisdiction**

Contact Information for **NORTH CAROLINA**

**International Registration Plan**

North Carolina Division of Motor Vehicles  
International Registration Plan Section  
1425 Rock Quarry Rd., Suite 100  
Raleigh, North Carolina 27610

Telephone (919) 861-3720  
Fax (919) 733-5300

Charlotte Office  
International Registration Plan Unit  
North Carolina Division of Motor Vehicles  
6016 Brookshire Blvd.  
Charlotte, North Carolina 28216

Telephone (704) 392-2112  
Fax (704) 393-8280

**IFTA**

North Carolina Department of Revenue  
Motor Fuels Tax Division  
1429 Rock Quarry Rd., Suite 105  
Raleigh, North Carolina 27610

Telephone (877) 308-9092  
Fax (919) 733-8654

**Oversize Permits**

North Carolina Permits  
1425 Rock Quarry Rd.  
Suites 109 & 110  
Raleigh, North Carolina 27610

Telephone 1-888-574-6683  
Fax (919) 733-7828

## Contact Information for **ALABAMA**

### **International Registration Plan**

Alabama Department of Revenue  
Motor Vehicle Division  
Office of Motor Carrier Services  
Post Office Box 327620  
Montgomery, Alabama 36132-7620  
Telephone (334) 242-2999  
Fax (334) 242-9073

### **Operating Authority**

Public Service Commission  
100 North Union St., Suite 982  
Post Office Box 991  
Montgomery, Alabama 36101-0991  
Telephone (334) 242-5176  
Fax (334) 242-2534

### **IFTA**

Alabama Department of Revenue  
Motor Vehicle Division  
Office of Motor Carrier Services  
Post Office Box 327620  
Montgomery, Alabama 36132-7620  
Telephone (334) 242-2999  
Fax (334) 242-9073

### **Oversize Permits**

Alabama Department of Transportation  
Permit Section  
1409 Coliseum Blvd.  
Montgomery, Alabama 36130  
Telephone 800-499-2782



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## Contact Information for **ALBERTA**

### **International Registration Plan**

Prorate Services  
1st Floor, 803 Manning Rd., NE  
Calgary, Alberta T2E 7M8  
Telephone (403) 297-2920  
Fax (403) 297-2917  
[www.prorate@gov.ab.ca](http://www.prorate@gov.ab.ca)

### **Transportation Safety Services**

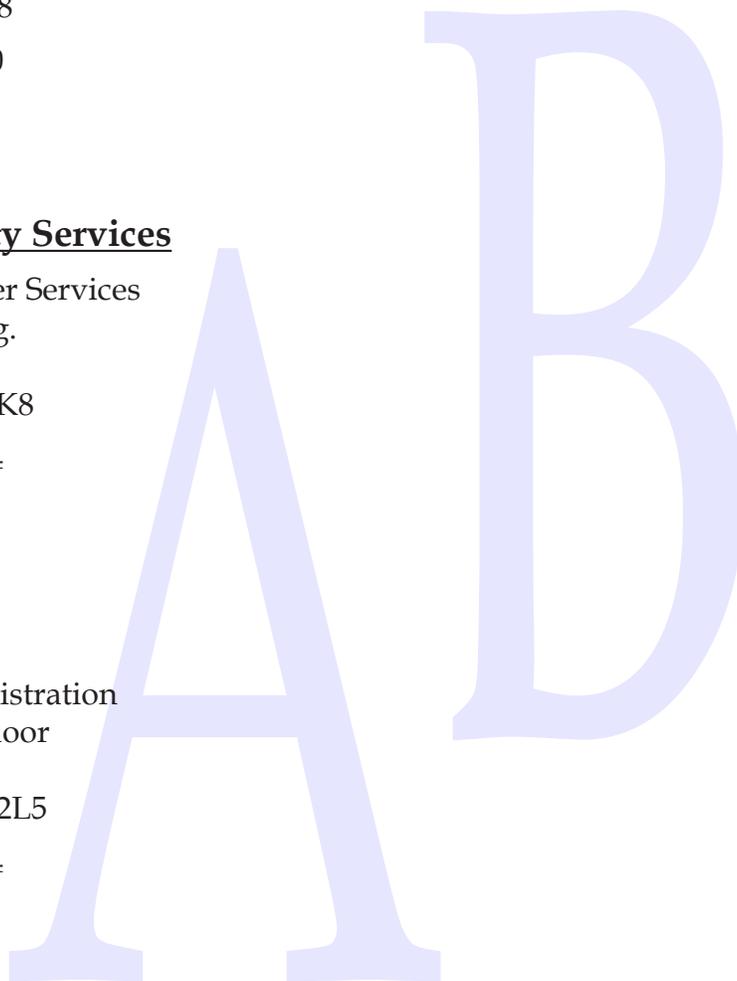
Vehicle Safety and Carrier Services  
4th Floor, Provincial Bldg.  
4920-51 Street  
Red Deer, Alberta T4N 6K8  
Telephone (403) 340-5444  
Fax

### **IFTA**

Alberta Revenue  
Tax and Revenue Administration  
Hautlain Building, 6th Floor  
9811-109th Street  
Edmonton, Alberta T5K 2L5  
Telephone (780) 427-3044  
Fax (780) 427-0348

### **Oversize Permits**

Central Permit Office  
4th Floor 4920-51 Street  
Red Deer, Alberta T4N 6K8  
Telephone 1-800-662-7138  
[www.travis.gov.ab.ca](http://www.travis.gov.ab.ca)



## Contact Information for **ARIZONA**

### **International Registration Bureau**

Department of Transportation  
Motor Vehicle Division  
1801 W Jefferson St  
Mail Drop 527M  
Phoenix, Arizona 85007  
Telephone (602) 712-6775  
Fax (602) 407-3473

### **Operating Authority**

Information Not Available

### **IFTA**

Motor Vehicle Division  
Motor Carrier Services  
Post Office Box 2100  
Mail Drop 527M  
Phoenix, Arizona 85001  
Telephone (602) 712-6775  
Fax

### **Oversize Permits**

Department of Transportation  
Motor Vehicle Division  
14370 W VanBuren Street  
Mail Drop 647X  
Goodyear, Arizona 85338  
Telephone (623) 932-2257  
Fax



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Contact Information for **ARKANSAS**

**International Registration Bureau**

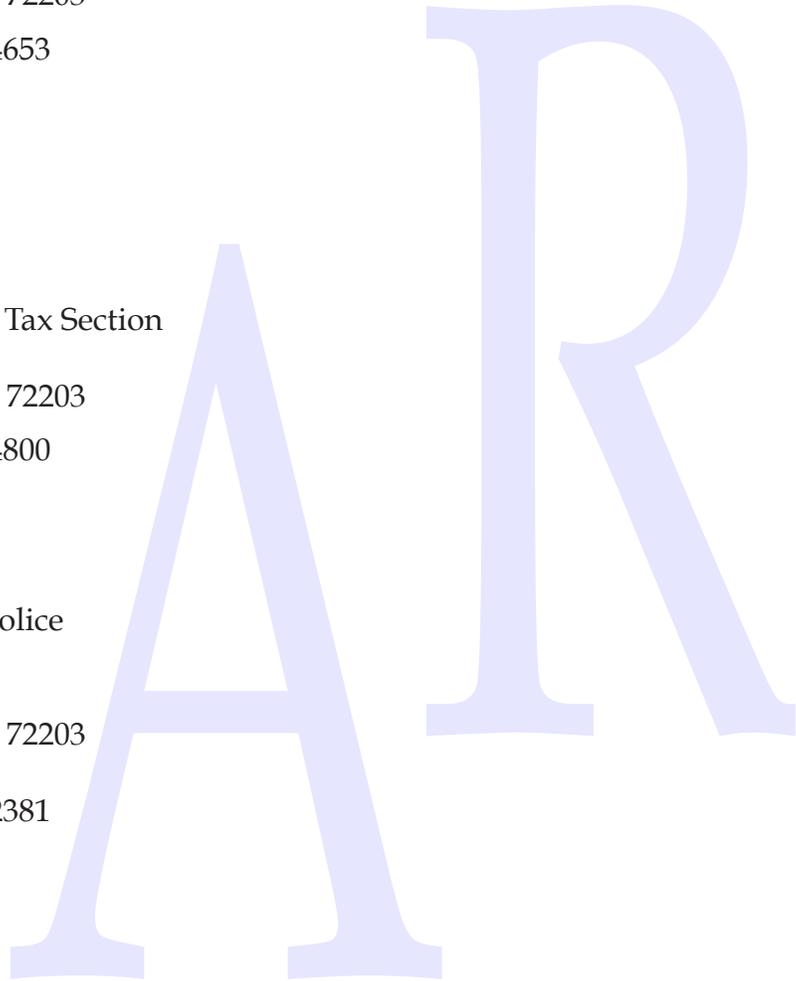
Department of Finance & Administration  
Office of Motor Vehicle  
IRP Unit  
Post Office Box 8091  
Little Rock, Arkansas 72203  
Telephone (501) 682-4653  
Fax (501) 682-4615

**IFTA**

Arkansas Motor Fuel Tax Section  
Post Office Box 1752  
Little Rock, Arkansas 72203  
Telephone (501) 682-4800  
Fax (501) 682-5599

**Oversize Permits**

Arkansas Highway Police  
Permit Section  
Post Office Box 2779  
Little Rock, Arkansas 72203  
Telephone (501) 569-2381  
Fax (501) 568-1565



Contact Information for **BRITISH COLUMBIA**

**International Registration Plan**

ICBC  
Post Office Box 7500  
95 M Street SW  
Vancouver, British Columbia V6B 5R9  
Telephone (604) 443-4450  
Fax (604) 443-4451

**Operating Authority**

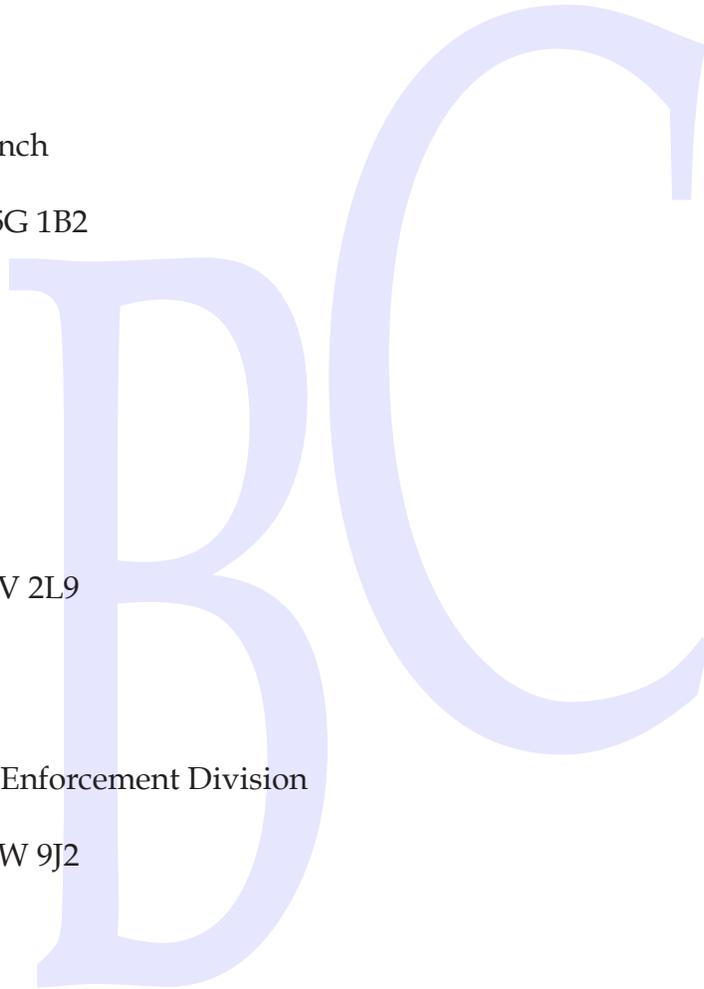
Passenger Transportation Branch  
104-4240 Manor Street  
Burnaby, British Columbia V5G 1B2  
Telephone (604) 453-4250  
Toll Free: 1-888-453-4280  
Fax (604) 453-4253

**IFTA**

Fuel Tax Section  
Consumer Taxation Branch  
Parliament Buildings  
Victoria, British Columbia V8V 2L9  
Telephone (250) 387-0635

**Oversize Permits**

Commercial Vehicle Safety & Enforcement Division  
PO Box 9250 Stn Prov Govt  
Victoria, British Columbia V8W 9J2  
Telephone (250) 953-4046  
Fax (250) 952-0578



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## Contact Information for **CALIFORNIA**

### **International Registration Plan**

Department of Motor Vehicles  
IRP/MCD MS-H160  
Post Office Box 932320  
Sacramento, California 94232-3200

Telephone (916) 657-7971  
Fax (916) 657-6628

### **Operating Authority**

Public Utilities Commission  
California State Bldg  
505 Van Ness Ave  
San Francisco, California 94102

Telephone (415) 703-2063  
Fax

### **IFTA**

State Board of Equalization  
450 N St.  
Post Office Box 942879 MIC:65  
Sacramento, California 94279-0065

Telephone (916) 322-9669  
Fax (916) 323-4404

### **Oversize Permits**

Department of Transportation  
1304 "O" Street Room 335  
Post Office Box 942874 Mail Slot 4  
Sacramento, California 95814

Telephone (916) 322-1297  
(press 3, then 5)

Fax

## Contact Information for **COLORADO**

### **International Registration Plan**

Motor Carrier Services Section  
1881 Pierce St. Room 114  
Lakewood, Colorado 80214

Telephone (303) 205-5602  
Fax (303) 205-5981

### **Operating Authority**

Public Utilities Commission  
1580 Logan St  
Logan Towers Office Level 2  
Denver, Colorado 80215

Telephone (303) 894-2000 Ext. 2868  
Fax

### **IFTA**

Taxpayer Service  
1375 Sherman Ct., Room 200  
Denver, Colorado 80261

Telephone (303) 205-8205  
Fax (303) 205-8215

### **Oversize Permits**

Colorado Department of Transportation  
Permit Office  
4201 E. Arkansas Ave., Room 290  
Denver, Colorado 80222

Telephone (303) 757-9539  
Fax

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Contact Information for **CONNECTICUT**

**International Registration Plan**

Department of Motor Vehicles  
IRP/SSRS  
60 State St. Room 104  
Wethersfield, Connecticut 06161-1010

Telephone (860) 263-5281  
Fax (860) 263-5582

**Operating Authority**

DMV IRP/SSRS Section  
60 State St. Room 104  
Wethersfield, Connecticut 06161-1015

Telephone (860) 263-5281  
Fax (860) 263-5582

**IFTA**

Department of Revenue Services  
25 Sigourney St  
Hartford, Connecticut 06105

Telephone (860) 541-3222  
Fax

**Oversize Permits**

Department of Transportation  
Bureau of Public Transportation  
Motor Transport Services  
2800 Berlin Turnpike  
Post Office Box 317546  
Newington, Connecticut 06031-7546

Telephone (860) 594-2880  
Fax

## Contact Information for **DISTRICT OF COLUMBIA**

### **International Registration Plan**

Department of Motor Vehicles  
IPR Processing Center  
1205 Brentwood Rd, NE  
Washington, DC 20018

Telephone (202) 729-7079 or (202) 576-8275  
Fax (202) 576-9218

### **Operating Authority**

Motor Carrier Services  
400 Virginia Ave SW  
Washington, DC 20002

Telephone (202) 724-2034  
Fax

### **IFTA**

Information Not Available

### **Oversize Permits**

Consumer & Regulatory Affairs  
Office of Public Space  
941 N Capitol St NE  
Washington, DC 20002

Telephone (202) 729-7079  
Fax (202) 442-4867



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Contact Information for **DELAWARE**

**International Registration Plan**

Division of Motor Vehicles  
Motor Fuel Tax Administration  
IRP Unit  
Post Office Drawer 7065  
Dover, Delaware 19903-7065

Telephone (302) 744-2701  
Fax (302) 739-6299

**Operating Authority**

Information Not Available

**IFTA**

Motor Fuel Tax Administration  
Post Office Drawer E  
Dover, Delaware 19903

Telephone (302) 744-2702  
Fax (302) 739-6299

**Oversize Permits**

Motor Fuel Tax Administration  
Hauling Permits Section  
Post Office Drawer 7065  
Dover, Delaware 19903-7065

Telephone (302) 744-2700  
Fax (302) 739-6299

## Contact Information for **FLORIDA**

### **International Registration Plan**

Department of Highway Safety & Motor Vehicles  
Bureau of Motor Carrier Services  
2900 Apalachee Parkway  
Room A110 MS62  
Tallahassee, Florida 32399-0626  
Telephone (850) 617-3711  
Fax (850) 617-5185

### **Operating Authority**

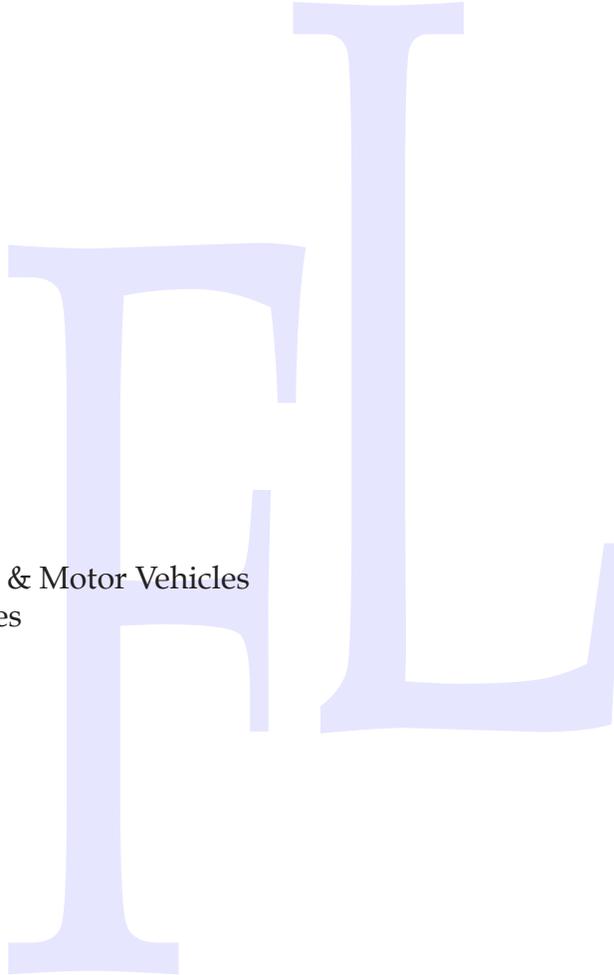
Information Not Available

### **IFTA**

Department of Highway Safety & Motor Vehicles  
Bureau of Motor Carrier Services  
2900 Apalachee Parkway  
Room A110 MS62  
Tallahassee, Florida 32399-0626  
Telephone (850) 617-3711  
Fax (850) 617-5185

### **Oversize Permits**

Department of Transportation  
Attn: Permits  
2740 Centerview Dr  
Tallahassee, Florida 32301  
Telephone (850) 410-5779



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## Contact Information for **GEORGIA**

### **International Registration Plan**

Georgia Department of Revenue  
Motor Vehicle Division, IRP Section  
Post Office Box 16909  
Atlanta, Georgia 30321-0909

Telephone (404) 675-6135  
Fax (404) 675-6196

### **Operating Authority**

Georgia Department of Revenue  
Motor Vehicle Division  
Att: SSR Program  
Post Office Box 161227  
Atlanta, Georgia 30327

Telephone (404) 362-6499  
Fax (404) 363-7587

### **IFTA**

Department of Revenue  
Motor Fuel Division, IFTA  
1800 Century Center Blvd. NE, suite 2225  
Atlanta, Georgia 30345

Telephone (404) 417-2400  
Fax (404) 417-4303

### **Oversize Permits**

Department of Transportation  
Oversize Permit Unit  
935 East Confederate Ave. - Bldg 24  
Atlanta, Georgia 30303-3725

Telephone 1-800-570-5428  
Fax (404) 635-8501  
(404) 635-8503

## Contact Information for **IDAHO**

### **International Registration Plan**

Commerical Vehicle Services  
Motor Carrier  
Post Office Box 7129  
Boise, Idaho 83707-1129  
Telephone (208) 334-8611  
Fax (208) 334-2006

### **Operating Authority**

Commerical Vehicle Services  
Motor Carrier  
Post Office Box 7129  
Boise, Idaho 83707  
Telephone (208) 334-8611  
Fax (208) 334-2006

### **IFTA**

State Tax Commission  
Special Fuels Division  
Post Office Box 36  
Boise, Idaho 83722  
Telephone (208) 334-8692  
Fax (208) 334-2006

### **Oversize Permits**

Commerical Vehicle Services  
Permits  
Oversize Permit Office  
Post Office Box 7129  
Boise, Idaho 83707-1129  
Telephone (208) 334-8692  
Fax (208) 334-8696



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## Contact Information for **ILLINOIS**

### **International Registration Plan**

Illinois Secretary of State  
Commercial & Farm Truck Division  
501 S 2nd Street  
300 Howlett Bldg.  
Springfield, Illinois 62756  
Telephone (217) 782-4815 or 4816  
Fax (217) 524-0123

### **Operating Authority**

Illinois Commerce Commission  
Leland Building  
527 East Capitol Avenue  
PO Box 19280  
Springfield, Illinois 62794-9280  
Telephone (217) 782-4654  
Fax (217) 785-1448

### **IFTA**

Illinois Department of Revenue  
Motor Fuel Use Tax Section  
101 West Jefferson  
Post Office Box 19477  
Springfield, Illinois 62794-9477  
Telephone (217) 785-1397  
Fax

### **Oversize Permits**

Illinois Department of Transportation  
Highway Administration Bldg.  
2300 S Dirksen Parkway  
Springfield, Illinois 62764  
Telephone 1-800-252-8636 (If calling within IL)  
(217) 785-1477 (If calling from outside IL)



## Contact Information for **INDIANA**

### **International Registration Plan**

Department of Revenue  
Motor Carrier Services Division  
5252 Decatur Blvd., Suite R  
Indianapolis, Indiana 46241

Telephone (317) 615-7340  
Fax (317) 821-2335

### **Operating Authority**

Indiana Department of Revenue  
Motor Carrier Services Division  
5252 Decatur Blvd., Suite R  
Indianapolis, Indiana 46241

Telephone (317) 615-7295  
Fax (317) 821-2339

### **IFTA**

Department of Revenue  
Motor Carrier Services Division  
5252 Decatur Blvd., Suite R  
Indianapolis, Indiana 46241

Telephone (317) 615-7345  
Fax (317) 821-2335

### **Oversize Permits**

Department of Revenue  
Motor Carrier Services Division  
5252 Decatur Blvd., Suite R  
Indianapolis, Indiana 46241

Telephone (317) 615-7320  
Fax (317) 821-2336



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## Contact Information for **IOWA**

### **International Registration Plan**

Iowa Department of Transportation  
Office of Motor Carrier Services  
Park Fair Mall, 100 Euclid Ave.  
Post Office Box 10382  
Des Moines, Iowa 50306-0382

Telephone (515) 237-3268  
Fax (515) 237-3225

### **Operating Authority**

Iowa Department of Transportation  
Office of Motor Carrier Services  
Post Office Box 10382  
Des Moines, Iowa 50306-0382

Telephone (515) 237-3224  
Fax (515) 237-3354

### **IFTA**

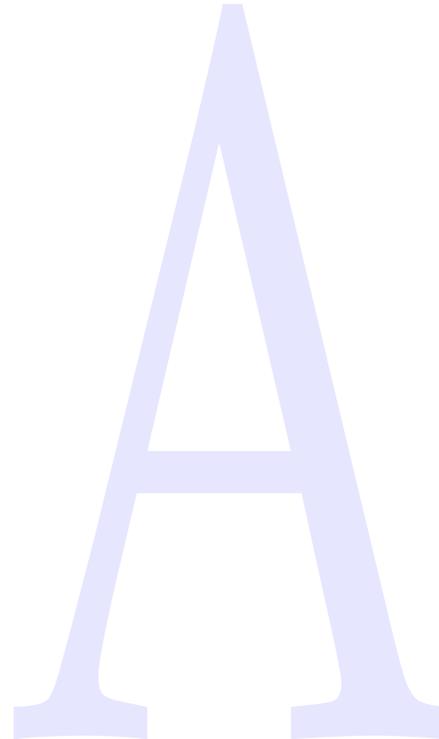
Iowa Department of Transportation  
Office of Motor Carrier Services  
Post Office Box 10382  
Des Moines, Iowa 50306-0382

Telephone (515) 237-3224  
Fax (515) 237-3354

### **Oversize Permits**

Iowa Department of Transportation  
Office of Motor Carrier Services  
Post Office Box 10382  
Des Moines, Iowa 50306-0382

Telephone (515) 237-3264  
Fax (515) 237-3257



## Contact Information for **KANSAS**

### **International Registration Plan**

Kansas Department of Revenue  
Division of Motor Vehicles  
Motor Carrier Services Bureau  
1500 S.W. Arrowhead Rd.  
Topeka, Kansas 66604-4027

Telephone (785) 271-3145, option 1 on menu  
Fax (785) 272-3283

### **Operating Authority**

Kansas Corporation Commission  
1500 S W. Arrowhead Rd.  
Topeka, Kansas 66604

Telephone (785) 271-3145, Option 3 on menu  
Fax (785) 271-3124

### **IFTA**

Department of Revenue  
Division of Taxation  
Motor Fuel Tax Section  
Docking State Office Building  
915 S.W. Harrison St.  
Topeka, Kansas 66612

Telephone (785) 296-4458  
Fax (785) 296-2703

### **Oversize Permits**

Kansas Department of Revenue  
Division of Motor Vehicles  
Central Permit Section  
1500 S.W. Arrowhead Rd.  
Topeka, Kansas 66604-4027

Telephone (785) 271-3145, Option 2 on Menu  
Fax



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Contact Information for **KENTUCKY**

**International Registration Plan**

Transportation Cabinet  
IRP Section  
Box 2323  
Frankfort, Kentucky 40602-2323  
Telephone (502) 564-4120  
Fax (502) 564-2950

**Operating Authority**

Transportation Cabinet  
DOT/Division of Motor Carriers  
New State Office Building  
Frankfort, Kentucky 40601  
Telephone (502) 564-4540  
Fax

**IFTA**

Transportation Cabinet  
Motor Fuel Tax Section  
New State Office Building  
Frankfort, Kentucky 40601  
Telephone (502) 564-4540  
Fax

**Oversize Permits**

Transportation Cabinet  
Division of Motor Carriers  
DOT  
Frankfort, Kentucky 40601  
Telephone (502) 564-7150  
Fax



## Contact Information for **LOUISIANA**

### **International Registration Plan**

Department of Public Safety & Corrections  
Office of Motor Vehicles/IRP Section  
7979 Independence Blvd  
Post Office 64886  
Baton Rouge, Louisiana 70896-4886  
Telephone (225) 925-6270  
Fax (225) 925-3976

### **Operating Authority**

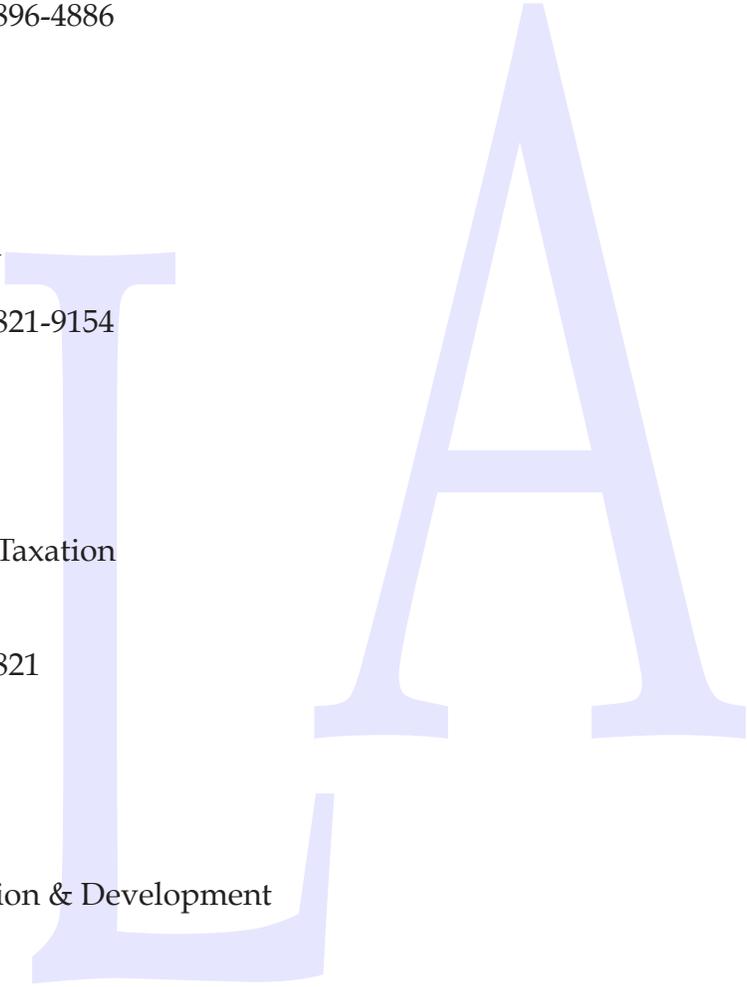
Public Service Commission  
Post Office Box 91154  
Baton Rouge, Louisiana 70821-9154  
Telephone (225) 922-3134  
Fax (225) 922-3135

### **IFTA**

Department of Revenue & Taxation  
Excise Taxes Division  
Post Office Box 201  
Baton Rouge, Louisiana 70821  
Telephone (225) 219-7656  
Fax (225) 219-2446

### **Oversize Permits**

Department of Transportation & Development  
Truck Permit Office  
Post Office Box 94042  
Baton Rouge, Louisiana 70804-9042  
Telephone (225) 343-2345  
Fax



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Contact Information for **MAINE**

**International Registration Plan**

Bureau of Motor Vehicles  
IRP Unit  
29 State House Station  
Augusta, Maine 04333-0029  
Telephone (207) 624-9000 Ext. 52135  
Fax (207) 624-9086

**Operating Authority**

State of Maine  
Motor Carrier Services  
Operating Authority Unit  
29 State House Station  
Augusta, Maine 04333-0029  
Telephone (207) 624-9000 Ext. 52130  
Fax (207) 622-5332

**IFTA**

Bureau of Motor Vehicles  
Motor Carrier Services  
IFTA Unit  
29 State House Station  
Augusta, Maine 04333-0029  
Telephone (207) 624-9000 Ext. 52136  
Fax (207) 624-9086

**Oversize Permits**

Bureau of Motor Vehicles  
Motor Carrier Services  
Overlimit Unit  
29 State House Station  
Augusta, Maine 04333-0029  
Telephone (207) 624-9000 Ext. 52134  
Fax (207) 622-5332

## Contact Information for **MANITOBA**

### **International Registration Plan**

Manitoba Public Insurance  
Commercial Vehicle Registration  
100-234 Donald St  
Post Office Box 6300  
Winnipeg, Manitoba R3C 4A4  
Telephone (204) 985-7775  
Fax (204) 953-4998

### **Operating Authority**

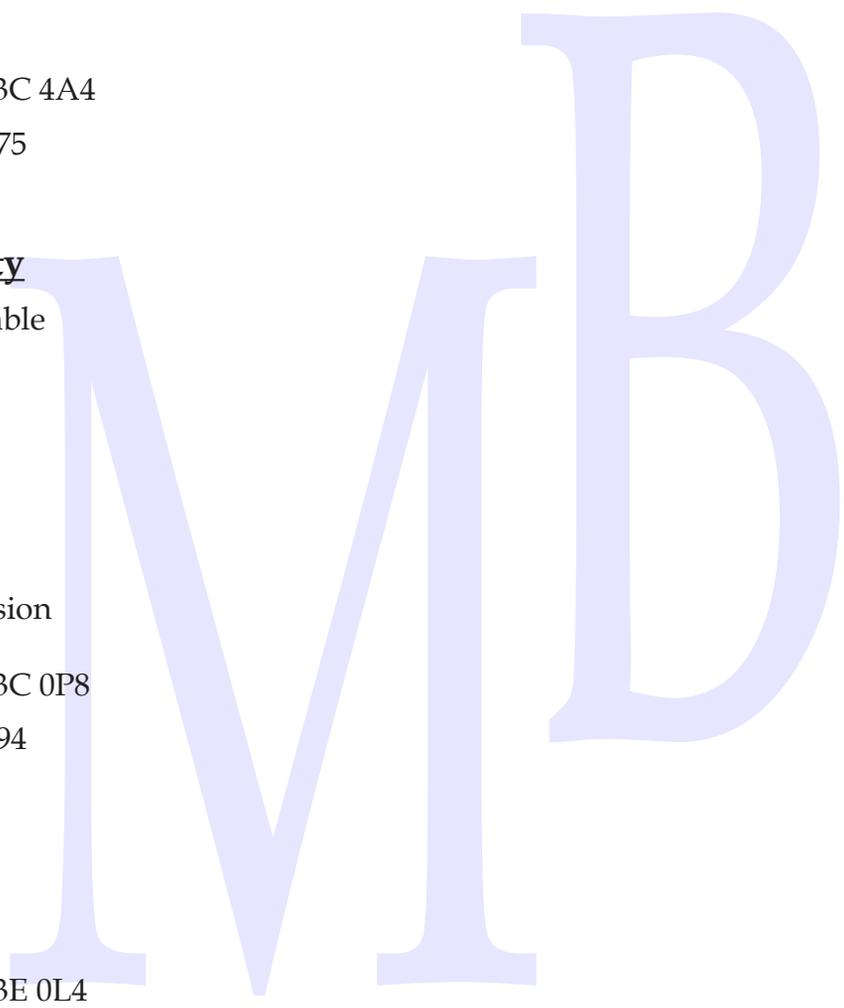
Information Not Available

### **IFTA**

Finance/Taxation Division  
101-401 York Ave.  
Winnipeg, Manitoba R3C 0P8  
Telephone (204) 945-3194  
Fax (204) 948-2087

### **Oversize Permits**

Permits Office  
1550 Dublin Ave.  
Winnipeg, Manitoba R3E 0L4  
Telephone (204) 945-3961 or 1-877-812-0009  
Fax (204) 945-6499



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Contact Information for **MARYLAND**

**International Registration Plan**

Motor Vehicle Administration  
Motor Carrier Service Section  
Room 120

6601 Ritchie Highway NE  
Glen Burnie, Maryland 21062

Telephone (410) 787-2971  
Fax (410) 768-7163

**Operating Authority**

Maryland Public Service Commission  
Transportation Division  
711 W 40th Street  
Baltimore, Maryland 21210

Telephone 800-492-0474  
Fax (410) 767-8128

**IFTA**

Comptroller of Maryland  
MATT Regulatory Division  
Post Office Box 1751  
Annapolis, Maryland 21404

Telephone (410) 260-7215  
Fax (410) 974-3129

**Oversize Permits**

Maryland State Highway Administration  
Motor Carrier Division  
7491 Connelly Drive  
Hanover, Maryland 21076

Telephone (410) 582-5734  
Fax 800-945-3416

## Contact Information for **MASSACHUSETTS**

### **International Registration Plan**

IRP Section  
One Copley Place  
Tower One, Third Floor  
Boston, Massachusetts 02116  
Telephone (617) 351-9320  
Fax (617) 351-9399

### **Operating Authority**

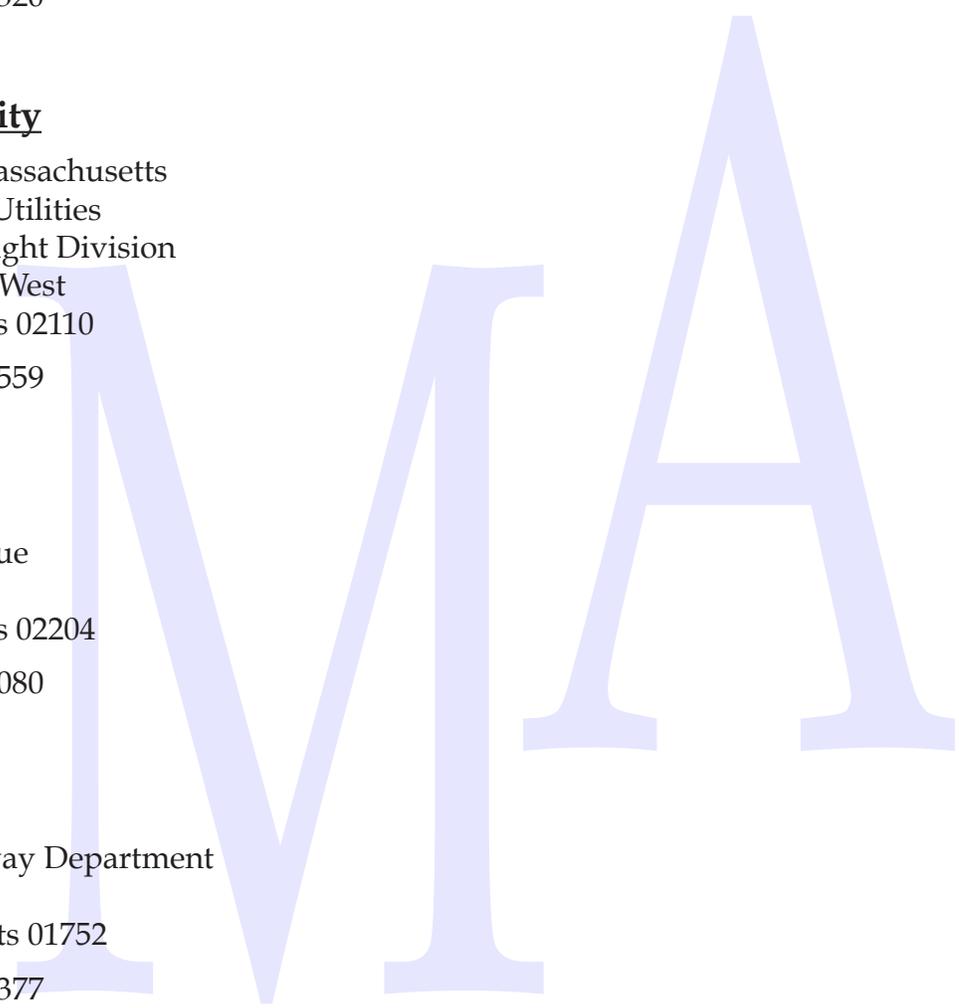
Commonwealth of Massachusetts  
Department of Public Utilities  
Transportation Oversight Division  
One South Station - 2 West  
Boston, Massachusetts 02110  
Telephone (617) 305-3559  
Fax (617) 478-2598

### **IFTA**

Department of Revenue  
Post Office Box 7027  
Boston, Massachusetts 02204  
Telephone (617) 887-5080  
Fax (617) 887-5089

### **Oversize Permits**

Massachusetts Highway Department  
525 Maple Street  
Milford, Massachusetts 01752  
Telephone (508) 624-4377  
Fax



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Contact Information for **MICHIGAN**

**International Registration Plan**

Michigan Department of State  
IRP Unit  
Secondary Complex  
PO Box 30029  
Lansing, Michigan 48909  
Telephone (517) 322-1097  
Fax (517) 322-1058

**Operating Authority**

Michigan Department of Labor & Economic Growth  
6545 Mercantile Way  
Post Office Box 30221  
Lansing, Michigan 48909  
Telephone (517) 241-6030  
Fax (517) 241-6031

**IFTA**

Michigan Department of Treasury  
Customer Contact Division - Special taxes  
Post Office Box 30474  
Lansing Michigan 48909-7974  
Telephone (517) 636-4580  
Fax (517) 636-4593

**Oversize Permits**

Department of Transportation  
Transportation Permit Unit  
7050 W Saginaw Suite 3  
Post Office Box 30050  
Lansing, Michigan 48909-7550  
Telephone (517) 373-2120  
Fax (517) 373-4340

## Contact Information for **MINNESOTA**

### **International Registration Plan**

Department of Public Safety  
IRP Division  
445 Minnesota St.  
Saint Paul, Minnesota 55101

Telephone (651) 205-4141  
Fax (651) 215-0027

### **Operating Authority**

Minnesota DOT  
Motor Carrier Safety & Compliance  
395 John Ireland Blvd  
MS 420  
St. Paul, MN 55155

Telephone (651) 215-6330  
Fax (651) 366-3718

### **IFTA**

Department of Public Safety  
Prorate Division  
Suite 188  
St. Paul, MN 55101

Telephone (651) 205-4141  
Fax (651) 215-0027

### **Oversize Permits**

Minnesota DOT  
Road & Vehicle Information Services  
395 John Ireland Blvd  
MS 420  
St. Paul, MN 55155

Telephone (651) 296-6000  
Fax (615) 251-9677

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Contact Information for **MISSISSIPPI**

**International Registration Plan**

State Tax Commission  
IRP Section  
Post Office Box 1140  
Jackson, Mississippi 39215-1140  
Telephone (601) 923-7142  
Fax (601) 923-7133

**Operating Authority**

Mississippi Department of Transportation  
412 E. Woodrow Wilson  
Jackson, Mississippi 39216  
Telephone (601) 359-9740  
option 2  
Fax (601) 576-1373

**IFTA**

State Tax Commission  
Motor Fuel Tax Section  
Post Office Box 1033  
Jackson, Mississippi 39215  
Telephone (601) 923-7150  
Fax (601) 923-7165

**Oversize Permits**

Mississippi Department of Transportation  
Post Office Box 1850  
Jackson, Mississippi 39215-1850  
Telephone (601) 359-1717 or 1-888-737-0061  
Fax (601) 359-5928  
(601) 359-1602

## Contact Information for **MISSOURI**

### **International Registration Plan**

Motor Carrier Services  
Department of Transportation  
Post Office Box 893  
Jefferson City, Missouri 65102-0893  
Telephone (573) 751-7100 or 1-866-831-6277  
Fax (573) 751-0916

### **Operating Authority**

Motor Carrier Services  
Department of Transportation  
Post Office Box 893  
Jefferson City, Missouri 65102-0893  
Telephone (573) 751-7100 or 1-866-831-6277  
Fax (573) 522-6708

### **IFTA**

Motor Carrier Services  
Department of Transportation  
Post Office Box 893  
Jefferson City, Missouri 65102-0893  
Telephone (573) 751-7100 or 1-866-831-6277  
Fax (573) 751-0916

### **Oversize Permits**

Motor Carrier Services  
Department of Transportation  
Post Office Box 893  
Jefferson City, Missouri 65102-0893  
Telephone 800-877-8499 or 1-866-831-6277  
Fax (573) 751-7408

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## Contact Information for **MONTANA**

### **International Registration Plan**

Montana Department of Transportation  
Motor Carrier Services Division  
Post Office Box 4639  
Helena, Montana 59604-4639  
  
Telephone (406) 444-6130  
Fax (406) 444-7670

### **Operating Authority**

Department of Transportation  
Motor Carrier Services Division  
Post Office Box 4639  
Helena, Montana 59604-4639  
  
Telephone (406) 444-6130  
Fax

### **IFTA**

Department of Transportation  
Motor Carrier Services Division  
IFTA Registration  
Tax Returns - Transportation  
Post Office Box 201001  
Helena, Montana 59620-1001  
  
Telephone (406) 444-7689  
Fax

### **Oversize Permits**

Montana Department of Transportation  
Motor Carrier Services Division  
Post Office Box 4639  
Helena, Montana 59604-4639  
  
Telephone (406) 444-6130  
Fax (406) 444-7670

## Contact Information for **NEBRASKA**

### **International Registration Plan**

Department of Motor Vehicles  
Motor Carrier Services  
Post Office Box 94729  
Lincoln, Nebraska 68509-4729

Telephone (888) 622-1222  
Fax (402) 471-4024

### **Operating Authority**

Household Goods Carriers  
Department of Motor Vehicles  
Motor Carrier Services  
Post Office Box 94729  
Lincoln, Nebraska 68509-4729

Telephone (888) 622-1222  
Fax (402) 471-4024

### **IFTA**

Department of Motor Vehicles  
Motor Carrier Services  
Post Office 94729  
Lincoln, Nebraska 68509-4729

Telephone (888) 622-1222  
Fax (402) 471-4024

### **Oversize Permits**

Nebraska Department of Roads  
Permit Section  
Post Office Box 94759  
Lincoln, Nebraska 68509

Telephone (402) 479-4775  
Fax

<http://www2.dor.state.ne.us/permit/>

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## Contact Information for **NEVADA**

### **International Registration Plan**

Department of Motor Vehicles  
Motor Carrier Division  
555 Wright Way  
Carson City, Nevada 89711-0625  
Telephone (775) 684-4711 Ext. 1  
Fax (775) 684-4619

### **Operating Authority**

Nevada Transportation Authority (NTA)  
1755 E. Plumb Ln., Suite 216  
Reno, Nevada 89502  
Telephone (775) 688-2800  
Fax

### **IFTA**

Department of Motor Vehicles  
Motor Carrier Division  
555 Wright Way  
Carson City, Nevada 89711-0625  
Telephone (775) 684-4711 Ext 2  
Fax (775) 684-4619

### **Overweight/Overlength Permits**

Department of Motor Vehicles  
Motor Carrier Division  
555 Wright Way  
Carson City, Nevada 89711-0625  
Telephone (775) 684-4711 Ext. 1  
Fax (775) 684-4619

### **Oversize Permits**

Department of Transportation  
1263 S. Stewart St., Room 102  
Carson City, Nevada 89712  
Telephone (775) 888-7410  
800-552-2127  
Fax (775) 888-7103

## Contact Information for **NEW BRUNSWICK**

### **International Registration Plan**

Service New Brunswick  
432 Queen St.  
Fredericton, New Brunswick E3B 5G4  
Telephone (506) 453-2215  
Fax (506) 453-3076

### **Operating Authority**

NB Board of Commissioners of Public Utilities  
15 Market Square, Suite 1400  
Post Office Box 5001  
Saint John, New Brunswick E2L 4Y9  
Telephone (506) 658-2504  
Fax (506) 643-7300

### **IFTA**

Department of Finance  
Revenue Division  
Centennial Building  
Post Office Box 3000  
Fredericton, New Brunswick E3B 5G5  
Telephone (506) 453-2401 or (506) 453-2404  
Fax (506) 444-4937

### **Oversize Permits**

Department of Transportation  
Transportation Policy Branch  
Special Permit Office  
440 Kings Place, Suite 431  
Post Office Box 6000  
Fredericton, New Brunswick E3B5H1  
Telephone (506) 453-2802  
Fax (506) 444-4488

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## Contact Information for **NEWFOUNDLAND & LABRADOR**

### **International Registration Plan**

Motor Registration Division  
IRP Office  
Department of Government Services  
Post Office Box 8710  
St. Johns, Newfoundland A1B 4J5  
Telephone (709) 729-4921  
Fax (709) 729-0102

### **Operating Authority**

National Safety Code Office  
Motor Registration Division  
Post Office Box 8710  
St. Johns, Newfoundland A1B 4J5  
Telephone (709) 729-0359  
Fax (709) 729-0102

### **IFTA**

Department of Finance Tax Administration  
Confederation Building  
Prince Phillip Parkway  
Post Office Box 8720  
St. Johns, Newfoundland A1B 4K1  
Telephone (709) 729-2935  
Fax (709) 729-2856

### **Oversize Permits**

National Safety Code Office  
Motor Registration Division  
Post Office Box 8710  
St. Johns, Newfoundland A1B 4J5  
Telephone (709) 729-0359  
Fax (709) 729-0102

## Contact Information for **NEW HAMPSHIRE**

### **International Registration Plan**

Department of Safety  
Division of Motor Vehicles  
23 Hazen Drive  
Concord, New Hampshire 03305  
Telephone (603) 271-2196  
Fax (603) 271-1189

### **Operating Authority**

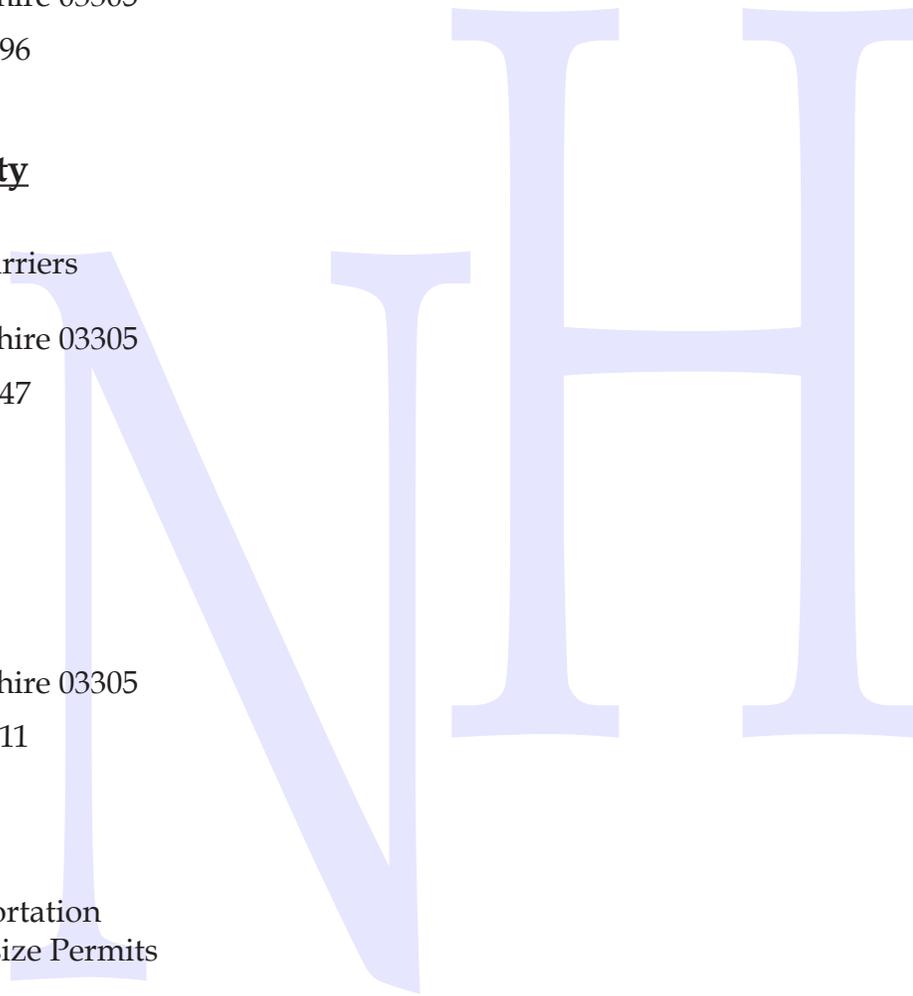
Department of Safety  
Bureau of Common Carriers  
33 Hazen Drive  
Concord, New Hampshire 03305  
Telephone (603) 271-2447  
Fax

### **IFTA**

Department of Safety  
Road Toll Bureau  
33 Hazen Drive  
Concord, New Hampshire 03305  
Telephone (603) 271-2311  
Fax

### **Oversize Permits**

Department of Transportation  
Overweight and Oversize Permits  
7 Hazen Drive  
PO Box 483  
Concord, New Hampshire 03301  
Telephone (603) 271-2691  
Fax (603) 271-5990



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## Contact Information for **NEW JERSEY**

### **International Registration Plan**

Motor Vehicle Commission  
Motor Carrier Services  
IRP Unit  
225 E. State Street  
Post Office Box 178  
Trenton, New Jersey 08666-0178  
Telephone (609) 633-9399  
Fax (609) 633-9394

### **Operating Authority**

Not Required

### **IFTA**

Motor Vehicle Commission  
Motor Carrier Services  
IFTA Unit  
225 E. State Street  
Post Office Box 133  
Trenton, New Jersey 08666-0133  
Telephone (609) 633-9400  
Fax (609) 633-9393

### **Oversize Permits**

Motor Vehicle Commission  
Motor Carrier Services  
Permit Unit  
225 E. State Street  
Post Office Box 133  
Trenton, New Jersey 08666-0133  
Telephone (609) 633-9400  
Fax (609) 943-5214

## Contact Information for **NEW MEXICO**

### **International Registration Plan**

Commercial Vehicle Bureau  
Motor Vehicle Division  
2544 Camino Edward Ortiz., Ste C  
Sante Fe, New Mexico 87507

Telephone (505) 827-0392  
Fax (505) 476-1570

### **Operating Authority**

Transportation Division  
NM Public Regulation Commission  
Room 409  
Post Office Drawer 1269  
Sante Fe, New Mexico 87504-1269

Telephone (505) 827-4519  
Fax (505) 827-4023

### **IFTA**

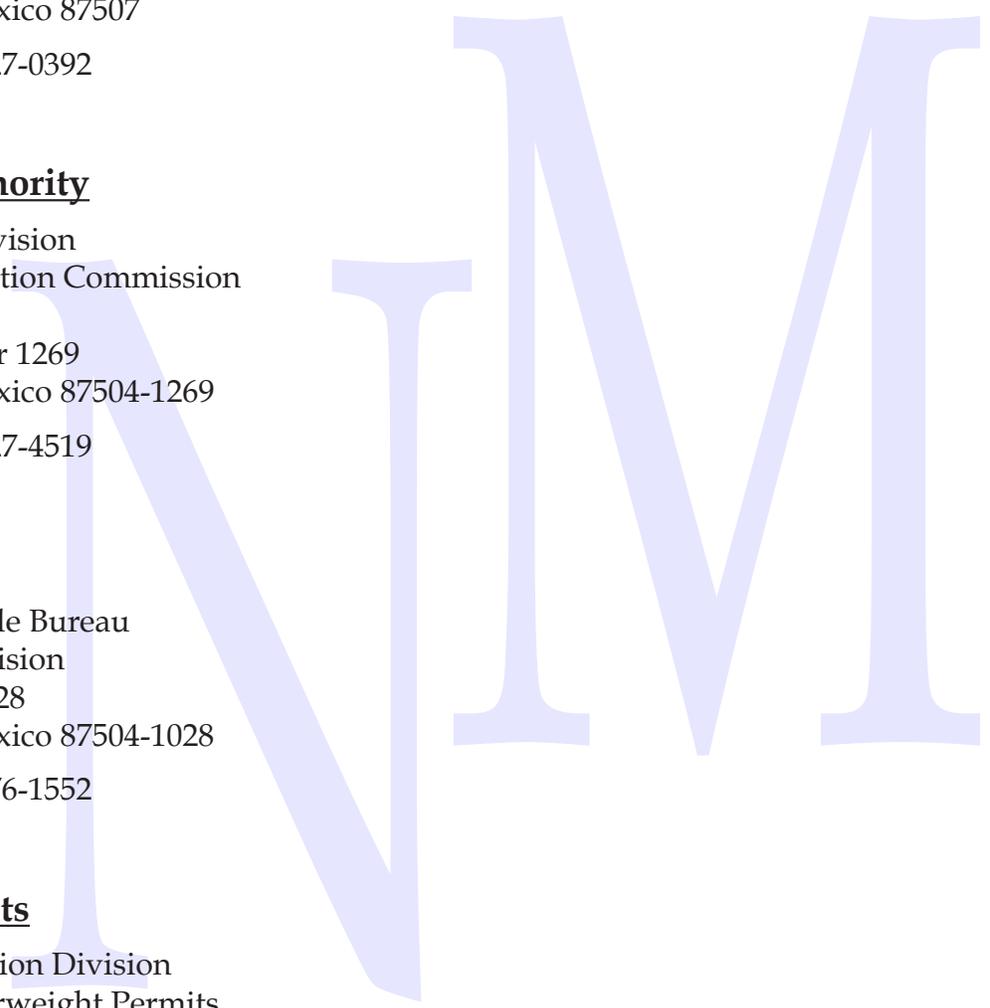
Commercial Vehicle Bureau  
Motor Vehicle Division  
Post Office Box 1028  
Sante Fe, New Mexico 87504-1028

Telephone (505) 476-1552  
Fax (505) 476-1570

### **Oversize Permits**

Motor Transportation Division  
Oversize and Overweight Permits  
1100 S. Saint Francis Drive  
Room 3064  
Sante Fe, New Mexico 87501

Telephone (505) 827-0376  
Fax



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## Contact Information for **NEW YORK**

### **International Registration Plan**

International Registration Plan  
Post Office Box 2850-ESP  
Albany, New York 12220-0850

Telephone (518) 473-5834  
Fax (518) 486-6579

### **Operating Authority**

New York State Department of Transportation  
Single State Registration  
50 Wolf Rd.  
Post Office Box 53  
Albany, New York 12232

Telephone (518) 457-1017  
Fax (518) 485-1293

### **IFTA**

State Department of Taxation & Finance  
Registration Section  
State Office Campus  
Bldg. 8, IFTA Registration  
Albany, New York 12227

Telephone 1-800-972-1233  
Fax (518) 435-2963

### **Oversize Permits**

New York State Department of Transportation  
Oversize/Overweight  
50 Wolf Rd., 1st Floor  
Albany, New York 12232-0455

Telephone (518) 485-2999  
Fax (518) 457-0367

## Contact Information for **NORTH DAKOTA**

### **International Registration Plan**

Department of Transportation  
Motor Vehicle Department  
608 E Boulevard Ave  
Bismarck, North Dakota 58505-0780

Telephone (701) 328-2725  
Fax (701) 328-3500

### **Operating Authority**

Department of Transportation  
Motor Vehicle Department  
608 E Boulevard Ave  
Bismarck, North Dakota 58505-0780

Telephone (701) 328-2725  
Fax (701) 328-3500

### **IFTA**

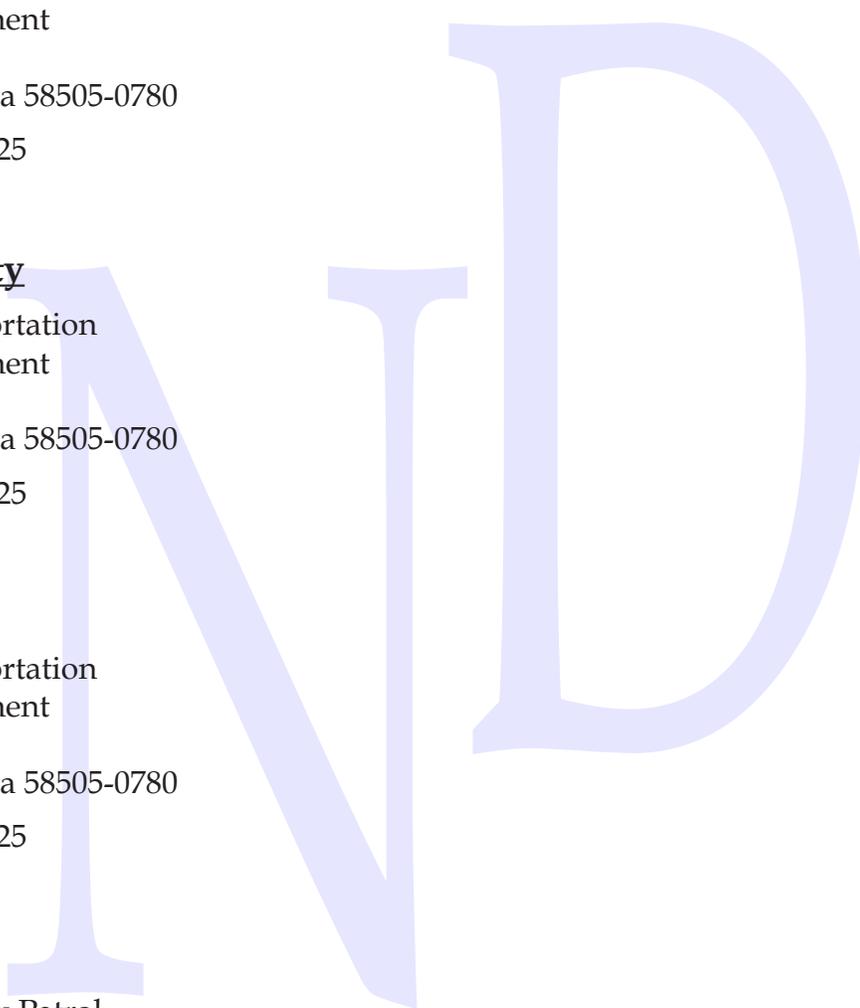
Department of Transportation  
Motor Vehicle Department  
608 E Boulevard Ave  
Bismarck, North Dakota 58505-0780

Telephone (701) 328-2725  
Fax (701) 328-3500

### **Oversize Permits**

North Dakota Highway Patrol  
Commissioner Motor Carrier Division  
600 E Boulevard Ave  
Department 504  
Bismarck, North Dakota 58505-6240

Telephone (701) 328-2621  
Fax (701) 328-1642



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## Contact Information for **NOVIA SCOTIA**

### **International Registration Plan**

Service Nova Scotia & Municipal Relations  
1505 Barrington Street  
8th Floor Maritime Centre  
Post Office Box 2734  
Halifax, Nova Scotia B3J 3P7  
Telephone (902) 424-3912  
Fax (902) 424-2633

### **Operating Authority**

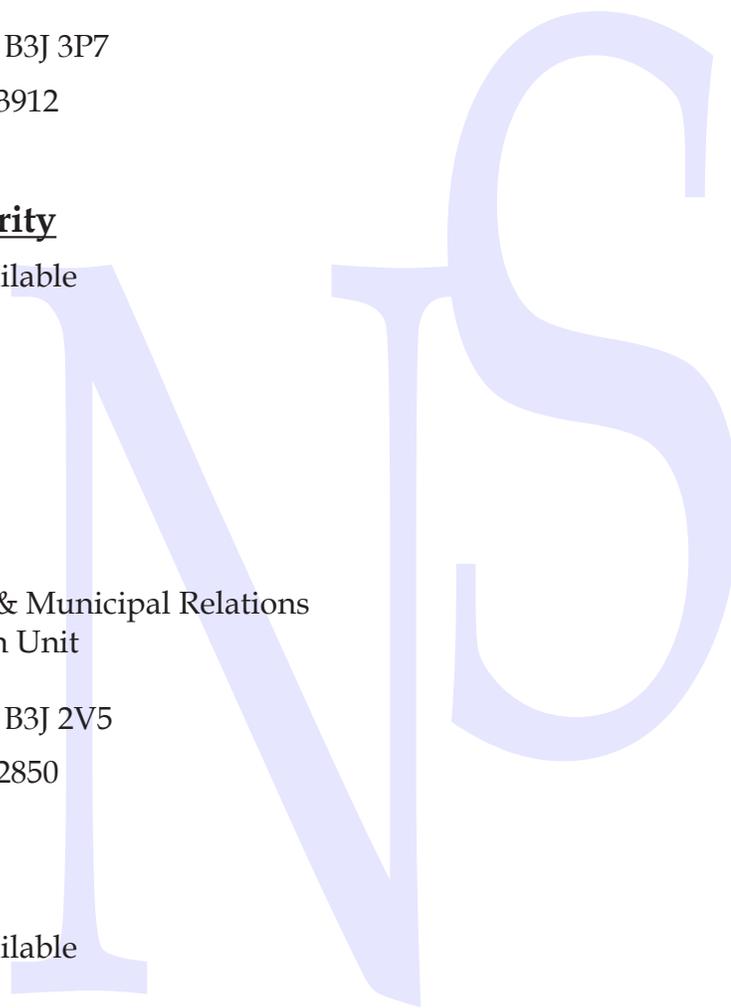
Information Not Available

### **IFTA**

Service Nova Scotia & Municipal Relations  
Business Registration Unit  
Post Office Box 755  
Halifax, Nova Scotia B3J 2V5  
Telephone (902) 424-2850  
Fax (902) 424-0602

### **Oversize Permits**

Information Not Available



## Contact Information for **OHIO**

### **International Registration Plan**

Bureau of Motor Vehicles  
1970 W Broad St  
Columbus, Ohio 43223

Telephone (614) 752-7587  
Fax (614) 752-7972

### **Operating Authority**

Public Utility Commission of Ohio  
Motor Carrier Regulatory Division  
180 E Broad St  
Columbus, Ohio 43266-0573

Telephone (614) 466-3392  
Fax

### **IFTA**

Ohio Department of Taxation  
IFTA  
Post Office Box 530  
Columbus, Ohio 43216-0530

Telephone (614) 466-3410  
Fax (614) 644-2816

### **Oversize Permits**

Ohio Department of Transportation  
Special Hauling Permit Section  
1610 W Broad St  
Columbus, Ohio 43223

Telephone (614) 351-2300  
Fax (614) 728-4099

Website: [www.dot.state.oh.us/permits/](http://www.dot.state.oh.us/permits/)

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## Contact Information for **OKLAHOMA**

### **International Registration Plan**

Oklahoma Corporation Commission  
Transportation Division-IFTA/IRP  
PO Box 52948  
Oklahoma City, Oklahoma 73152-2948  
Telephone (405) 521-3036  
Fax (405) 525-2906

### **Operating Authority**

Corporation Commission  
Jim Thorpe Office Bldg  
2101 N Lincoln Blvd  
Oklahoma City, Oklahoma 73105  
Telephone (405) 521-2251  
(405) 521-2252  
(405) 521-2253  
Fax (405) 521-2916

### **IFTA**

Oklahoma Corporation Commission  
Transportation Division-IFTA/IRP  
PO Box 52948  
Oklahoma City, Oklahoma 73152-2948  
Telephone (405) 521-3036  
Fax (405) 525-2906

### **Oversize Permits**

Size & Weight Division  
Department of Public Safety  
3600 N. ML King Ave.  
PO Box 11415  
Oklahoma City, Oklahoma 73111  
Telephone (877) 425-2390  
Fax

## Contact Information for **ONTARIO**

### **International Registration Plan**

Ministry of Transportation  
IRP Program Office  
1201 Wilson Avenue  
Lower Level, Room 034  
Building A  
Downsview, Ontario M3M 1J8

Telephone (416) 235-3923  
Fax (416) 235-3924

### **Commercial Vehicle Operators Registration**

Ministry of Transportation  
Carrier Safety and Enforcement Branch  
301 St. Paul Street  
3rd Floor, Garden City Tower  
St. Catharines, Ontario L2R 7R4

Telephone (416) 246-7166  
Fax (905) 704-2525

### **IFTA**

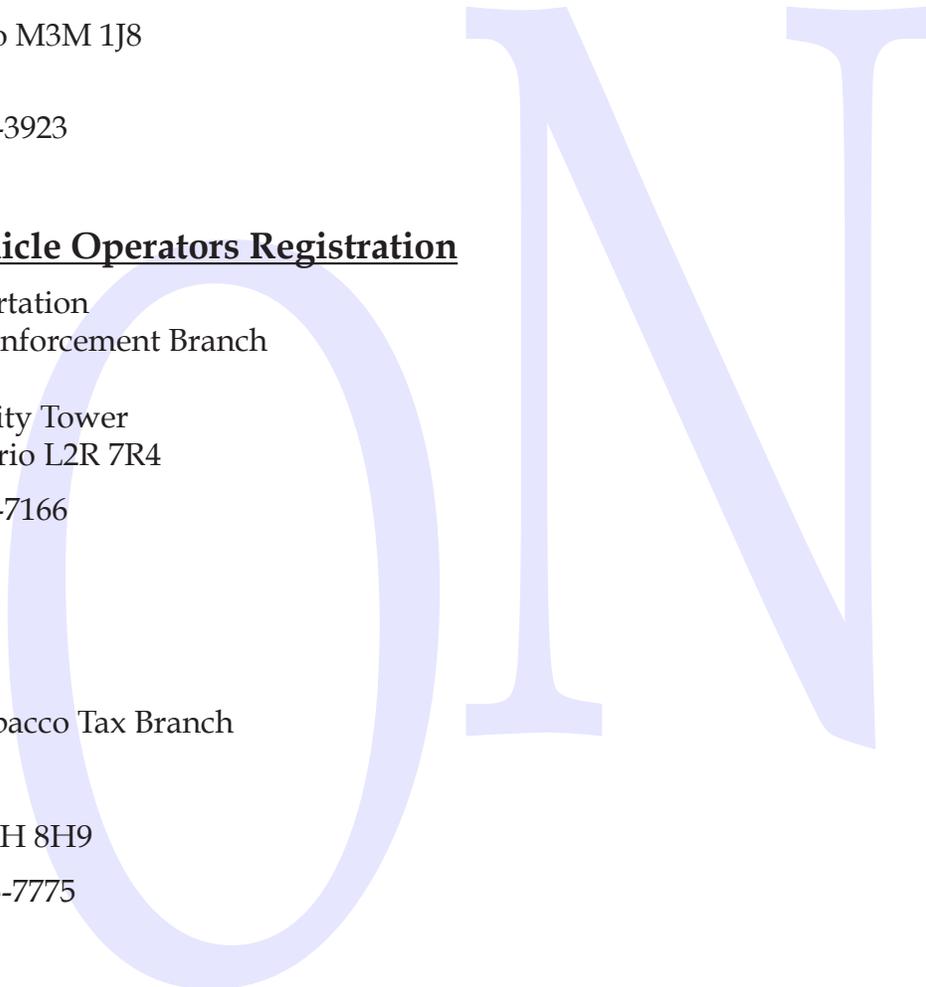
Ministry of Finance  
Motor Fuels and Tobacco Tax Branch  
33 King Street West  
Post Office Box 620  
Oshawa, Ontario L1H 8H9

Telephone 1-800-263-7775  
Fax (905) 436-4511

### **Oversize Permits**

Ministry of Transportation  
Carrier Safety and Enforcement Branch  
301 St. Paul Street  
3rd Floor, Garden City Tower  
St. Catharines, Ontario L2R 7R4

Telephone (416) 246-7166  
Fax (905) 704-2545



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## Contact Information for **OREGON**

### **International Registration Plan**

Department of Transportation  
Motor Carrier Transportation Division  
550 Capitol St NE  
Salem, Oregon 97301-2530  
Telephone (503) 378-6643  
Fax (503) 378-5765

### **Operating Authority**

Oregon Department of Transportation  
Motor Carrier Transportation Division  
550 Capitol St NE  
Salem, Oregon 97301-2530

Telephone (503) 378-6699

### **IFTA**

Department of Transportation  
Motor Carrier Transportation Division  
550 Capitol St NE  
Salem, Oregon 97301-2530  
Telephone (503) 373-1634  
Fax (503) 378-8815

### **Oversize Permits**

Department of Transportation  
OverDimensional Permit Unit  
550 Capitol St NE  
Salem, Oregon 97301-2530

Telephone (503) 378-0000  
Fax (503) 378-2873

### **Weight Mile Tax Permits**

Department of Transportation  
Motor Carrier Transportation Division  
550 Capitol St NE  
Salem, Oregon 97301-2530

Telephone (503) 378-6699  
Fax (503) 378-6880  
<http://www.oregontruckingonline.com/>

## Contact Information for **PENNSYLVANIA**

### **International Registration Plan**

Department of Transportation  
Commercial Registration Section  
1101 S. Front Street - 1st Floor  
Harrisburg, Pennsylvania 17104

Telephone (717) 346-0608  
Fax (717) 783-6349

### **Operating Authority**

Public Utility Commission  
PO Box 3265  
Harrisburg, Pennsylvania 17105-3265

Telephone (717) 772-2254  
Fax (717) 787-3114  
[www.puc.state.pa.us](http://www.puc.state.pa.us)

### **IFTA**

Department of Revenue  
Bureau of Motor Fuel Tax  
Dept. 280646  
Harrisburg, Pennsylvania 17128-0646

Telephone 1-800-482-4382  
Fax N/A

### **Oversize Permits**

Pennsylvania Bureau of Maintenance and Operations  
Central Permit Office  
Post Office Box 2671  
Harrisburg, Pennsylvania 17105

Telephone (717) 787-4680  
Fax (717) 787-9890



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Contact Information for **PRINCE EDWARD ISLAND**

**International Registration Plan**

Highway Safety Division-IRP Section  
Department of Transportation & Public Works  
33 Riverside Drive  
Post Office Box 2000  
Charlottetown, Prince Edward Island C1A 7N8  
Telephone (902) 368-5202 or (902) 368-5201  
Fax (902) 368-6269

**Operating Authority**

Not Required

**IFTA**

Taxation/Property Records Division  
Department of Provincial Treasury  
Post Office Box 1330  
Charlottetown, Prince Edward Island C1A 7N1  
Telephone (902) 368-4148  
Fax (902) 368-6164

**Oversize Permits**

Highway Safety Division  
Department of Transportation & Public Works  
33 Riverside Drive  
Post Office Box 2000  
Charlottetown, Prince Edward Island C1A 7N8  
Telephone (902) 437-8534  
Fax (902) 368-5236

## Contact Information for **QUEBEC**

### **International Registration Plan**

Societe de l'assurance Automobile du Quebec  
333 Boulevard Jean-Lesage Local C-3-33  
Quebec City, Quebec G1K 8J6

Telephone (418) 528-4343  
Fax (418) 646-5677

### **Operating Authority**

Commission des transport DU Quebec  
200, chemin Sainte-Foy, 7e etage  
7ieme etage  
Quebec, QC G1R5V5

Telephone 1-888-461-2433  
Fax (418) 644-8034

### **IFTA**

Revenue Quebec  
IFTA Center  
3800 Marly Street, Sector 3-2-7  
Ste-Foy, Quebec G1X 4A5

Telephone (418) 652-4382  
Fax (418) 577-5299 or (866) 686-7820

### **Oversize Permits**

Ministry of Transportation  
Gouvernement of Quebec  
700 Rene-Levesque Blvd  
27th Floor  
Quebec City, Quebec G1R 5H1

Telephone (418) 643-5586 and 1-888-355-0511  
Fax (418) 643-1269

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## Contact Information for **RHODE ISLAND**

### **International Registration Plan**

Division of Motor Vehicles  
IRP Services Section  
45 Park Place  
Pawtucket, Rhode Island 02860

Telephone (401) 728-6692  
Fax (401) 728-6963

### **Operating Authority**

Public Utility Commission  
Division of Public Utilities & Carriers  
89 Jefferson Blvd.  
Warwick, Rhode Island 02888

Telephone (401) 941-4500 Ext. 149  
Fax (401) 941-9161

### **IFTA**

Department of Administration  
Division of Taxation  
Excise Tax Section  
One Capitol Hill  
Providence, Rhode Island 02908-5800

Telephone (401) 574-8955 - menu selection #3  
Fax

### **Oversize Permits**

Rhode Island Division of Motor Vehicles  
Fleet Services  
100 Main Street  
Pawtucket, Rhode Island 02860

Telephone (401) 462-5745  
Fax

## Contact Information for **SASKATCHEWAN**

### **International Registration Plan**

Saskatchewan Government Insurance  
Branch & IRP Issuing  
Motor Vehicle Division  
2260 11th Avenue 1st Floor  
Regina, Saskatchewan S4P 2N7  
Telephone (306) 751-1251  
Fax (306) 359-0867

### **Operating Authority**

Highway Traffic Board Support Services  
SGI  
1550 Saskatchewan Drive  
Regina, Saskatchewan S4P 0E4  
Telephone (306) 775-6672  
Fax (306) 775-6618

### **IFTA**

Saskatchewan Finance-Revenue Division  
Fuel Tax  
2350 Albert Street  
Regina, Saskatchewan S4P 4A6  
Telephone (306) 787-7749  
Fax (306) 787-0241

### **Oversize Permit**

Saskatchewan Government Insurance Permit Office  
2260 11th Avenue 3rd Floor  
Regina, Saskatchewan S4P 2N7  
Telephone (306) 775-6969  
Fax (306) 775-6909

### **NCS**

Carrier Audit  
2260 11th Ave., 4th floor  
Regina, Saskatchewan S4P 2N7  
Telephone (306) 775-6672  
Fax (306) 775-6618

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Contact Information for **SOUTH CAROLINA**

**International Registration Plan**

Department of Motor Vehicle  
Motor Carrier Services  
Post Office Box 1498  
Blythewood, South Carolina 29016-0027  
Telephone (803) 896-3870  
Fax (803) 896-2698

**Operating Authority**

Department of Motor Vehicle  
Motor Carrier Services  
Post Office Box 1498  
Blythewood, South Carolina 29016-0060  
Telephone (803) 896-2684  
Fax (803) 896-2698

**IFTA**

Department of Motor Vehicle  
Motor Carrier Services  
Post Office Box 1498  
Blythewood, South Carolina 29016-0027  
Telephone (803) 896-3870  
Fax (803) 896-2698

**Oversize Permits**

Department of Transportation  
Oversize Permits  
1412 Shop Road  
Columbia, South Carolina 29201  
Telephone (803) 253-6250  
Fax (803) 343-0700

## Contact Information for **SOUTH DAKOTA**

### **International Registration Plan**

Department of Revenue & Regulation  
Prorate & Commercial Licensing  
445 E Capitol Ave  
Pierre, South Dakota 57501-3185

Telephone (605) 773-3314  
Fax (605) 773-8416

### **Operating Authority**

Information Not Available

### **IFTA**

Department of Revenue & Regulation  
Division of Motor Vehicles IFTA  
445 E Capitol Ave  
Pierre, South Dakota 57501-3185

Telephone (605) 773-5335  
Fax (605) 773-4117

### **Oversize Permits**

South Dakota Sisseton Port of Entry  
Permit Center  
Sisseton, South Dakota 57262

Telephone (605) 698-3925  
Fax



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Contact Information for **TENNESSEE**

**International Registration Plan**

Department of Safety  
1148 Foster Ave  
Nashville, Tennessee 37210

Telephone (615) 687-2260  
Fax (615) 532-7015

**Operating Authority**

Department of Safety  
Motor Carrier Authority Section  
1148 Foster Ave  
Nashville, Tennessee 37210

Telephone (615) 687-2285  
Fax (615) 253-2283

**IFTA**

Department of Safety  
IFTA Unit  
1148 Foster Ave  
Nashville, Tennessee 37210

Telephone (615) 687-2274  
Fax (615) 253-2283

**Oversize Permits**

Tennessee Department of Transportation  
Overweight & Overdimensional Permit Office  
300 James K Polk Bldg  
5th Deaderick St  
Nashville, Tennessee 37243-0331

Telephone (615) 741-3821 or (615) 741-1159  
Fax (615) 256-5894

## Contact Information for **TEXAS**

### **International Registration Plan**

Texas Department of Transportation  
Vehicle Titles & Registration Division  
Special Registration Branch  
Post Office Box 26440  
Austin, Texas 78755-0440

Telephone (512) 374-5250, Ext. 6  
Fax (512) 374-5265

### **Operating Authority**

Texas Department of Transportation  
Motor Carrier Division - BC  
125 E. 11th Street  
Austin, Texas 78701

Telephone (800) 299-1700  
Fax

### **IFTA**

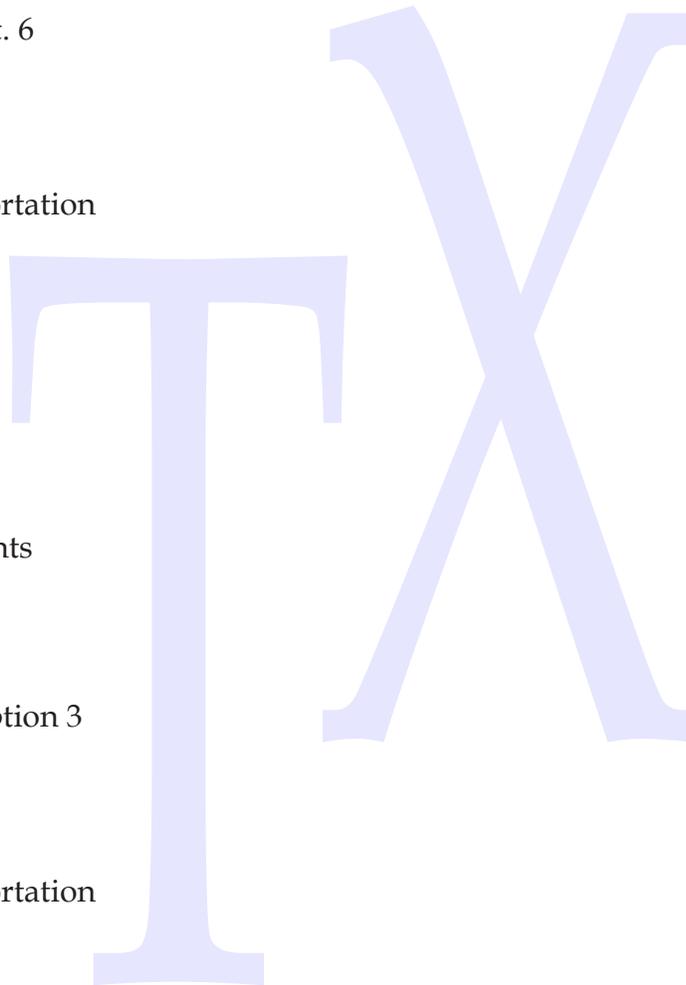
Comptroller of Public Accounts  
Motor Fuel Tax Division  
Post Office Box 13528  
Austin, Texas 78711

Telephone (800) 252-5555 - option 3  
Fax

### **Oversize Permits**

Texas Department of Transportation  
Motor Carrier Division  
125 E 11th Street  
Austin, Texas 78701

Telephone (512) 465-3584  
Toll Free 1-800-299-1700 - option 1,5,1  
Fax (512) 465-3565



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## Contact Information for **UTAH**

### **International Registration Plan**

State Tax Commission  
210 North 1950 West  
Salt Lake City, Utah 84134-8040  
Telephone (801) 297-6800 or 1-888-251-9555  
Fax (801) 297-6899

### **Operating Authority**

Department of Transportation  
Single State Registration  
4501 South 2700 West  
Salt Lake City, Utah 84119  
Telephone (801) 965-4508  
Fax (801) 965-4399

### **IFTA**

State Tax Commission  
IFTA Fuel Tax Permits  
210 North 1950 West  
Salt Lake City, Utah 84119  
Telephone (801) 297-7705  
Fax (801) 297-7699

### **Oversize Permits**

Department of Transportation  
4501 South 2700 West  
Salt Lake City, Utah 84119  
Telephone (801) 965-4508  
Fax (801) 965-4399

## Contact Information for **VERMONT**

### **International Registration Plan**

Agency of Transportation  
Department of Motor Vehicles  
120 State St  
Montpelier, Vermont 05603-5001  
Telephone (802) 828-2071  
Fax (802) 828-3577

### **Operating Authority**

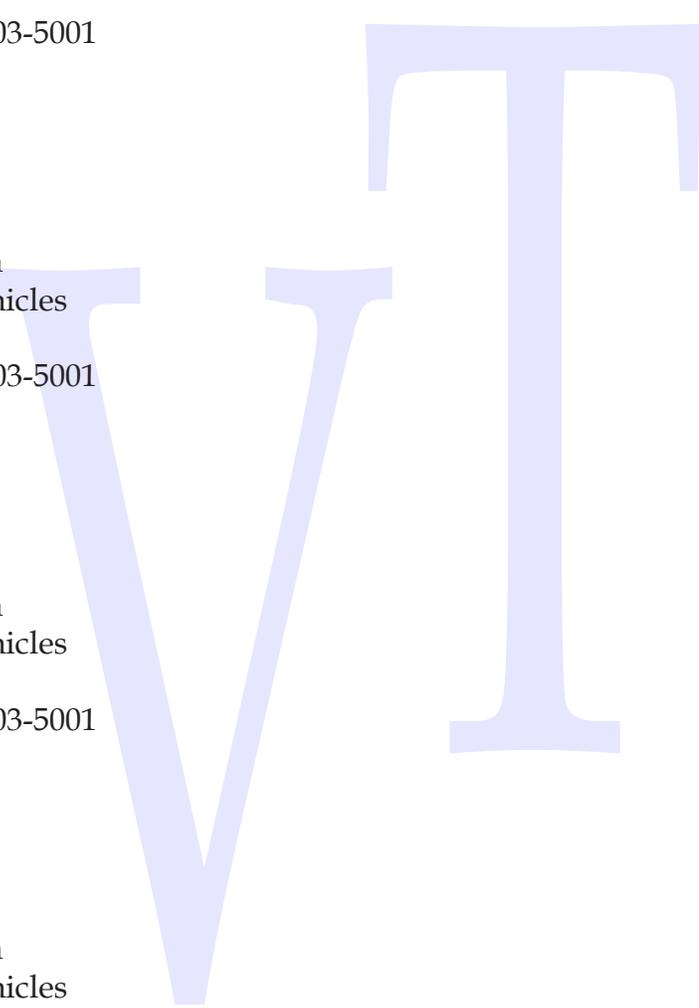
Agency of Transportation  
Department of Motor Vehicles  
120 State St  
Montpelier, Vermont 05603-5001  
Telephone (802) 828-2071  
Fax (802) 828-3577

### **IFTA**

Agency of Transportation  
Department of Motor Vehicles  
120 State St  
Montpelier, Vermont 05603-5001  
Telephone (802) 828-2070  
Fax (802) 828-3577

### **Oversize Permits**

Agency of Transportation  
Department of Motor Vehicles  
120 State St  
Montpelier, Vermont 05603-2064  
Telephone (802) 828-2064  
Fax (802) 828-5418



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Contact Information for **VIRGINIA**

**International Registration Plan**

DMV/IRP Unit  
Motor Carrier Services  
Post Office Box 27412  
Richmond, Virginia 23269  
Telephone (804) 249-5130  
Fax

**Operating Authority**

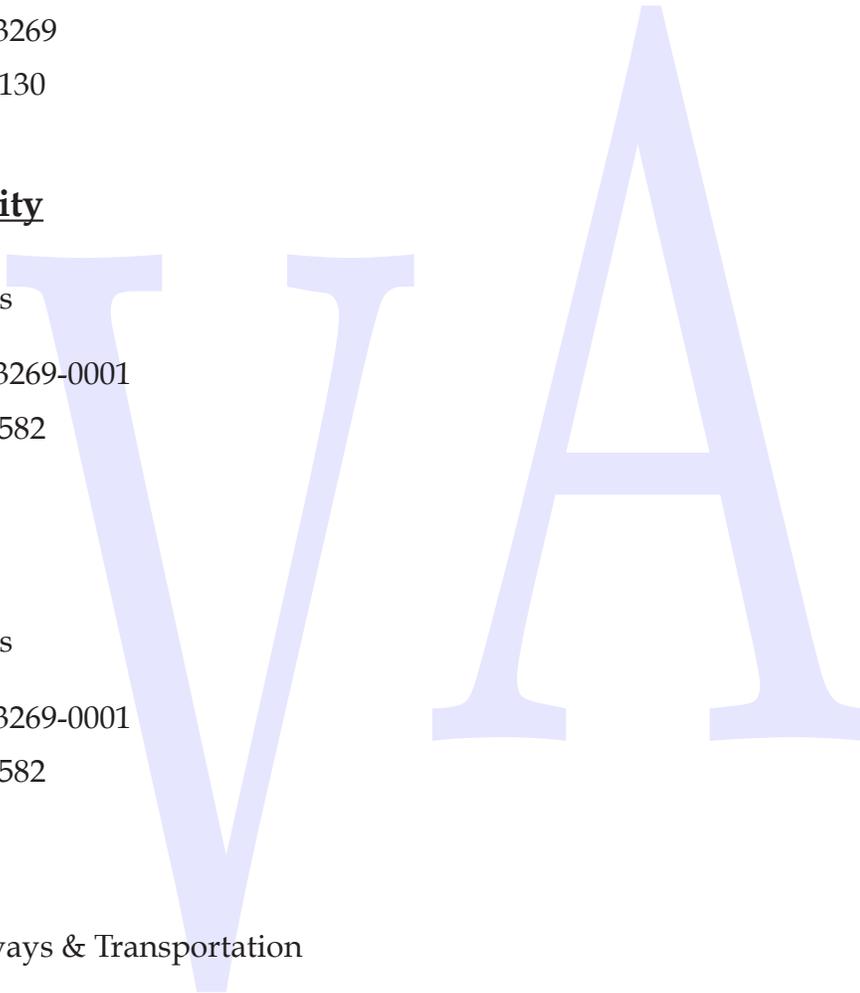
DMV  
Motor Carrier Services  
Post Office Box 27412  
Richmond, Virginia 23269-0001  
Telephone (866) 878-2582  
Fax

**IFTA**

DMV  
Motor Carrier Services  
Post Office Box 27412  
Richmond, Virginia 23269-0001  
Telephone (866) 878-2582  
Fax

**Oversize Permits**

Department of Highways & Transportation  
1221 E Broad St  
Richmond, Virginia 23219  
Telephone (804) 786-2787  
Fax



## Contact Information for **WASHINGTON**

### **International Registration Plan**

Department of Licensing  
Motor Carrier IRP Unit  
Post Office Box 9036  
Olympia, Washington 98507-9036  
Telephone (360) 664-1858  
Fax (360) 586-5905 or (360) 570-7829

### **Operating Authority**

Utilities & Transportation Commission  
Chandler Plaza Building  
1300 South Evergreen Park Drive SW  
Post Office Box 47250  
Olympia, Washington 98504-7250  
Telephone (360) 664-1222  
Fax (360) 586-1181

### **IFTA**

Department of Licensing  
Motor Carrier IFTA Unit  
Fuel Tax Services  
Post Office Box 9228  
Olympia, Washington 98507-9228  
Telephone (360) 664-1868  
Fax (360) 586-5905 or (360) 570-7839

### **Oversize Permits**

Department of Transportation  
Commercial Vehicle Services  
7345 Linderson Way SW  
Post Office Box 43767  
Olympia, Washington 98504-7367  
Telephone (360) 704-6340  
Fax (360) 704-6350  
[www.wsdot.wa.gov/commercialvehicle](http://www.wsdot.wa.gov/commercialvehicle)

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## Contact Information for **WEST VIRGINIA**

### **International Registration Plan**

Division of Motor Vehicles  
Motor Carrier Services  
5707 MacCorckle Ave. SE  
Post Office Box 17900  
Charleston, West Virginia 25317

Telephone (304) 558-3629  
Fax (304) 558-3735

### **Operating Authority**

Public Service Commission  
Motor Carrier Division  
201 Brooks St  
Charleston, West Virginia 25323

Telephone (304) 340-0417  
(304) 340-0419

Fax

### **IFTA**

WV State Tax Department  
Fuel Tax Administration Unit/IFTA  
5707 MacCorkle Ave. SE  
Post Office Box 17900  
Charleston, West Virginia 25317

Telephone 1-800-542-1902 or (304) 558-1951  
Fax (304) 558-1989

### **Oversize Permits**

Department of Highways  
Permit Section  
1116 Quarrier  
Charleston, West Virginia 25301

Telephone (304) 340-0812  
Fax

Contact Information for **WISCONSIN**

**International Registration Plan**

Department of Transportation  
Motor Carrier Registration  
IRP Unit  
Post Office Box 7955  
Madison, Wisconsin 53707-7911  
Telephone (608) 266-9900  
Fax

**Operating Authority**

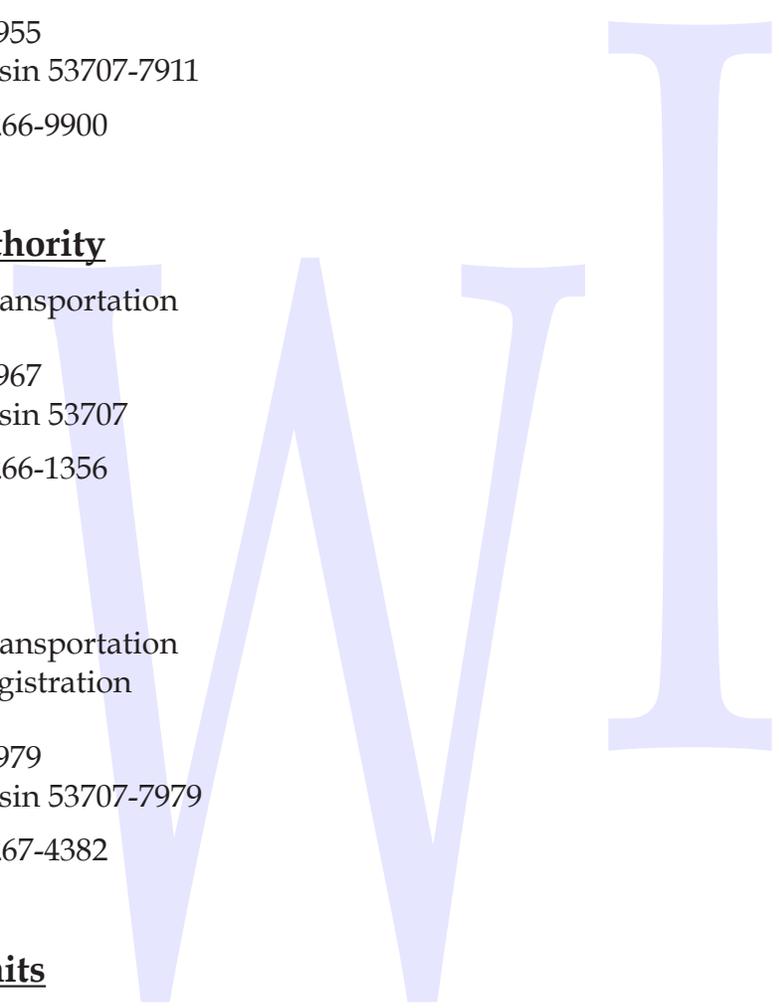
Department of Transportation  
Authority Unit  
Post Office Box 7967  
Madison, Wisconsin 53707  
Telephone (608) 266-1356  
Fax

**IFTA**

Department of Transportation  
Motor Carrier Registration  
Fuel Tax Unit  
Post Office Box 7979  
Madison, Wisconsin 53707-7979  
Telephone (608) 267-4382  
Fax

**Oversize Permits**

Department of Transportation  
Oversize Overweight Permits Unit  
Post Office Box 7980  
Madison, Wisconsin 53707-7980  
Telephone (608) 266-7320  
Fax



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## Contact Information for **WYOMING**

### **International Registration Plan**

Department of Transportation  
MV Licensing & Titling/IRP  
5300 Bishop Blvd.  
Cheyenne, Wyoming 82009

Telephone (307) 777-4829  
Fax (307) 777-4772

### **Operating Authority**

Regulatory Section  
Department of Transportation  
5300 Bishop Blvd  
Cheyenne, Wyoming 82009

Telephone (307) 777-4850  
Fax (307) 777-4772

### **IFTA**

Department of Transportation  
Motor Vehicle Services/IFTA  
5300 Bishop Blvd  
Cheyenne, Wyoming 82009

Telephone (307) 777-4827  
Fax (307) 777-4772

### **Oversize Permits**

Department of Transportation  
5300 Bishop Blvd  
Cheyenne, Wyoming 82009

Telephone (307) 777-4376  
Fax

## GENERAL INFORMATION FOR APPORTIONED REGISTRATION

Under the International Registration Plan, North Carolina registrants operating apportionable vehicles into or through one or more member jurisdiction shall file each year with the North Carolina Division of Motor Vehicles a uniform application for each apportionable fleet. All applicants for apportioned registration shall, make application in such manner on forms as the Commissioner shall furnish. A complete vehicle description of power units, and other information as required, shall be listed on each application. If fleet(s) of apportioned vehicles operate in certain jurisdictions, the applicant shall list auxiliary axles in addition to the power units.

## INSURANCE REQUIREMENTS

Each Motor Carrier regulated by the Federal Highway Administration (FHWA) must have a Motor Carrier Bodily Injury and Property Damage Liability Certificate of Insurance (Form BMC91) on file with the Division of Motor Vehicles, before an apportioned license can be purchased.

Each For Hire Interstate Motor Carrier must have a Uniform Motor Carrier Bodily Injury and Property Damage Liability Certificate of Insurance (Form E) on file with the Division of Motor Vehicles, before an apportioned license can be purchased.

Proper limits of insurance coverage must be in force at all times. Cancellation of liability insurance requires surrender of license plate or proof of continuous coverage. Note: Any applicant making a false certification is guilty of a misdemeanor.

**IT IS THE RESPONSIBILITY OF ANY REGISTRANT TO NOTIFY THE DIVISION OF MOTOR VEHICLES OF ANY CHANGE IN THEIR LIABILITY INSURANCE COVERAGE.**

The following is a schedule of limits as required for interstate operations:

SCHEDULE OF LIMITS FOR INTERSTATE OPERATIONS Public Liability		
TYPE OF CARRIAGE	COMMODITY TRANSPORTED	JAN. 1, 1985
(1) For-Hire (In interstate or foreign commerce).	Property (nonhazardous) and household goods.	\$ 750,000
(2) For-Hire and Private (In interstate, foreign, or intrastate commerce).	Hazardous substances, as defined in 49 Code of Federal Regulations 171.8, transported in cargo tank, portable tanks, or hopper-type vehicles with capacities in excess of 3,500 water gallons; or in bulk Class A or B explosives, poison gas (Poison A), liquefied compressed gas or compressed gas; or highway route controlled quantity materials as defined in 49 Code of Federal Regulations 173.403.	5,000,000
(3) For-Hire and Private (In interstate or foreign commerce: in any quantity) or (In intrastate commerce: in bulk only).	Oil listed in 49 Code of Federal Regulations 172.101; hazardous waste, hazardous materials and hazardous substances defined in 49 Code of Federal Regulations 171.8 and listed in 49 Code of Federal Regulations 172.101, but not mentioned in (2) above or (4) below.	1,000,000
(4) For-Hire and Private (In interstate or foreign commerce).	Any quantity of Class A or B explosives; any quantity of poison gas (Poison A); or highway route controlled quantity radioactive materials as defined in 49 Code of Federal Regulations 173.403.	5,000,000
<b>NOTE:</b> The type of carriage listed under numbers (1), (2), and (3) apply to vehicles with a gross vehicle weight rating of 10,000 pounds or more. The type of carriage listed under number (4) applies to all vehicles with a gross vehicle weight rating of less than 10,000 pounds.		

<b>PASSENGER CARRIERS</b> Kind of Equipment	
<b>VEHICLE SEATING CAPACITY</b>	<b>EFFECTIVE DATE</b> Nov. 19,1985
(1) Any vehicle with a seating capacity of 16 passengers or more .....	\$5,000,000
(2) Any vehicle with a seating capacity of 15 passengers or less .....	1,500,000

### Internet Renewal Applications

You may process your IRP Renewal application via the Internet by accessing the DMV website at: <http://www.ncdot.org/dmv/>. Once you have entered the DMV website, click on TranExpresSystems to view the services offered by DMV. Before choosing an application to renew, you may click on the "Test Drive Our Online Demos" button to view the different screens within each renewal process. The button labeled "Important IRP Information" also contains pertinent information that you need to know prior to starting your renewal process. If you wish to renew your International Registration Plan (IRP) you must complete an Access Setup within each application the first time you enter the application. Once the Access Setup has been completed, you do not have to complete this again and you will login with your email address and password from then on. The internet renewal process will be stopped if you have not updated Form MCS-150 identifying the motor carrier responsible for safety. This form requires a Biennial update, as well as anytime the motor carrier responsible for safety changes. You may complete online at [www.safer.fmcsa.dot.gov](http://www.safer.fmcsa.dot.gov).

### First Time User/Initial Access Setup

When renewing the IRP, via the Internet for the first time, you must click on the "First Time User/Initial Access Setup" located on the Login Screen to complete your Access Setup for this application. You will be mailed a letter with all pertinent access information listed on it that you will use in order to complete your Access Setup for each application. If you have used the Internet in the past and have already completed the Access Setup, you may go directly to the Login Screen and enter your email address and password to begin whatever renewal application you have chosen.

### International Registration Plan (IRP) Internet Renewal

You will be able to complete an "early" renewal, which means you can renew up to 60 days prior to your expiration date.

**Prior to beginning the IRP Internet Renewal process, you must fax your Form 2290, Heavy Vehicle Use Tax for any vehicles to be renewed with a gross vehicle weight of 55,000 lbs. or more to the Raleigh IRP Office at (919) 715-9129. Please be sure to note your IRP account number on the fax so that we may update the proper account.** If you want to complete and pay your IRP Renewal via the Internet, Electronic Funds Transfer (EFT) is the only payment option allowed. If you choose to pay by EFT, you will only have the option to pick-up your credentials at the Raleigh IRP office or have them mailed to you. **You will not be able to print at your location or pick-up credentials in the Charlotte IRP office if payment is made by EFT.** You also have the option to pay by check by bringing or mailing your payment to the Charlotte or Raleigh IRP offices once you have completed your IRP Internet renewal process. **If you elect to pay your fees by Electronic Funds Transfer, you must also fax a copy of a Voided Check or Savings Deposit Slip to the Raleigh IRP Office at (919) 715-9129 prior to beginning renewal process so that your Bank Account numbers can be posted to the proper IRP account. Be sure to note your IRP Account number on the fax so that we may update the proper account.**

If you had a Bank Draft on your IRP Account last year and have the same bank information, you will be given the option to process a Bank Draft again as long as your North Carolina fees equal \$400.00 or more. If you did not have a Bank Draft last year, you will not be able to process your application via the Internet and setup a Bank Draft.

If you use the option to pick up your credentials you can pay your renewal by check, debit card or credit card.

Once you have entered the IRP Internet Renewal, please read the "Welcome to IRP" page for more general information regarding the IRP Internet Renewal process.

#### **PROPERTY TAX STOP**

General Statute 105-330, adopted by the North Carolina General Assembly in 1991, allows the renewal of a license plate to serve as a property tax listing for motor vehicles. **The Statute allows the Division to refuse to renew a vehicle license plate when a stop has been placed on the vehicle registration file showing property tax has not been paid in accordance with the new provisions.** Effective date of the Statute is January 1, 1993. **To ensure that all property tax stops are cleared, when renewing your apportioned license plates bring a copy of your tax receipt (MAV-2) from the County Tax Assessors Office.**

#### **TRAILER APPORTIONMENT**

If you desire to apportion trailers, you may include trailers in your IRP fleet. The cost of an apportion trailer plate is \$19.00 with no additional jurisdictional fees due.

## New Account/Fleet

In order to establish a new IRP account and/or fleet, the following criteria must be met:

- Established Place of Business - in order to apportion based in North Carolina you must be a resident of North Carolina or have an Established Place of Business in North Carolina (See definition of Established Place of Business in this manual on page 4). You must have 3 proofs of residency or place of business in NC.
- To establish residence in a jurisdiction, an applicant must demonstrate to the satisfaction of the jurisdiction at least three of the following:
  1. If the applicant is an individual, his or her driver's license is issued by that jurisdiction,
  2. That the applicant's federal income tax returns have been filed from an address in that jurisdiction,
  3. That the applicant has paid personal income taxes to that jurisdiction,
  4. That the applicant has paid real estate or personal property taxes to that jurisdiction,
  5. That the applicant receives utility bills in that jurisdiction in its name, or
  6. That the applicant has a vehicle titled in that jurisdiction in its name.
- Apportionable Vehicle - (1) a power unit having two axles and a gross vehicle weight in excess of 26,000 pounds; or (2) a power unit having three axles or more regardless of weight; or (3) when the combination exceeds 26,000 pounds gross vehicle weight.
- Must operate in two or more jurisdictions
- Type of Operation - every fleet in your IRP Account must be designated by a Fleet Type that describes your type of business. They are:
  - (a) Private - PVT - hauls property belonging only to the account holder
  - (b) Common Carrier - COM - any motor carrier which holds itself out to the general public to engage in the transportation of passengers or regulated property for compensation
  - (c) Contract Carrier - CON - any motor carrier transporting persons or regulated property for compensation or hire under contract to a particular person, firm or corporation
  - (d) For Hire Exempt - FHE - any person hauling for compensation commodities exempt from Federal regulations (exempt usually means commodities not processed)
  - (e) For Hire Leased - FHL - hauls Federally regulated property interstate operating under another person or company's FHWA authority (MC Number)
  - (f) For Hire Rental - FHR - rents vehicles to others for transportation of property
- Commodity Class - the type of property transported by vehicles in a fleet. The commodity classes are as follows:
  - (a) A - All commodities (used with fleet types PVT, COM, CON or FHL)
  - (b) L - Logs (used with fleet types PVT or FHE)
  - (c) E - Exempt (interstate exempt commodities used with fleet types FHE or FHR)
  - (d) H - Household Goods Mover (used with fleet type COM)
  - (e) P - Passenger Bus (used with fleet type COM)
- Insurance Certification - must furnish the Division your insurance company name and policy number; depending upon your Fleet Type, specific insurance forms may be required as proof of proper liability insurance coverage.

**\*\*Certification of Bobtail Insurance Coverage Only will not be acceptable.**

- Jurisdictions of Travel - you must indicate all jurisdictions of travel that you wish your fleet to be apportioned that covers your scope of operation. Estimated distance will be used to base your operation for each jurisdiction. The estimated distance used is based on an average of all actual distance reported for a jurisdiction and all vehicles apportioned for that jurisdiction during a prior registration year. You may use your own anticipated estimated distance for a jurisdiction but you must furnish documentation to justify the distance reported.

**After your first renewal, you will be required to report all actual distance accrued in the fleet for the reporting period.**

- Apportioned Licensed Weight - you must declare the North Carolina Base Weight. Our computer system uses the Weight Group concept to record license weight. We have two types of Weight Groups, **Fixed** or **Variable**. A Fixed Weight Group means that all jurisdictions of travel will have the same weight as the North Carolina weight declared. A Variable Weight Group means that some or all jurisdictions of travel will have a weight different than the declared North Carolina weight.

**All weights in a Variable Weight Group must be within 10 percent of the declared North Carolina weight. If the weight is not within the 10 percent variance, the registrant must sign a statement of declaration explaining why a specific jurisdiction must be licensed in excess or below the North Carolina declared weight.**

- Equipment - every IRP Account/Fleet must have vehicles associated in order to be active. All fleets must consist of at least one power unit (except for Pool Fleet Trailers). Each piece of equipment must be identified by an Equipment Number. Equipment Numbers may consist of up to eight (8) characters. Equipment Numbers are unique numbers that you assign to your vehicle(s).

Application Forms

IRP-A	Apportioned Account Application
IRP-F	Apportioned Fleet Application
IRP-M1	Apportioned US Estimated Mileage Application (page 1 of 2)
IRP-M1	Apportioned US Estimated Mileage Application (page 2 of 2)
IRP-W	Apportioned Weight Group Schedule
IRP-E	Apportioned Equipment Application

**The applications must be signed and dated by an authorized representative of the account for the application to be complete.**

IRP-A  
(Rev. 12/98)

North Carolina Division of Motor Vehicles

TYPE OR PRINT (blue or black ink)

APPORTIONED ACCOUNT APPLICATION

NEW ACCOUNT FORMS: IRP-A, IRP-F, IRP-M1, IRP-W, AND IRP-E

1. FIRST REGISTRANT TYPE (check one)  
 FOR HIRE LEASED REGISTRANT ONLY     MOTOR CARRIER USDOT# \_\_\_\_\_  
REGISTRANT ID: \_\_\_\_\_ RELATIONSHIP: \* \_\_\_\_\_ SSN: \_\_\_\_\_ FEIN: \_\_\_\_\_  
Individual Name (First, Middle, Last, Suffix /Sr, Jr, I,II,etc.) \_\_\_\_\_  
Business name \_\_\_\_\_  
ACCOUNT PHYSICAL ADDRESS (must be street or road in NC) PO BOX IS NOT VALID \_\_\_\_\_  
City: \_\_\_\_\_ State: NC Zip: \_\_\_\_\_ County: \_\_\_\_\_  
ACCOUNT MAILING ADDRESS (if different from physical address) PO BOX IS VALID \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
ACCOUNT CONTACT PERSON: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

2. SECOND REGISTRANT  
TYPE (check one)     I (individual)    or     B (business)  
REGISTRANT ID: \_\_\_\_\_ RELATIONSHIP: \* \_\_\_\_\_ SSN: \_\_\_\_\_ FEIN: \_\_\_\_\_  
Individual Name (First, Middle, Last, Suffix /Sr, Jr, I,II,etc.) \_\_\_\_\_  
Business name \_\_\_\_\_

3. \*\* RELATIONSHIP NAME (Complete only if a relationship is indicated in Section 1 and / or 2)  
TYPE (check one)     I (individual)    or     B (business)  
REGISTRANT ID: \_\_\_\_\_ SSN: \_\_\_\_\_ FEIN: \_\_\_\_\_  
Individual Name (First, Middle, Last, Suffix /Sr, Jr, I,II,etc.) \_\_\_\_\_  
Business name \_\_\_\_\_

4. DISCLOSURE SECTION ( Privacy)  
In 1997, the North Carolina Legislature passed a bill, which allows citizens to protect the personal information contained in the records of the Division of Motor Vehicles. Failure to check the block below will allow the Division of Motor Vehicles to release your name and address for marketing and solicitation after July 1, 1999.  
 I (Wc) would like the personal information contained in this application NOT TO BE RELEASED.  
SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MUST BE SIGNED IN INK BY ACCOUNT HOLDER OR AUTHORIZED REPRESENTATIVE OF FIRM OR BUSINESS

\* A RELATIONSHIP MAY EXIST FOR THE FIRST OR SECOND REGISTRANT OR BOTH  
IF A RELATIONSHIP EXISTS FOR THE FIRST and SECOND REGISTRANTS, IT MUST BE THE SAME.

DBA: Doing business as    DIV: A Division of    TRU: Trustee    GUA: Guardian    CUS: Custodian    LIF: For life then    JTW: Joint w right of survivorship

\*\*ENTER THE FULL NAME OF THE RELATIONSHIP IN SECTION 3.

OFFICE USE  
ACCOUNT NUMBER: \_\_\_\_\_

IRP-F  
(Rev. 12/98)

North Carolina Division of Motor Vehicles

TYPE OR PRINT (blue or black ink)

APPORTIONED FLEET APPLICATION

NEW FLEET FORMS: IRP-F, IRP-M(2 pages), IRP-W, AND IRP-E

1. IRP ACCOUNT NUMBER: \_\_\_\_\_ (new account numbers are system generated; for existing accounts, enter account number)

FLEET NUMBER: \_\_\_\_\_ (new fleet numbers are system generated unless otherwise indicated)

ACCOUNT NAME (indicate full name(s) for the above indicated account)  
(First Registrant)

(Second Registrant)

(Relationship Name)

OFFICE USE

SUPPLEMENT NUMBER: \_\_\_\_\_

2. REGISTRATION PERIOD EFFECTIVE DATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

3. FLEET PHYSICAL ADDRESS must be street or road in NC PO BOX IS NOT VALID

City: \_\_\_\_\_ State: NC Zip: \_\_\_\_\_ County: \_\_\_\_\_

FLEET MAILING ADDRESS (if different from physical address) PO BOX IS VALID

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

FLEET CONTACT PERSON: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

INTERNET ADDRESS: \_\_\_\_\_

4. FLEET TYPE (check only one block to indicate the type of operation for all the vehicles in this fleet)

- PRIVATE (PVT) Hauls property belonging only to this Account Holder
- COMMON CARRIER (COM) Hauls federally regulated property/passengers under FHWA/MC Number \* \_\_\_\_\_
- CONTRACT CARRIER (CON) Hauls federally regulated commodities under FHWA/MC Number \* \_\_\_\_\_
- FOR HIRE EXEMPT (FHE) Hauls property interstate which are exempt from federal regulation (Form E required)
- FOR HIRE LEASED (FHL) Hauls property interstate operating under another carrier's authority FHWA/MC Number\* \_\_\_\_\_
- FOR HIRE RENTAL (FHR) Rents vehicles to others for transportation of property (Form E required)

\* ARE YOU USING SINGLE STATE REGISTRATION (SSR) INSURANCE?  YES - If not in NC: enter SSR Base State \_\_\_\_\_ (copy of RS-3 required)  
 NO - I am using my own Insurance (Form E & copy of RS-3 required)

\* THE SINGLE STATE REGISTRATION APPLICATION & FEES MUST BE PROCESSED FOR THE EXPIRATION YEAR OF THE FLEET ALLOCATED FLEETS

- ONE-WAY RENTAL Minimum Number of Vehicles: \_\_\_\_\_ GVWR (NC WT): \_\_\_\_\_
- POOL FLEET TRAILERS Minimum Number of Trailers: \_\_\_\_\_ GVWR (Greater than 6,000 pounds)

REQUIREMENTS: ONE-WAY RENTAL FLEET USE FORM IRPTA-21 POOL FLEET TRAILER FLEET USE FORM IRPTA-19

5. COMMODITY CLASS (check only one block to indicate the type of property transported by all the vehicles in this fleet)

- ALL COMMODITIES ( A ) All Kinds of Commodities/Goods (used with fleet types PVT, COM, CON, or FHL)
- LOGS ( L ) Logs (used with fleet types PVT or FHE)
- EXEMPT ( E ) Interstate Exempt Commodities (used with fleet types FHE or FHR)
- HOUSEHOLD GOODS ( H ) Household Goods Mover (used with fleet type COM)
- PASSENGER BUS ( P ) Passengers (used with fleet type COM)

6. FIVE YEAR APPORTIONED TRAILER PLATES (K SERIES)

DO YOU CURRENTLY HAVE TRAILER PLATES BEGINNING WITH THE LETTER 'K' FOLLOWED BY FIVE(S) NUMBERS?  YES  NO

7. INSURANCE CERTIFICATION

I certify that I have Financial Responsibility as required by law for the motor vehicles operating in this fleet.

Insurance Co Name: \_\_\_\_\_

Insurance Policy Number: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

MUST BE SIGNED IN INK BY ACCOUNT HOLDER OR AUTHORIZED REPRESENTATIVE OF FIRM OR BUSINESS

OFFICE USE

INS CO CODE \_\_\_\_\_

RENEWAL SCHEDULE M  
(Rev. 05/14)  
TYPE OR PRINT (blue or black ink)

North Carolina Division of Motor Vehicles  
APPORTIONED RENEWAL MILEAGE APPLICATION

PAGE 1 OF 2

1. IRP ACCOUNT NUMBER: \_\_\_\_\_ FLEET NUMBER: \_\_\_\_\_  
OFFICE USE SUPPLEMENT NUMBER: 0000

2. REGISTRATION PERIOD: EFFECTIVE DATE \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

3. MILEAGE REPORTING YEAR: JULY 01, \_\_\_\_\_ THROUGH JUNE 30, \_\_\_\_\_

4. JURISDICTION MILEAGE (continued on page 2)  
 LIST ACTUAL MILES in the ACTUAL MILES column for each state traveled by all vehicles in this fleet during the mileage-reporting period.  
 COMPUTE AVERAGE VEHICLE DISTANCE  Yes  No Use AVERAGE VEHICLE DISTANCE if First Renewal or No Actual mileage traveled during the mileage reporting period.

OFFICE USE	ACTUAL MILES	AVERAGE VEHICLE DISTANCE MILES	OFFICE USE	ACTUAL MILES	AVERAGE VEHICLE DISTANCE MILES
AK ALASKA			LA LOUISIANA		
AL ALABAMA			MA MASSACHUSETTS		
AR ARKANSAS			MD MARYLAND		
AZ ARIZONA			ME MAINE		
CA CALIFORNIA			MI MICHIGAN		
CO COLORADO			MN MINNESOTA		
CT CONNECTICUT			MO MISSOURI		
DC DIST OF COLUMBIA			MS MISSISSIPPI		
DE DELAWARE			MT MONTANA		
FL FLORIDA			NC NORTH CAROLINA		
GA GEORGIA			ND NORTH DAKOTA		
IA IOWA			NE NEBRASKA		
ID IDAHO			NH NEW HAMPSHIRE		
IL ILLINOIS			NJ NEW JERSEY		
IN INDIANA			NM NEW MEXICO		
KS KANSAS			NV NEVADA		
KY KENTUCKY			NY NEW YORK		

THIS IS A TWO-PART FORM. PLEASE CONTINUE TO THE NEXT PAGE.

RENEWAL SCHEDULE M  
(Rev. 05/14)

North Carolina Division of Motor Vehicles

TYPE OR PRINT (blue or black ink)

APPORTIONED RENEWAL MILEAGE APPLICATION

PAGE 2 OF 2

1. IRP ACCOUNT NUMBER: \_\_\_\_\_ FLEET NUMBER: \_\_\_\_\_ OFFICE USE SUPPLEMENT NUMBER: 000

2. REGISTRATION PERIOD: EFFECTIVE DATE \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

3. MILEAGE REPORTING YEAR: JULY 01, \_\_\_\_\_ THROUGH JUNE 30, \_\_\_\_\_

4. JURISDICTION MILEAGE (continued from page 1)

OH OHIO	OFFICE USE	ACTUAL MILES	AVERAGE VEHICLE DISTANCE MILES	OFFICE USE	ACTUAL MILES	AVERAGE VEHICLE DISTANCE MILES
OK OKLAHOMA				AB ALBERTA		
OR OREGON				BC BRITISH COLUMBIA		
PA PENNSYLVANIA				MB MANITOBA		
RI RHODE ISLAND				NB NEW BRUNSWICK		
SC SOUTH CAROLINA				NF NEWFOUNDLAND		
SD SOUTH DAKOTA				NS NOVA SCOTIA		
TN TENNESSEE				NT NORTHWEST TERR		
TX TEXAS				ON ONTARIO		
UT UTAH				PE PRINCE EDWARD IS		
VA VIRGINIA				QC QUEBEC		
VT VERMONT				SK SASKATCHEWAN		
WA WASHINGTON				YT YUKON TERRITORY		
WI WISCONSIN						
WV WEST VIRGINIA						
WY WYOMING				MX MEXICO		

MILEAGE TOTALS

(pages 1 & 2)

ACTUAL: \_\_\_\_\_ AVERAGE DISTANCE: \_\_\_\_\_ GRAND TOTAL: \_\_\_\_\_

5. MILEAGE CERTIFICATION: I CERTIFY THE MILEAGE ON THIS SCHEDULE REPRESENTS THE ACTUAL MILES FOR THE VEHICLES OPERATING IN THIS FLEET. I AM DECLARING THE AVERAGE VEHICLE DISTANCE MILEAGE FORMULA.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

MUST BE SIGNED IN INK BY ACCOUNT HOLDER OR AUTHORIZED REPRESENTATIVE OF FIRM OR BUSINESS

North Carolina Division of Motor Vehicles

IRP-S (REV. 12/98)

TYPE OR PRINT (Blue or Black Ink)

APPORTIONED SUPPLEMENT APPLICATION

1. IRP ACCOUNT NUMBER: 00000 FLEET NUMBER: 000 ACCOUNT NAME (indicate the full name(s) for the above indicated account)

(Second Registrant)

(Relationship Name)

OFFICE USE SUPPLEMENT NUMBER:

2. REGISTRATION PERIOD: EFFECTIVE DATE / EXPIRATION DATE

3. SUPPLEMENT INFORMATION (Place an X by the type(s) of Supplement(s) you are filing, and complete the necessary forms)

THESE SUPPLEMENT TYPES CAN BE COMBINED WITHIN A SINGLE SUPPLEMENT (same vehicle cannot be involved)

TYPE OF SUPPLEMENT IRP FORM(S) REQUIRED

[ ] DUPLICATE CAB CARD IRP-S & IRP-E

[ ] AMEND EQUIPMENT (correct vehicle information) IRP-S, IRP-W, & IRP-E

[ ] STARS \*\* (plate transactions IRP vehicles only) IRP-S, IRP-W, & IRP-E (surrender cab card(s))

TITLE/REGISTRATION FORM(S) REQUIRED

NONE

TITLE DOCS, MVR-330(s), MVR-32(s), etc (if applicable)

MVR-18(s), TITLE DOCS, MVR-330(s), MVR-32(s), (if applicable)

THESE SUPPLEMENT TYPES CANNOT BE COMBINED WITHIN A SINGLE SUPPLEMENT.

TYPE OF SUPPLEMENT IRP FORM(S) REQUIRED

[ ] ADD EQUIPMENT (Issue, Transfer, Exchange or Exchange/Transfer) IRP-S, IRP-W, & IRP-E (surrender cab card on transfer(s))

[ ] CHANGE WEIGHT IRP-S, IRP-W, & IRP-E (surrender cab card(s))

[ ] TRANSFER PLATE(S) & CHANGE WEIGHT IRP-S, IRP-W, & IRP-E (surrender cab card(s))

[ ] TURN-IN PLATE(S) IRP-S, IRP-E (surrender cab card(s))

[ ] ADD JURISDICTION(S) IRP-S, IRP-M2 (pages 1&2), & IRP-W

[ ] CHANGE ACCOUNT NAME IRP-S, IRP-A, & IRP-E (must be changed for each fleet)

[ ] CHANGE CARRIER TYPE IRP-S & IRP-F

[ ] CHANGE COMMODITY CLASS IRP-S & IRP-F

[ ] FLEET TO FLEET IRP-S, IRP-W, & IRP-E

TITLE/REGISTRATION FORM(S) REQUIRED

TITLE DOCS, MVR-330(s), MVR-32(s), etc (if applicable)

NONE

TITLE DOCS, MVR-330(s), MVR-32(s), ETC (IF APPLICABLE)

FS20 (receipt for surrendered plate will be generated by the system)

NONE

TITLE DOCS, MVR330(s), MVR-32(s), etc (if applicable)

NONE

NONE

TITLE DOCS, MVR-330(s), MVR-32(s), etc (if applicable)

4. INSURANCE: IS THIS A CHANGE OF INSURANCE COMPANY OR POLICY NUMBER? YES [ ] NO [ ]

INSURANCE CERTIFICATION: I certify that I have Financial Responsibility as required by law for the motor vehicles operating in this fleet

INSURANCE CO NAME: INSURANCE POLICY NUMBER: DATE: / /

SIGNATURE: MUST BE SIGNED IN INK BY ACCOUNT HOLDER OR AUTHORIZED REPRESENTATIVE OF FIRM OR BUSINESS

OFFICE USE Insurance Co Code

\* AMEND EQUIPMENT SUPPLEMENTS involve corrections to any vehicle information captured in IRP or on Title Documents. EXAMPLES: Year, Make, Body Style, Vin, Fuel Type, Titled Owner, Branded Title Code, Tax County/Situs, Equipment Number, Purchase Price, Purchase Date, Factory Price, Unladen Weight, Axles, Seats, Colorado Indicator, or Weight Group Number. You may also perform Title corrections with transfer or replace plate options from STARS Registration Menu.

\*\* STARS SUPPLEMENTS involve plate transactions for vehicles associated with an IRP Fleet. EXAMPLES: Transfer, Exchange, Replace & Transfer, Exchange & Transfer, Double Transfer. Three types of Title transactions may be processed in the STARS Supplement along with the plate transactions. THESE ARE: Duplicate Title, Lien Recording, and Duplicate Title with Lien Recording



North Carolina Division of Motor Vehicles

IRP-E  
(Rev. 12/2010)  
TYPE OR PRINT (blue or black ink)

APPORTIONED EQUIPMENT APPLICATION

ACCOUNT NUMBER: \_\_\_\_\_ (new account numbers are system generated; for existing accounts, enter number)  
 FLEET NUMBER: \_\_\_\_\_ (new fleet numbers are system generated unless otherwise indicated)

SUPP NUMBER: \_\_\_\_\_ REGISTRATION YEAR: \_\_\_\_\_  
 EFFECTIVE: \_\_\_\_\_ EXPIRATION: \_\_\_\_\_  
 US DOT# \_\_\_\_\_

3. PLATE ACTIONS (Use these codes in column 1 of Section 4 to indicate the type of plate action for each vehicle)

T (Transfer Plate) R (Replace Plate) RT (Replace & Transfer Plate) E (Exchange Plate) ET (Exchange & Transfer Plate) I (Issue Plate)  
 DT (Double Transfer) DC (Duplicate Cab Card) AE (Amend Equipment)

1. ACCOUNT NUMBER: \_\_\_\_\_ (new account numbers are system generated; for existing accounts, enter number)  
 FLEET NUMBER: \_\_\_\_\_ (new fleet numbers are system generated unless otherwise indicated)

2. BODY STYLE (choose 1 (one) body style per page) You may process up to 10 vehicles of the same BODY STYLE on thispage. Use additional IRP-E forms for more than 10.  
 TR (Tractor & Truck-Tractor) TOTAL NUMBER TR: \_\_\_\_\_ (ALL PAGES)  TK (Truck) TOTAL NUMBER TK: \_\_\_\_\_ (ALL PAGES)  
 BU (Bus) TOTAL NUMBER BU: \_\_\_\_\_ (ALL PAGES)  TL (Trailer: semi & full) TOTAL NUMBER TL: \_\_\_\_\_ (ALL PAGES)

1	2	3	4	5	6*	7	8	9	10*	11*	12*	13	14
Plate Trans	Plate Number	Title Number	Vehicle Identification Number	Equipment Number	Fleet to Fleet	Purchase Date	Purchase Price	Weight Group Number	Unladen Weight	AXLES	SEATS	US DOT#	TIN

4. EQUIPMENT LIST (List vehicles for the body style indicated in Section 2.) Do NOT mix body styles on a page

1	2	3	4	5	6*	7	8	9	10*	11*	12*	13	14
Plate Trans	Plate Number	Title Number	Vehicle Identification Number	Equipment Number	Fleet to Fleet	Purchase Date	Purchase Price	Weight Group Number	Unladen Weight	AXLES	SEATS	US DOT#	TIN

\*CODES KEY

6. FLEET TO FLEET: Indicate the OLD/FROM fleet number when moving vehicle & plate from one fleet to another fleet.

10. AXLES: TR, TK, & TL body styles. Indicate NUMBER OF AXLES on the vehicle including steering axle.

11. SEATS: Applies to BU (Bus/body style). Indicate the NUMBER OF SEATS including the driver's seat.

12. COLORADO INDICATOR: YES OR NO. Does this vehicle travel over 10,000 miles nationally?

13. US DOT# Number of the person responsible for the safe operation of the vehicle.

14. TIN (Taxpayer ID#) Either the SSN(Social Security#) or FEIN(Fed/Employer ID#) used when applying for the USDOT# listed in 13.

\*\* Is the control and responsibility for the safety of this vehicle expected to change?

5. SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

MUST BE SIGNED IN INK BY ACCOUNT HOLDER OR AUTHORIZED REPRESENTATIVE OF FIRM OR BUSINESS

# UNIFIED CARRIER REGISTRATION FORM-Year 2015

To register online go to [WWW.UCR.IN.GOV](http://WWW.UCR.IN.GOV)

## SECTION 1. GENERAL INFORMATION

USDOT Number	MC or MX Number	FF Number	Telephone Number	Fax Number
Legal Name			E-Mail Address	
Doing Business Under the Following Name (DBA)				
Principal Place of Business Street Address(See Instructions)				
Principal Business City		Principal Business State		Zip Code
Mailing Street Address				
Mailing City		Mailing State		Mailing Zip Code

## SECTION 2. CLASSIFICATION - Check All That Apply

Motor Carrier   
  Motor Private Carrier   
  Broker   
  Leasing Company   
  Freight Forwarder

## SECTION 3. FEES DUE-BROKERS, FREIGHT FORWARDERS AND LEASING COMPANIES ONLY

*Note: If your company is also a motor carrier or motor private carrier, skip this section and go to section 4.*

Brokers, freight forwarders and leasing companies (not combined with a motor carrier entity), please submit the amount due of \$76 in the form of Check or Money Order payable to NC DMV and go to Section 7.

## SECTION 4. NO. OF MOTOR VEHICLES- MOTOR CARRIER & MOTOR PRIVATE CARRIER

Check only one box:

Option A  The number of vehicles shown below have been taken from section 26 of your last reported MCS-150 form.

Option B  The number of vehicles shown below is the total number owned and operated for the 12-month period ending June 30, 2014

*See Instructions for additional requirements if you select Option B.*

LINE NO.	NUMBER OF STRAIGHT TRUCKS AND TRACTORS (COLUMN A)	(COLUMN B)	NUMBER OF MOTOR COACHES, SCHOOL BUSES, MINI-BUSES, VANS AND LIMOUSINES (COLUMN C)	TOTAL (COLUMN D)
1.				
2.	<b>Subtract:</b>			
	(A) The number of vehicles on Line 1 in Column C above that has a vehicle capacity of 10 or less passengers, including the driver.			(      )
	(B) (Optional) The number of vehicles on Line 1 in Column A above that are used exclusively in intrastate transportation. You are required to maintain a list of vehicles excluded under this option. See Instructions for additional requirements if you select this option.			(      )
3.	<b>(Optional) Add a number of vehicles not shown on Line 1 above that are:</b>			
	(A) Commercial motor vehicles operating exclusively in intrastate commerce. (See instructions for definition of commercial motor vehicle.)			
	(B) Used in commerce to transport passengers or property for compensation and have a GVWR or GVW of 10,000 lbs or less, or a passenger capacity of 10 or less, including the driver.			
4.	Total Number of Vehicles (Line 1 minus Line 2 plus Line 3)			

## SECTION 5. FEE TABLE

Number of Vehicles	Amount Due	Number of Vehicles	Amount Due	Number of Vehicles	Amount Due
0-2	\$76	6-20	\$452	101-1000	\$7,511
3-5	\$227	21-100	\$1,576	1001 or more	\$73,346

## SECTION 6. FEE DUE - MOTOR CARRIER & MOTOR PRIVATE CARRIER

Using the number of vehicles in Section 4, Line 4 above, enter the Amount Due from the table above.

*Note: Payment can be made in the form of Check or Money Order. Make Checks Payable to NCDMV*

\$

## SECTION 7. CERTIFICATION

I, the undersigned, under penalty for false statement, certify that the above information is true and correct and that I am authorized to execute and file this document on behalf of the applicant. (Penalty provisions subject to the laws of the registration state.)

Name of Owner or Authorized Representative (Printed)	Date
Signature	Title

## IRP Renewal Requirements

- Actual Distance - You are required to report all actual distance accrued during the reporting period. The Reporting Period is the fiscal year prior to the renewal registration year. The Reporting Period dates will display on the top of the REN-M. You will be apportioned for all jurisdictions, no fees will be collected and these jurisdictions will display on your Apportioned License Cab Card.
- Certification of Liability Insurance - In accordance with Federal Regulations, a For-Hire or Private operation engaged in interstate or foreign commerce with a GVWR (gross vehicle weight rating) of more than 10,000 pounds and transporting non-hazardous property or passengers, the minimum liability required is \$750,000.00.
- 2290 Schedule 1 - you must furnish proof of payment of the Federal Heavy Vehicle Use Tax (2290) for all qualified vehicles (vehicles licensed at 55,000 pounds or more). For information on the Federal Heavy Vehicle Use Tax, see page 95 of this manual.
- Vehicle Stops - In order to renew the vehicles in your fleet, all vehicles must be cleared of all vehicle stops such as County Tax Stop, Audit Stop, Insurance Stop, Failure to provide proof of FHVUT Paid, Correspondence Stop, etc.
- Unified Carrier Registration (UCR) - The Purpose of the Unified Carrier Registration (UCR) Act is to provide uniform national standards for registration, identification and financial responsibility for motor carriers, motor private carriers, freight forwarders, leasing companies and brokers.  
**This applies to any motor carrier that is required to file an MCS Form 150 and obtain a U.S. DOT identification number.**
- Drafts - If your North Carolina Apportioned Fee equals \$400.00 or more, you may obtain a bank draft to defer partial payment. These fees will be drafted from your bank account six months from your renewal month. You must submit a voided check with your IRP Renewal Application if you desire your account to be invoiced on a draft.  
If you are applying for a draft for the first time or have changed banks, you must submit a letter of recommendation from your bank on the bank letterhead, describing how you conduct your banking business.

**Drafts must be paid even if the motor vehicles are disposed of or license plates are turned in prior to the Draft due date.**

**If you are going to process your IRP Renewal via the Internet, in order to utilize the bank draft, you must already have established bank draft information in our computer system.**

Application Forms

UCR	Unified Carrier Registration Application
REN-A	Renewal Account Application
REN-F	Renewal Fleet Application
REN-E	Renewal Equipment List
REN-M (page 1 & 2)	Renewal Mileage Schedules
REN-W	Renewal Weight Application

**The applications must be signed and dated by an authorized representative of the account for the application to be complete.**

**IRP Renewal Applications can only be processed in the Raleigh or Charlotte IRP Offices or via the Internet.**

For assistance with your IRP Renewal, call the Raleigh IRP Office at (919) 861-3720 or the Charlotte IRP Office at (704) 392-2112.

**For assistance processing your IRP Renewal via the Internet, call the Raleigh IRP Office only.**

## Maximum Registered Vehicle Weights for IRP Jurisdictions

Jurisdiction	Max. Operating Weight (In lbs.)	Max. Cab Card Weight (in lbs.)	Exceptions/Conditions	OW Permits Cab Card Changed to reflect OW permit / no change to cab card
Alabama	*80,000	QUAL	Overweight permit over 80,000 lbs.	Cab card changed to reflect "QUAL" for anything over 80,000 lbs.
Alberta	139,992	139,992		No change to cab card
Arizona	*80,000	*80,000	*Overweight permit over 80,000 lbs.	
Arkansas	80,000	80,000		No change to cab card
British Columbia	141,100	139994/ (63,500 kg)		Permit is needed, no change to cab card
California	*80,000	80,000	*Without overweight permit	No change to cab card
Colorado	*85,000	80,000	*Without overweight permit	
Connecticut	None	*None	*80,000 lbs. with overweight permit	Cab card changed to reflect OW permit
Delaware	80,000	80,000		Permit is needed, no change to cab card
District of Columbia	80,000	80,000		
Florida	80,000	80,000		
Georgia	80,000	80,000		
Idaho	*129,000 (pilot project only - not allowed on interstates)	106,000 unless operating under the pilot project then max of 130,000 (Idaho registers in 2,000 pound increments which may be more than you can legally haul)	Exceeding 80,000 on the interstate with reducible loads, requires an annual excess weight permit and being registered for the max legal weight. Exceeding 80,000 on the non-interstate highways with reducible loads, requires being registered for the max legal weight but no excess weight permit is required. *Operating under the pilot project with reducible loads, requires a separate pilot project permit and being registered for the max legal weight up to 129,000. Do not register for more than 106,000 unless you have permission and permits to operate under the pilot project. Vehicles hauling non-reducible loads are not required to register for the maximum weight they will be hauling. They must purchase an overweight permit (annual or single trip) when exceeding the legal axle and/or gross weights allowed and operating on interstate and non-interstate highways.	Cab card changed to reflect permit weight
Illinois	80,000	80,000		
Indiana	80,000	80,000		Permit is needed, no change to cab card
Iowa	No Maximum	Unlimited		Requires increase in registration to be reflected in registration documents.

## Maximum Registered Vehicle Weights for IRP Jurisdictions

Kansas	85,500*	85,500*	*Max 80,000 lbs. On KS Interstate System	Cab card does not change, must be registered for 85,500 to purchase OW permit.
Kentucky	*80,000	80,000	*Special permit over 80,000 lbs.	
Louisiana	88,000	88,000	83,400 lbs - Interstate 88,000 lbs - non-interstate	Weights must be reflected on the cab card (83,400 lbs for Interstate and 88,000 lbs for non-interstate) in order to qualify for an overweight permit.
Maine	100,000	100,000		Cab card does not change
Manitoba	137,770 lbs. or 62,500 Kg	137,770 lbs. or 62,500 Kg		Cab card does not change
Maryland	80,000	80,000		
Massachusetts	None	None	Over 80,000 lbs. With overweight permit	Permit is needed, no change to cab card
Michigan	160,001	160,001		Permit is needed, no change to cab card
Minnesota	*80,000	Unlimited	*Overweight permit over 80,000 lbs.	Requires the cab card reflect the weight of the OW permit as well as have an OW permit.
Mississippi	80,000	80,000		Cab card does not change
Missouri	80,000	80,000	*Overweight permit over 80,000 lbs.	No change is needed on cab card
Montana	*132,000	132,000		
Nebraska	94,000	94,000		Cab card does reflect the OW up to 94,000 lbs and a permit is also required
Nevada	129,000	80,000		Cab card must reflect 80,000 lbs. to be legal with an OW permit. Card does not change if reflecting 80,000 lbs.
Newfoundland and Labrador				
New Brunswick				
New Hampshire	*80,000	80,000	*Overweight permit over 80,000 lbs.	
New Jersey	80,000	80,000		Permit is needed, no change to cab card
New Mexico	86,400	80,000		
New York	*None	None	*Overweight permit over 80,000 lbs.	Cab card changed to reflect OW permit
North Carolina	80,000	80,000	*Overweight permit over 80,000 lbs.	No change to cab card
North Dakota	105,500	105,500		No change to cab card
Nova Scotia				
Ohio	80,000	80,000		
Oklahoma	90,000	90,000	*Annual permit required over 80,000 lbs	

## Maximum Registered Vehicle Weights for IRP Jurisdictions

Ontario				
*Oregon (see note below)	*105,500	105,500	*Special permit over 80,000 lbs.	No change to cab card
Pennsylvania	80,000	80,000		
Prince Edward Island	62,500 lbs. Or 137,788 kg	62,500 lbs. Or 137,788 kg	Overweight permits are issued for indivisible loads. Carriers must apply. Permits not issued for divisible loads, carrier fined and must off-load excess weight.	No change to cab card needed.
Quebec			*Reminder: Registration based on the number of axles *Overweight permit needed over 62,500 Kg (137,500 lbs.)	
Rhode Island	80,000	80,000		No change to cab card, separate permit for OW.
Saskatchewan	137,787	137,787		
South Carolina	80,000	80,000		
South Dakota	*None	*None	*Must meet SD bridge weight laws. *Overweight permit required over 80,000 GVW on interstate.	Cab card changed and permit required.
Tennessee	80,000	80,000		
Texas	80,000	80,000		Does not require amendment to original cab card.
Utah	*129,000      *None	80,000	*On divisible loads w/overweight permit. *On non-divisible loads w/overweight permit	No change to the cab card, separate permit is issued for carrier to carry.
Vermont	80,000	80,000		
Virginia	80,000	80,000		Separate permit required. No change on cab card
Washington	105,500	105,500		
West Virginia	80,000	80,000		
Wisconsin	80,000	80,000		
Wyoming	117,000	117,000	Overweight permit over 117,000 lbs.	No change to cab card
*Oregon: The only time trucks are allowed into Oregon without credentials is when the truck's route goes straight (no pickups or deliveries) to a Port of Entry during the Port's registration office hours.				

**Federal Heavy Vehicle Use Tax**—According to General Statute 20-88(j), effective October 1, 1985, North Carolina must refuse to register a heavy commercial motor vehicle with a gross weight of 55,000 pounds or more until the owner presents proof of payment that the Heavy Vehicle Use Tax has been paid to the United States Treasury.

Even if the vehicle is being registered for less than 55,000 pounds in the base state, proof of payment is required if the vehicle is being registered for 55,000 pounds or more in any other state listed on the cab card.

Proof of payment is the original or a photocopy of the receipted United States Treasury Heavy Vehicle Use Tax Return Schedule 1 (Form 2290) or if not available a copy of the Form 2290 with Schedule 1 attached as filed with the United States Treasury along with a photocopy of the front and back of the cancelled check covering the payment to the United States Treasury.

**Please note the following changes:**

- **The election to pay in installments has been repealed. The tax is due when the return is filed.**
- **DMV will no longer accept a receipted Schedule 1 Form 2290 in the prior owner's name.**

### **OTHER INFORMATION PERTAINING TO APPLICATION(S)**

If North Carolina is claimed as the base state, send all copies of the application for proportional registration (original and/or supplements) to:

International Registration Plan Section N. C. Division of Motor Vehicles 1425 Rock Quarry Rd. Suite 100 Raleigh, North Carolina 27610 (919) 861-3720	<i>or</i>	International Registration Plan Unit N. C. Division of Motor Vehicles 6016 Brookshire Blvd. Charlotte, North Carolina 28216 (704) 392-2112
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North Carolina will compute fees due and bill applicants for North Carolina and all other member jurisdictions. ***DO NOT SEND FEE PAYMENT UNTIL A BILLING NOTICE IS RECEIVED.***

### **LICENSE PLATE AGENCY FUNCTIONS**

Supplement applications for IRP registration can be processed by License Plate Agency personnel throughout the state.

The transactions that may be processed are:

Add Equipment	Duplicate Cab Card(s)
Replacement Plate	Duplicate Title
Lien Recording	Duplicate Title with Lien Recording
Amend Equipment*	Turn in Plate
Change Insurance*	

\*Amend Equipment supplement involves corrections to any vehicle information captured in IRP or on title documents. For example, year, make, body style, vehicle information, fuel type, titled owner, branded title code, tax county/situs, equipment number, purchase price, purchase date, factory price, unladen weight, axles, seats, Colorado indicator or weight group number.

Double transfers and title corrections for IRP vehicles must be processed in Amend Equipment supplement.

\*Change insurance supplement changes the liability insurance certification on a fleet. If the carrier is FHE, or FHR, a new Form E must be provided. If the carrier is COM or CON, a new Form BMC-91 or 91X must be provided for the authority holders Motor Carrier account to be corrected if based in North Carolina. A FHL carrier cannot change insurance unless they are providing their own liability, which requires a Form E.

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**The Branch offices currently performing these services are as follows:**

**ASHEBORO # 2**

**(336) 629-9623**  
338 S. Fayetteville St.  
PO Box 1311  
Asheboro, NC 27203  
9:00 to 5:00 M-F

**ASHEVILLE # 142**

**(828) 667-2104**  
Asheville West Plaza  
137 Smokey Park Highway  
Asheville, NC 28806  
9:00 to 5:00 M-F

**ELIZABETH CITY # 14**

**(252) 338-6965**  
1545E N. Road Street  
Country Club Plaza  
Elizabeth City, NC 27909  
9:00 to 5:00 M-F

**GOLDSBORO # 18**

**(919) 734-7980**  
5 N. William St.  
Goldsboro, NC 27530  
9:00 to 5:00 M-F

**GREENSBORO # 134**

**(336) 856-1510**  
**5551 Gilford Shoppes Station**  
West Market Street  
Greensboro, NC 27409  
9:00 to 5:00 M-F

**GREENVILLE # 147**

**(252) 756-5099**  
800 Mall Dr., Suite B  
Carolina East Centre  
Greenville, NC 27834  
8:30 to 5:00 M-F

**HERTFORD # 93**

**(252) 426-1087**  
114 N. Grubb St.  
Hertford Municipal Bldg.  
Hertford, NC 27944  
8:00 to 5:00 M-F

**ASHEVILLE # 3**

**(828) 252-8526**  
16 B Innsbruck Mall  
85 Tunnel Road  
Asheville, NC 28805  
9:00 to 5:00 M-F

**BURLINGTON # 8**

**(336) 228-1752**  
85 Plaza Shopping Center  
2668 Ramada Road  
Burlington, NC 27215  
9:00 to 5:00 M-F

**FAYETTEVILLE # 15**

**(910) 485-1590**  
815 Elm Street  
Fayetteville, NC 28303  
9:00 to 5:00 M-F

**HENDERSONVILLE # 22**

**(828) 692-0648**  
145 Four Seasons Mall  
Four Seasons Blvd.  
Hendersonville, NC 28739  
9:00 to 5:00 M-F

**HICKORY # 23**

**(828) 328-3783**  
901 Hwy 321 North  
Commerce Building  
Hickory, NC 28601  
9:00 to 5:00 M-F

**KINSTON # 26**  
**(252) 523-5292**  
Park Mall  
834 Hardee Rd., Suite J1  
Kinston, NC 28501  
9:00 to 5:00 M-F

**MORGANTON # 35**  
**(828) 437-4505**  
603 S. College St.  
PO Box 854  
Morganton, NC 28655  
9:00 to 5:00 M-F

**NEW BERN # 37**  
**(252) 637-4524**  
2503 - D Neuse Blvd.  
New Bern, NC 28562  
9:00 to 5:00 M-F

**NORTH WILKESBORO # 38**  
**(336) 903-1283**  
85 Boone Trail  
North Wilkesboro, NC 28659  
9:00 to 5:00 M-F

**ROCKY MOUNT # 44**  
**(252) 443-7900**  
Cross Roads Plaza  
1862 Stone Rose Drive  
Rocky Mount, NC 27804  
9:00 to 5:00 M-F

**RURAL HALL # 123**  
**(336) 969-2814**  
Shel-B, Inc.  
1014 Hwy. 65  
Rural Hall, NC 27045  
9:00 to 5:00 M-F  
9:00 to 12:00 Saturday

**SMITHFIELD # 27**  
**(919) 934-8707**  
103 N. Fourth St.  
Smithfield, NC 27577  
9:00 to 5:00 M-F

**JACKSONVILLE # 16**  
**(910) 347-1000**  
901 Hargett St  
Jacksonville, NC 28540  
9:00 to 5:00 M-F

**NEWTON # 101**  
**(828) 464-6878**  
803 West Conover Blvd.  
Catawba Village Shopping Center  
Conover, NC 28613  
9:00 to 5:00 M-F

**ROANOKE RAPIDS # 70**  
**(252) 537-6357**  
1720 Julian R. Allsbrook Hwy.  
Roanoke Rapids, NC 27870  
9:00 to 5:00 M-F

**SALISBURY # 46**  
**(704) 633-5312**  
126 E. Kerr Street  
Salisbury, NC 28144  
9:00 to 5:00 M-F

**STATESVILLE # 50**  
**(704) 873-3185**  
121 W. Water Street  
PO Box 662  
Statesville, NC 28677  
9:00 to 5:00 M-F

**WALNUT COVE # 91**  
**(336) 591-7182**  
329 N. Main St.  
Walnut, NC 27530  
9:00 to 5:00 M-F  
9:00 to 12:00 noon Saturdays

**WASHINGTON # 55**  
**(262) 975-3691**  
127 N. Market St.  
Washington, NC 27889  
9:00 to 5:00 M-F

**WILSON # 60**  
**(252) 291-8955**  
ACI Services  
4000D Toisnot Village  
Ward Blvd.  
Wilson, N.C. 27893  
9:00 to 5:00 M-F

**WINSTON SALEM # 61**  
**(336) 725-2795 AND 725-2796**  
Shel-B, Inc.  
1127 Silas Creek Parkway  
Parkway Plaza  
Winston Salem, NC 27127  
9:00 to 5:00 M-F

**WILMINGTON # 59**  
**(910) 763-6752 AND 763-6762**  
PSD Incorporated  
2390 B-6 Carolina Beach Rd.  
Wilmington, N.C. 28401  
9:00 to 5:00 M-F

**NOTE: BRANCH OFFICES CANNOT PROCESS RENEWALS, NEW ACCOUNTS OR CREATE NEW FLEETS FOR AN EXISTING ACCOUNT.**

## REGISTRATION OF OWNER-OPERATOR VEHICLES

Proportional registration for owner-operators who lease their vehicles to motor carriers of passengers or property may be accomplished in one of the following procedures:

1. The owner-operator (lessor) may be the registrant and the vehicle may be registered in the name of the owner-operator. The allocation of fees shall be according to the operational records of the owner-operator. The identification plate and cab card shall be the property of the lessor; or
2. The lessee may be the registrant at the option of the lessor and the vehicle may be registered by the carrier, but in both the owner-operator's name and that of the carrier as lessee, with the allocation of fees according to the records of the carrier.

Proportional registration for owner-operators electing to register their vehicles under 1 above shall be accomplished in accordance with the procedures outlined under [General Information for Apportioned Registration](#).

Proportional registration for owner-operators electing to register their vehicles under 2 above shall be accomplished as follows:

- (a) Form-MVR-330, application for a registration plate or the transfer of a registration plate furnished by the North Carolina Division of Motor Vehicles, must be completed for each vehicle and signed by both the lessee and the lessor as required. In the event the vehicle is titled in a jurisdiction other than North Carolina, it is necessary that a copy of the title or a copy of current or the prior year's registration card reflecting title number, be attached to the completed form.
- (b) The lessee shall be the registrant and the vehicle or vehicles shall be registered by the carrier, but in both the carrier's name as lessee and the owner's name as lessor.
- (c) Apportionment of fees will be based on the registrant's distance records. Actual individual vehicle distance traveled by the vehicle or vehicles shall be accrued and accounted for by the registrant the same as if he owned the vehicle or vehicles.
- (d) The apportioned credentials (license plate and cab card) shall be the property of the lessee. In the event the lease is terminated the registrant will file a supplemental application consistent with the same procedures as if they owned the vehicle or vehicles.

## SPECIAL TEMPORARY REGISTRATION (UNLADEN WEIGHT) PERMIT

Each member jurisdiction shall provide a means of temporary registration for owner-operators not operating as a lessor. *Such registration shall be a restricted plate or permit issued for a minimum fee and for a registered gross weight not in excess of the empty weight of the vehicle.*

Upon receipt of completed form MVR-39 – North Carolina Division of Motor Vehicles application for a 10-day temporary registration permit, and accompanying fee of five dollars (\$5.00), a 10-day temporary registration permit will be issued.

## REGISTRATION FOR HOUSEHOLD GOODS CARRIERS

Household Goods Carriers using equipment leased from service representatives may elect to register the equipment in the base jurisdiction of the service representative, or that of the carrier.

If the base jurisdiction of the service representative is elected, the equipment will be registered in the service representative's name and that of the carrier as lessee. The apportionment of fees will be according to the combined distance records of the service representative and those of the carrier. Records must be kept or made available in the service representative's base jurisdiction.

If the election is the base jurisdiction of the carrier, and the jurisdiction is a member jurisdiction, the equipment will be registered by and in the name of the carrier and that of the service representative as lessor. The apportionment of fees shall be according to the distance records of the carrier and the service representative which must include intrastate miles operated by the applicable vehicles. The records must be kept or made available in the base jurisdiction of the carrier. Service representatives properly registered under this election will be fully registered for operations under their own authority as well as under the authority of the carrier.

Many service representatives (household movers) operate under their own regulated authority as well as acting as a service representative or an agent for one of the National Household Goods Carriers.

In North Carolina, a service representative may, provided he has his own operating authority, file an apportionment application in his own name and operate the apportioned vehicles regardless if acting as an agent for one of the National Household Goods Carriers. The service representative (applicant) may also trip lease any apportioned vehicles to a household goods carrier. Apportionment of fees would be based on the combined individual vehicle distance records of the service representative's operation and those while trip leased to the household goods carrier (while operating intrastate and/or interstate) and the records shall be kept and made available for audit in the base jurisdiction of the service representative.

## REGISTRATION OF RENTAL VEHICLES

Registration requirements and procedures vary depending upon the type rental vehicles involved.

The following definitions are applicable:

**Rental Owner**—an owner principally engaged, with respect to one or more rental fleets, in renting to others or offering for rental the vehicles of such fleets, with or without drivers.

**Rental Fleet**—one or more vehicles that are rented or offered for rental with or without drivers, and which are designated by a rental owner as a rental fleet.

**Rental Vehicle**—a vehicle of a rental fleet.

**Renting and Leasing**—the giving of possession and control of a vehicle for valuable consideration for a specified period of time.

**A Rental Transaction**—for the rental of a vehicle shall be deemed to occur in the jurisdiction where such vehicle first comes into possession of the user.

**Rental Vehicle: Base Jurisdiction**—The jurisdiction from or in which the vehicle is most frequently dispatched, garaged, serviced, maintained, operated or otherwise controlled.

Rental fleets owned by any person or firm engaging in the business of renting such vehicles shall be extended full interstate and intrastate privileges, provided:

1. Such vehicles are part of a rental fleet which are identifiable as being a part of the fleet; and
2. Such person or firm has received approval from the jurisdiction to apportion or allocate the rental fleet; and
3. Such person or firm registers and licenses the vehicles in accordance with the following instructions and any other applicable registration requirements and laws.

**Fleets of tractors, single trucks, (excluding one-way trucks) trailers** (not in separate pool fleets and used in normal tractor trailer operation) **based in North Carolina**—Rental owners engaged in the business of renting or leasing such fleets of apportionable vehicles without drivers for use or intended for use in two or more member jurisdictions must apply for proportional registration in accordance with the same procedures required of registrants of other fleets of apportionable vehicles.

## FLEETS OF ALLOCATED RENTAL VEHICLES—Trailers (Pool Fleets), and One-Way Trucks.

Example for figuring number of vehicles to be licensed for Trailers, (Pool Fleets), and One-Way Trucks:

1. Gross revenue earned in 1998 in N.C. - \$4,325,987.  
Gross revenue earned in 1998 all jurisdictions - \$61,873,291.  
 $\$4,325,987 \div \$61,873,291 = 6.992\%$
2. Total vehicles owned/operated first day of 1998= 80,396 X 6.992% = 5,621 vehicles to be licensed in NC.

**ALLOCATED RENTAL VEHICLE**—a vehicle to which a particular jurisdiction's license plate is attached based upon payment of that jurisdiction's full license fee.

Rental owners engaged in the business of renting or leasing fleets of such vehicles in North Carolina and any other jurisdictions (International Registration Plan member jurisdiction or Non-international Registration Plan jurisdiction) are required to file with the North Carolina Division of Motor Vehicles,

the appropriate application. Applicants desiring to license fleets of vehicles shall, prior to the end of the appropriate annual license renewal period, make application and on required forms the Commissioner shall furnish.

**TRAILERS (POOL FLEETS)**—File Form IRPTA-19—North Carolina Registration Application-Trailers (Pool Fleets) allocation.

The minimum number of trailers and/or semi-trailers over 6,000 pounds gross vehicle weight and used solely in pool fleets, to be licensed in North Carolina during the appropriate annual license renewal period of each registration or license year shall be determined as follows:

1. Divide the gross revenue earned in the preceding accounting year for the use of vehicles arising from rental transactions occurring in North Carolina by the total gross revenue earned in the preceding accounting year for the use of the vehicles arising from rental transactions occurring in all jurisdictions where the vehicles are rented.
2. Multiply the resulting North Carolina percent times the total number of vehicles owned or operated as of the first day of the registration or license year. The resulting figure shall be the minimum number of vehicles that must be licensed in North Carolina.

When equipment is added to the fleet after the original application is filed for any registration or license year, the same percent used at the beginning of the registration or license year shall be used to determine the number of additional vehicles subject to registration and license in North Carolina.

**ONE-WAY TRUCKS**—File Application Form IRPTA-21—North Carolina Registration Application—One-Way Truck Allocation.

North Carolina requires one-way trucks of less than 26,000 pounds gross vehicle weight operated as part of an identifiable one-way and local fleet, to be licensed by class of vehicle depending on gross vehicle weights. All vehicles in each class shall be licensed in North Carolina for the same gross vehicle weights.

A separate application is required to allocate and license each class.

The minimum number of such trucks in each class to be full fee licensed in North Carolina during the appropriate annual license renewal period of each registration or license year shall be determined as follows:

1. For each class of vehicles divide the North Carolina distance by the total distance traveled (all jurisdictions) during the preceding year.
2. Multiply the resulting North Carolina percent times the total number of vehicles in the particular class owned or operated on the first day of the registration or license year. The resulting figure shall be the minimum number of such vehicles that must be full fee licensed in North Carolina.

When equipment is added to the fleet after the original application is filed for any registration or license year, the same percentage used at the beginning of the registration or license year shall be used to determine the number of additional vehicles subject to registration and license in North Carolina.

**NOTE:** *Anyone needing additional information regarding the application forms and licensing procedures for fleets of allocated rental vehicles should contact the North Carolina Division of Motor Vehicles—International Registration Plan Section—Telephone (919) 861-3720.*

## REGISTRATION OF BUSES BY COMMON CARRIERS

The apportionment of bus registration fees shall be based on the relationship of base jurisdiction distance versus total distance operated and shall be accomplished in the following manner:

1. The registrant shall file an application for apportionment with the base jurisdiction listing buses assigned in pools.
2. At the option of the registrant, total distance may be the sum of all actual in-jurisdiction distance or a sum equal to the scheduled route distance per jurisdiction from the farthest point of origination to the farthest point of destination of the scheduled pool.
3. After determining the total distance by either of the aforementioned methods, in-jurisdiction distance percent factors shall be derived by dividing the total distance into the in-jurisdiction distance.
4. Distance generated outside the designated pool are deemed to be reciprocity distance and the base jurisdiction may add such distance to the base jurisdiction's distance total

## TRIP LEASING

The lessee except as provided for service representatives (refer to Registration for Household Goods Carriers) is responsible for the registration of the vehicle or vehicles. Registrant may trip lease equipment to another apportioned or nonapportioned carrier. **(The registrant/applicant shall be responsible for reporting all distance traveled by power units listed on the apportioned application.)**

Any trip leased apportionable vehicle operated into or through a member jurisdiction must be apportioned with that jurisdiction or a trip permit will be required.

## Motor Fuel Tax Division Requirements

In addition to apportioned license fees due North Carolina, you must obtain IFTA Decals or Fuel Stickers from the North Carolina Department of Revenue, Motor Fuel Tax Division, 1429 Rock Quarry Rd., Suite 105, Raleigh, N.C. 27610. You should apply for Motor Fuel Cab Cards and Fuel Stickers on Form GAS 1274. The applications may be obtained from the Motor Fuels Tax Division or weigh stations.

The International Fuel Tax Agreement (IFTA) is now available on the Internet. Services available via the Internet allow you to (1) file quarterly IFTA returns and (2) order decals. These services are available at: [www.dor.state.nc.us](http://www.dor.state.nc.us). When you access the web site, go to Electronic Services and go down to Electronic Filing and then Business Taxes. Click on Motor Fuels IFTA.

## PAYMENT OF FEES

North Carolina registrants may be permitted, in accordance with certain provisions of the North Carolina Motor Vehicle Laws, to execute a draft for one half of their North Carolina (ONLY) license fees. This applies:

**Should the gross amount of North Carolina's apportioned license to any one owner (registrant) amount to more than four hundred dollars (\$400.00). (G.S. 20-94)**

Half of this payment will be due 6 months from your renewal month. A draft on a bank or trust company, is required in an amount equal to one half of the North Carolina license fee plus a carrying charge of three percent. Forms will be provided by the Division. **Drafts must be paid even if motor vehicles or license plates are disposed of prior to the Draft due date.** A ten percent penalty attaches by law to drafts returned unpaid by the bank.

If a draft is desired, the request along with a copy of a voided check reflecting the bank's and registrant's account numbers should be attached to the original application.

If a draft has never been executed or if there has been a change of banks, a letter of recommendation from the bank on which draft is to be drawn must accompany the application. Also furnish a copy of a voided check reflecting the bank's and registrant's account numbers.

Registrants approved to purchase apportioned license may be permitted to execute a draft through the last working day of the fifth month after their renewal month. All drafts will be due 6 months from the renewal month.

Registrants shall be required to execute separate drafts for North Carolina apportioned fees and nonapportioned fees.

A billing notice will be mailed to the registrant's mailing address as shown on the application. This notice will set forth the amount of **all registration fees** due North Carolina and the amount of **apportioned registration fees** due each other member jurisdiction. **PAYMENTS SHOULD REFLECT THE APPORTIONED ACCOUNT NUMBER AND MAILED TO THE SAME OFFICE WITH WHICH THE APPLICATION WAS FILED.**

**Under no circumstances will checks be accepted with the statement "Void after" a certain length of time.**

The North Carolina Division of Motor Vehicles will forward payments to the other member jurisdictions and issue an apportioned license plate and cab card to each vehicle in the fleet.

**NOTE: *The base jurisdiction will cooperate with other member jurisdictions in connection with applications and payment of fees to the extent that all base plates, cab cards and reciprocal exemptions are subject to cancellation and revocation in the event of erroneous issuance; or if any registration, apportioned and/or other fees remain unpaid.***

## REFUNDS – NORTH CAROLINA APPLICANTS

Refunds of North Carolina apportioned license fees due North Carolina registrants will be made under the following circumstances:

1. **Surrender of license plate(s) (North Carolina General Statute 20-64 (f))**

“The owner or transferor of a registered vehicle who surrenders the registration plate to the Division may secure a refund for the unexpired portion of such plate prorated on a monthly basis, beginning the first day of the month following surrender of the plate to the Division, provided the annual fee of such surrendered plate is sixty dollars (\$60.00) or more. This refund may not exceed one-half of the annual North Carolina license fee. **NO REFUND SHALL BE MADE UNLESS THE OWNER OR TRANSFEROR FURNISHES PROOF OF FINANCIAL RESPONSIBILITY ON THE REGISTERED VEHICLE EFFECTIVE UNTIL THE DATE OF THE SURRENDER OF THE PLATE.**”

2. If billing error was made by the Division.

3. If there is a duplication of vehicles apportioned and fees paid twice.

4. If applicant purchases full fee plate(s) when apportioned registration is required, partial credit may be applied toward North Carolina apportioned fees.

5. If an audit of an apportioned carrier indicates an overpayment.

**NOTES:** 1. No refund, resulting from an audit, will be made in any amount less than ten dollars (\$10.00)

2. No refund will be made for apportioned plates turned in prior to payment of any outstanding draft.

3. Refunds on unused apportioned license will be based on N. C. percentage only.

4. Refunds will be pro-rated monthly.

5. **North Carolina will not accept applications for refunds of apportioned registration fees for other jurisdictions. Applications for refund from other jurisdictions must be handled directly between applicant and the other jurisdictions in accordance with their statutes. It is possible that some of the other jurisdictions may not issue refunds or the minimal amount that they may refund varies from jurisdiction to jurisdiction. **It is your responsibility as the applicant to contact each jurisdiction regarding refunds.****

## JURISDICTIONAL REFUND POLICY FOR PLATE TURN-INS

<u>JURISDICTIONS</u>	<u>REFUND/NEW</u>	<u>REFUND/USED</u>	<u>MINIMUM AMOUNT</u>	<u>REQUIREMENTS</u>
Alabama	Yes	No	\$10.00	A refund can be obtained if unit is cancelled from fleet.
Alberta				
Arizona	Yes	No	\$10.00	Refunds are prorated; vehicle totaled or company gone out of business. If customer has NC base plate and becomes leased to a AR carrier & purchased a AR based plate; will refund fees originally paid to AR.
Arkansas	Yes	Yes		
British Columbia	Yes	Yes	\$5.00	Proof plate was turned in.
California	No	No		
Colorado	Yes	Yes	\$10.00	
Connecticut	Yes	No	\$10.00	
Delaware	No	Yes		Generally no refunds. Exceptions: 65 years old or older and turns in plate; going into active military duty.
District of Columbia	Yes	No		Overpayment of apportioned registrations
Florida	Yes	No		Turned in before registration period effective; double registered in NC or registered in error
Georgia	Yes	No	\$5.00	Department error or duplicate registration
Idaho	Yes	Yes	\$10.00	Will refund remaining fees for current year. State must provide proof that plate was turned in and the date turned in.
Illinois	Yes	No	\$10.00	
Indiana	Yes	No	\$5.00	Turned in within 17 days; department error
Iowa	Yes	Yes	\$10.00	Proof Plate turned in
Kansas	Yes	No	\$50.00	
Kentucky	Yes	No	\$10.00	
Louisiana	Yes	No	\$10.00	
Maine	Yes	No	\$5.00	
Manitoba	Yes	Yes	\$5.00	Proof plate turned in and turn in date
Maryland	Yes	No	\$10.00	Turned in within one month of issuance
Massachusetts	Yes	Yes	\$5.00	\$15.00 Administrative Fee held back. 1/2 Massachusetts fee within 7 months
Michigan	Yes	No		
Minnesota	Yes	Yes	\$25.00	Account closed and vehicle deleted-no refund Department Error or if plate turned in prior to registration effective date
Mississippi	No	No	\$10.00	Department error
Missouri	Yes	No		Will honor the same refund policy as the jurisdiction that the vehicle is base plated in
Montana	Yes	No	\$5.00	

## JURISDICTIONAL REFUND POLICY FOR PLATE TURN-INS

Nebraska	Yes	Yes	\$10.00	If turned in within 90 days of issuance will refund 50% of fee
Nevada	Yes	Yes	\$5.00	Must furnish request on jurisdiction letterhead; provide proof of fees paid
Newfoundland	Yes	Yes	\$20.00	
New Brunswick	No	No	\$5.00	Department Error - \$14.00 Processing Fee
New Hampshire	Yes	Yes	\$1.00	
New Jersey	Yes	No	\$3.00	
New Mexico	Yes	No	\$10.00	If vehicle sold before Registration Effective Date
New York	Yes	No	\$5.00	
North Carolina	Yes	Yes	\$5.00	If plate used, prorate based on half year registration fee
North Dakota	Yes	Yes	\$5.00	Company out of business; credentials returned prior to registration period beginning
Nova Scotia	Yes	Yes	\$10.00	
Ohio	Yes	No	\$10.00	
Oklahoma	Yes	No	\$20.00	Department error
Ontario				
Oregon	Yes	No		
Pennsylvania	Yes	No		
Prince Edward Island	Yes	Yes	\$10.00	\$10.00 Administrative Fee
Quebec				When vehicle is withdrawn from fleet; the current month is never refunded and the transaction will not be made retroactive
Rhode Island	Yes	No	\$5.00	
Saskatchewan				If plate turned in prior to Registration Effective Date
South Carolina	Yes	Yes	\$10.00	Vehicle sold, junked or destroyed
South Dakota	Yes	Yes	\$10.00	Same refund policy as the base jurisdiction
Tennessee	Yes	Yes	\$10.00	Lease cancelled; Department Error
Texas	Yes	No	\$5.00	If vehicle registered twice in error-refund full amount. If amount wrecked-refunding remaining portion
Utah	Yes	No	\$10.00	All credentials must be returned, application for refund must be submitted with a letter from the base jurisdiction for a non-Utah carrier
Vermont	Yes	No	No	\$3.00 Administrative Fee
Virginia	Yes	No	\$10.00	
Washington	Yes	No	\$15.00	
West Virginia	Yes	No	\$10.00	If plate turned in within 10 days
Wisconsin	Yes	No		
Wyoming	Yes	No	None	

## **Audits, Assessments and Penalties**

It is mandatory for registrants licensed under the International Registration Plan to maintain an adequate distance accounting system. At a minimum, such a system must include: 1) distance data for each individual vehicle; 2) monthly distance summaries by jurisdiction and total for each vehicle; 3) monthly compilation of distance for the apportioned fleet by state and total for the period July 1 through June 30; and 4) a summary of the quarterly recaps used in preparing the application for apportionment.

The base jurisdiction shall audit their registrants displaying the base jurisdiction's base plate. Audits shall be conducted on a registration year and fleet basis. An audit shall verify the authenticity of the registrant's reported distance derived from operational records and registrations. The base jurisdiction must perform audits equivalent to at least an average of 3% of the number of IRP fleets renewed annually as required to be reported on the Annual Report pursuant to the Audit Procedures Manual, Section 800, Audit Completion and Audit Reporting Procedures. The interval between jurisdictional peer reviews constitutes the period for establishing the 3% average.

The examination of one fleet for one registration year constitutes one audit. A registrant may be audited more than once during the interval between peer reviews. Effective July 1, 2004 IRP audits will be conducted by the Department of Revenue, Motor Fuels Tax Division.

An audit may also be conducted by other jurisdictions.

**All registrants are required to preserve the records on which the registrant's application is based for a period of three years after the close of the registration year. The registrant shall be required to make the records available to the base jurisdiction for audit as to the accuracy of computation, payment and assessments for deficiencies or allowances for credits, during the normal business hours of the day.**

If a registrant fails to maintain records, or after 30 days from receiving written notice, fails to make records available to the member jurisdiction, the member jurisdiction may impose an assessment. The assessment must be based on the member jurisdictions' estimate of true liability established from:

1. Information the registrant furnished;
2. Information the member jurisdiction gathered;
3. Information relative to other similar registrants based in the jurisdiction; or
4. Any other information available to the member jurisdiction.

If it is determined during an audit that:

1. A registrant failed or refused to make acceptable records available for audit as provided by law; or
2. A registrant misrepresented, falsified or concealed his records.

All plates and cab cards will be deemed to have been issued erroneously and are subject to cancellation. The base jurisdiction may assess the registrant for an additional percentage up to one hundred percent (100%) of NC registration fees at the rate prescribed for that registration year, adding the five percent (5%) penalty referred to above. Any apportioned vehicle that fails to operate in more than one jurisdiction will be subject to an assessment equal to 100% of the registration fees at the rate prescribed for that year in the jurisdiction where the vehicle solely had actual operations, if use or intended use in two or more jurisdictions cannot be substantiated. The base jurisdiction may cancel all registration and reciprocal privileges.

Upon the completion of an audit of a registrant, a notice of any assessments will be sent to the registrant along with a copy of the audit findings by registered or certified mail at the address of the registrant as it appears in the records of the NC Division of Motor Vehicles in Raleigh. The notice, when sent in accordance with the requirements indicated above, will be sufficient regardless of whether or not it was ever received.

The audit findings shall include a determination of any fees owed by the registrant, net of any fees owed to the registrant. NC IRP Department of Transportation, Motor Vehicles Section shall collect all net underpayment amounts from the registrant and/or refund all net overpayment amounts to the registrant as a result of the audit, pursuant to NC laws and procedures.

The failure of any registrant to pay any additional registration fees or tax within thirty (30) days after the billing date will constitute cause for revocation of registration privileges, license plates, cab cards and reciprocal privileges. **All fees due as a result of an audit must be paid before an appeal to an audit will be addressed.**

Registrants shall have thirty (30) days from the assessment notice date of an audit or reexamination to file a written appeal of the audit or reexamination. Appeals shall be resolved under the administrative and appellate procedures of the base jurisdiction. Once these procedures have been exhausted, it may be submitted to the IRP Inc., Dispute Resolution Committee.

A copy of each audit shall be provided to all member jurisdictions in which the registrant was apportioned or in which it accrued distance. A jurisdiction shall have forty-five (45) days from the date it is notified of the audit findings to notify NC IRP and the registrant in writing of any error in the findings and of its intent to conduct a reexamination of the records of the registrant. The expenses of a reexamination shall be borne by the jurisdiction(s) performing the reexamination.

If apportioned fleet distance records selected for audit are not located in NC and it becomes necessary for auditors to travel outside NC to the place where the records are kept, the registrant will reimburse NC for per diem and travel expenses incurred by the auditors in connection with conducting the audit.

### Acceptable Distance Records

Distance operated is to be recorded on a source document (individual vehicle distance record) with the following information:

1. date of trip (beginning and ending)
2. trip origin and destination
3. routes (highway numbers) traveled
4. odometer or hubodometer readings recorded at the beginning and ending of each trip, and when a state line is crossed;
5. total trip distance traveled
6. distance traveled by jurisdiction
7. unit number or vehicle identification number of power unit

8. fleet number
9. registrant's name
10. trailer number
11. driver's signature or name

The information recorded on the Individual Vehicle Distance Record (IVDR) must be accurate and readable. The distance figures to be entered on IVDR's can be obtained from various sources such as odometer and/or hubodometer readings, state maps, standard distance guides or a household goods distance guide, as long as the method used is accurate and consistent. Registrants should accumulate IVDR's and prepare monthly recaps from which they can prepare their quarterly and yearly recaps. It must be stressed that distance figures supported by IVDR's can be used in numerous areas where a registrant is required to file some type of distance report, such as for fuel usage, third structure taxes, etc.

### **Examples of acceptable source documents (Individual Vehicle Distance Records):**

1. driver's trip sheets or reports
2. driver's logs
3. receiving contracts
4. other records of vehicle movement from which distance per vehicle per jurisdiction can be determined

**Important:** Computer printouts are not acceptable as the only source of distance; they must be backed up by Individual Vehicle Distance Records.

All necessary information need not be contained in a single source document; however, the Individual Vehicle Distance Report must be maintained so that the continuous movement of each apportioned vehicle can be audited. Source documents (IVDR's) used to produce distance summaries should be filed in chronological order by vehicle unit number. Registrants must maintain a record (in sufficient detail) from which time lapses in vehicle movement can be explained. **It is recommended that odometer and/or hubodometer readings be recorded monthly for each and every apportioned vehicle-including inactive as well as active vehicles.** This will indicate that all distance is properly accounted for and recorded.

In recording the actual distance of an apportioned vehicle, the registrant must record all movement (interstate and intrastate) including loaded, empty, deadhead and/or bobtail distance. Distance operated under trip permits and under trip lease must be included.

It should be stressed that the method of distance accountability should be consistent and that predetermined distance schedules must be supported by route (highway numbers) used to establish distance. If trip distance recorded as traveled in the various jurisdictions is disputed, official state maps, shall be the final authority unless proven otherwise by an approved method of calibration.

An IVDR, which if properly prepared, will satisfy the requirements of the IRP relevant to source documents. The beginning odometer/hubodometer reading on this or any other IVDR should be the same as the ending reading for the preceding trip. When an apportioned vehicle is inactive, the odometer/hubodometer reading should be recorded at the end of each month with an explanation of the inactivity (accident report for wreck or in for repairs).

Registrants operating more than one apportioned fleet must prepare and maintain separate monthly summaries and yearly recaps for each fleet.

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## GENERAL INFORMATION

The IFTA/IRP-25 form shown here is a classic example of an acceptable source document (Individual Vehicle Distance Record) that satisfies IRP compliance requirements.

An Individual Vehicle Distance Record must account for all distance traveled. If you use a substitute vehicle, prepare a separate Individual Vehicle Distance Record to account for the distance traveled by the substitute vehicle.

### INSTRUCTIONS:

1. Legal name of the IFTA/IRP registrant
2. IFTA account number
3. Fuel decal number
4. IRP account number
5. Fleet number
6. Truck number or unit number of power unit

### TRIP INFORMATION:

7. Date trip began at origin
8. Date trip ended at destination
9. Origin -where trip started
10. Destination -where trip ended
11. Trailer identification number or assigned company number (in states were applicable)
12. Trip permit number -permit number
13. Driver's Name/Signature -names of all drivers during trip

### DISTANCE INFORMATION:

14. Trip Date -date of each trip
15. Jurisdiction Name -abbreviation of the jurisdiction in which your vehicle is traveling
16. Routes Traveled/Highway Numbers -record the major routes, highways or interstates traveled in each state
17. Odometer or "Hub" Readings -record at the beginning of each day or trip
18. Odometer or "Hub" Readings -record at the end of each trip
19. Odometer or "Hub" Readings -record when leaving each jurisdiction (at state line crossings)
20. Total distance per state -record the distance traveled in each state by trip date
21. Dispatch/Trip Cities -record the city of each delivery
22. Invoice Number -record the fuel invoice number
23. Vendor Name -record the name of the fuel invoice vendor
24. Fuels/Gallons -record fuel received per jurisdiction
25. Toll Distance -record the distance traveled on toll roads
26. Empty- record the distance traveled without a load; deadhead
27. Total Trip Distance -record total trip distance











An apportioned fleet operator may trip lease apportioned equipment to another apportioned fleet operator or to a nonapportioned fleet operator; however, the registrant/lessor shall maintain adequate distance records in support of lease operations. The registrant/lessor shall be responsible for reporting on the apportioned application the distance traveled by his apportioned equipment while trip leased to others. An apportioned fleet operator should not report distance traveled by equipment trip leased from others.

Fleet distance shall mean the distance generated by motor vehicle power units which were part of the apportioned fleet during the period July 1 through June 30 preceding the year for which registration is sought. The distance to be reported for any motor vehicle power unit which was added to or deleted from the apportioned fleet during the distance reporting period shall be only those distance generated by the vehicle while it was part of the apportioned fleet during the distance reporting period. Distance shall include loaded and empty (deadhead and/or bobtail) distance traveled intrastate and interstate.

NOTE: The distance of a vehicle added by the original IRP-E Apportioned Equipment application would start accruing to the declared fleet as of the actual date of proportional registration. For vehicles being reapportioned in the same fleet, distance accrual would be continuous.

The distance of a vehicle added by supplemental application for original apportionment after the original IRP-E Apportioned Equipment application is filed would start accruing to the declared fleet as of the actual date of the proportional registration.

In instances where a vehicle or vehicles are added by supplemental application, during NC's renewal period, for reapportionment in the same fleet after the original IRP-E Apportioned Equipment application is filed, distance accrual would be continuous.

The distance of a vehicle deleted by supplemental application would not be further accrued to the respective fleet from which deleted as of the actual date of acceptable evidence of removal.

The distance of a vehicle deleted from a fleet at the end of the registration year and full fee registered during NC's renewal period for the next registration year, would not be further accrued to the respective fleet as of the actual date full fee registration license are purchased. For vehicles deleted from a fleet at the end of the registration year and not full fee registered during NC's renewal period, distance would accrue to the respective fleet through the last day of NC's renewal period.

All registrants are liable for the proper maintenance of their operational distance and equipment/ registration records so as to avoid the possibility of cancellation of registration privileges or further assessments.

Equipment/registration records shall include, but are not limited to, a vehicle or equipment listing of all NC apportioned equipment owned or operated, copies of IRP-M2 distance schedule, original IRP-E Apportioned Equipment application, all supplements filed, receipts received for any apportioned license turned in, (Form FS-20) and registrant copy-2 of apportioned registration cab card issued for each apportioned power unit.

In cases where registrant leases equipment from others and elects to license the leased equipment in his name as lessee, the registrant shall maintain, in addition to all information required for his own equipment, the lease dates (beginning and ending) for each leased vehicle.

#### **Trailers (Pool Fleets) -Maintain Form IRPTA-19 NC Registration Application- Trailers (Pool Fleets) Allocation**

Registrants engaged in the business of renting or leasing trailers and/or semi-trailers over 6,000 pounds gross weight and used solely in pool fleets in more than one jurisdiction shall prepare and maintain monthly and yearly records which will reflect gross revenue earned in each jurisdiction

where such trailers and/or semi-trailers are rented. The monthly summaries supported by rental settlement contracts. The yearly earnings shall be support by company financial statements and/or copies of income tax returns (in-jurisdiction and/or federal).

Registrants engaged in the business of renting or leasing this type rental vehicle shall prepare and maintain monthly inventories of vehicles owned or operated. These inventories shall be taken on, or as near as possible, the first day of each month. These monthly inventories shall be supported by the actual inventory reports.

A listing of license numbers purchased and/or renewed each month in NC must be prepared and maintained. Using that monthly listing and the monthly inventories, the worksheet on the reverse side of Application Form TA-19 must be maintained. Upon request, during or after the close of any registration or license year, a copy of the worksheet form TA-19 must be furnished to the NC Division of Motor Vehicles, International Registration Plan Section

#### **One-Way Trucks - Maintain Form IRPTA-21-NC Registration Application-One-Way Truck Allocation**

Registrants of one-way trucks licensed for a gross vehicle weight of less than 26,000 pounds identified as one-way and local vehicles usually operate such vehicles by class depending on the gross vehicle weights. All vehicles in each class shall be licensed for the same weight.

Registrants engaged in the business of renting or leasing this type rental vehicle in more than one jurisdiction must prepare and maintain monthly summaries and yearly recap of individual vehicle distance operated during the preceding year by each class of vehicles in each jurisdiction and total of all jurisdictions. The monthly distance summaries must be supported by source documents such as, but not limited to, receiving or rental contracts from which distance by jurisdiction has been determined and may be verified. The preceding year means the period of twelve consecutive months immediately prior to July 1<sup>st</sup> proceeding the year for which registration is sought. There is no reciprocity distance taken here by NC.

Registrants must prepare and maintain monthly inventories of vehicles owned or operated in each class. These inventories must be taken on the first day of each month. These inventories must be supported by the actual inventory reports for each class.

A listing for each license number purchased each month from NC must be prepared and maintained. Using that monthly listing and the monthly inventories, the worksheet on the reverse side of Application Form IRPTA-21 must be maintained. Upon request, during or after the close of any registration or license year, a copy of the worksheet form IRPTA-21 must be furnished to the NC Division of Motor Vehicles, International Registration Plan Section.

**TRUCK ABBREVIATIONS**

<u>Name</u>	<u>Code</u>
Autocar .....	Auto
Bock .....	Bock
Brock & Brockway .....	Broc
Brown .....	Brow
Chevrolet .....	Chev
Corbett .....	Corb
Crane Carrier .....	Crcr
Crusader(Bus) .....	Crus
Custom-Built .....	Cust
Diamond Reo .....	Dreo
Diamond T .....	Diat
Dodge .....	Dodg
Silver Eagle (Bus) .....	Silv
FWD .....	FWD
Ford .....	Ford
Freightliner .....	FRHT
GMC .....	GMC
Giant .....	Gian
Hendrickson .....	Hend
Hino .....	Hino
International .....	Intl
Isuzu .....	Isu
Iveco .....	Ivec
Kenworth .....	KW
Mack .....	Mack
Magirus .....	Magi
Marmon .....	Marm
Mci Crusader (Bus) .....	MCI
Mercedes Benz .....	Merz
Mitsubishi .....	Mits
Nissan D .....	UD
Oshkosk .....	OSHK
Peterbilt .....	PTRB
Prevost (Bus) .....	Prev
Sterling .....	Stlg
Studebaker .....	Stud
Volvo .....	Volv
West .....	West
Western Star .....	West
White .....	Whit
White GMC .....	WGM

**TRAILER ABBREVIATIONS**

A M C .....	AMC
Acro .....	Acro
Adams .....	Adms
Alabama .....	Alab
American .....	Amer
Arrow .....	Arro
Ashedown .....	Ashd
ASI .....	ASI
Atla .....	Atla
Aztec .....	Aztc
Baker .....	Bake
Bartlet .....	Btl
Becker .....	Beck
Biltwell .....	Bilt
Black Diamond .....	Bld
BLK .....	BLK

**TRAILER ABBREVS. (Contd.)**

<u>Name</u>	<u>Code</u>
Bock .....	Bock
Boon .....	Boon
Bren .....	Bren
Brig .....	Brig
Brockway .....	Broc
Brown .....	Brow
Budd .....	Budd
Butler .....	Bute
Catawba .....	Cata
Certified .....	Cert
Chamberlain .....	Chal
Chancey .....	Chan
Cherokee .....	Chero
Circle B .....	Cirb
Citroen .....	Citr
City .....	City
Clark .....	Clar
Comet .....	Comt
Copeland .....	Copc
Corb .....	Corb
Cottrell-Sullivan .....	Cotr
Custom .....	Cust
Daco .....	Daco
Delavan .....	Dela
Delta .....	Deta
Dill .....	Dill
Dorsey .....	Dors
Dunb .....	Dunb
Durobilt .....	Duro
Evans .....	Evan
Farr .....	Farr
Flasco .....	Flas
Fontaine .....	Fona
Ferree .....	Ferr
Fruehauf .....	Frue
FWD .....	FWD
Gindy .....	Gind
Great Dane .....	Grea
Hardee .....	Hard
Heil .....	Heil
Henderson .....	Hend
Hendricks .....	Hndr
Hercules .....	Herc
Highway .....	High
Hobbs .....	Hobb
Holden .....	Hold
Homemade .....	Hmmd
Hond .....	Hond
Hud .....	Hud
Johnson .....	John
Kari .....	Kari
Kentucky .....	Kent
Keystone .....	Keys
King .....	King
Kodiahi .....	Kodi
Loadcraft .....	Load
Loadking .....	Loak
Lubbock .....	Lubb
Lufkin .....	Lufk

**TRAILER ABBREVS. (Contd.)**

<u>Name</u>	<u>Code</u>
MT .....	MT
Mack .....	Mack
Metco .....	Metc
Mono .....	Mono
Matlock .....	Mtlk
Miller .....	Mill
McKay .....	Mcka
Nabo .....	Nabo
Nelson .....	Nels
Norway .....	Norw
Ohio .....	Ohio
Omaha .....	Omah
Peerless .....	Peer
Pennsylvania .....	Penn
Peterson .....	Pete
Phel .....	Phel
Pine .....	Pine
Polar American .....	Pola
Port .....	Port
Pritchard .....	Prit
Raven .....	Rave
Reid .....	Reid
Reliable .....	Reli
Rogers .....	Roge
Shop Built .....	Shop
Shoreline .....	Shor
Standard .....	Stan
Stoughton .....	Stou
Strick .....	Stri
Stuart .....	Stua
Tcraft .....	Tcra
Talbert .....	Talb
Taylor .....	Tayl
TBCT .....	TBCT
Tech .....	Tech
Theur .....	Theu
Ti-Brook .....	Tibr
Timpte .....	Timp
Trailco .....	Trco
Traileze .....	Dako
Trail King .....	TRLK
Trailmobile .....	Trai
Transcraft .....	Trao
Transport .....	Tran
Trimline .....	Trim
Trinity .....	Trin
UHA .....	UHA
Uni .....	Uni
Utility .....	Util
VL .....	VL
Vanco .....	Vanc
VIN .....	Mose
Vulcan .....	Vulc
W+I .....	W +I
Walbash National .....	WABA
Wells .....	Well
Wilson .....	Wils
W+K .....	W+K

## **QUESTIONS MOTOR CARRIERS MAY HAVE ABOUT THE INTERNATIONAL REGISTRATION PLAN**

1. **Q. How will participation in the International Registration Plan help my trucking operation?**
  - A. Reciprocity agreements historically have restricted your operations in other states to interstate commerce leaving you with the burden of purchasing a full fee plate in each state in which your vehicle(s) must conduct intrastate operations. Under the Plan your apportioned vehicles may conduct both interstate and intrastate operations. The Plan does not however, prevent the need to register with other state agencies (such as the Fuel Tax Division) or to have appropriate intrastate authority from each state's regulatory commission to conduct intrastate for-hire operations .
  
2. **Q. Will participation cost my company more money?**
  - A. If your interstate operations have been conducted in the past under pure reciprocity agreements, the answer will depend on the relationship of your base state's fees to those of other International Registration Plan states in which you conduct operations. If your base state has a low fee structure and the other states have a relatively higher fee structure, International Registration Plan participation will result in higher registration costs. North Carolina does have a low fee; thus, for those vehicles base plated in North Carolina the International Registration Plan could cost you a little more money.
  
3. **Q. Will International Registration Plan participation reduce the documents that must be carried in each vehicle?**
  - A. As compared to those vehicles formerly operating under reciprocity agreements the answers no, but The International Registration Plan will not increase the number of documents either.
  
4. **Q. When a state joins The International Registration Plan, does the Plan supercede the former agreement(s)?**
  - A. The International Registration Plan supercedes all former agreements on any of the matters covered by this agreement, but those former agreements are not disturbed by The International Registration Plan as they relate to vehicles not subject to apportioned registration or as they relate to border agreements. The International Registration Plan further does not affect in any way agreements between International Registration Plan member jurisdictions and non-member jurisdictions.
  
5. **Q. Does an apportioned license plate authorize my operations in all International Registration Plan jurisdictions?**
  - A. Both interstate and intrastate operations are authorized in those states identified on your International Registration Plan cab cards. Operations in other member jurisdictions may be conducted only under trip permits and in Arizona, Iowa, Nebraska and North Dakota operations under trip permits are limited to interstate operations through exceptions to the Plan taken by those states. You must qualify your vehicles under the various fuel use reporting laws, regulatory laws, etc.
  
6. **Q. What is the minimum number of vehicles that may be apportioned in a fleet?**
  - A. The Plan defines fleet as one or more apportionable vehicles, allowing for single-vehicle fleet apportionment.
  
7. **Q. Must all my vehicles be apportioned as a single fleet?**
  - A. No. You may register your vehicles either as a single fleet or in several fleets to meet the nature of your operation(s) except that vehicles must be based for registration purposes (1) where you have an established place of business, (2) where distance is accrued and (3) where records are kept or can be made available for audit. Registrants having declared more than one fleet may drop any one of the declared fleets at the end of any registration year and include the vehicles of the deleted fleet in the other existing declared fleets for apportionment. Registrants having declared, for example, fleets 1, 2 and 3 may not drop fleet 3 and declare fleet 4 for apportionment in any of the jurisdictions with which fleet 3 was apportioned. However, rental and or leasing companies would not be subject to the above rule when declaring individual fleets for each lessee.

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8. **Q. How do I treat apportionable vehicles in my fleet that are not apportioned?**
- A. These vehicles should be full fee plated in their base state and will, if taken on an interstate trip into or through another member jurisdiction, be subject to the trip permit provisions of the Plan.
9. **Q. How are special-purpose registered vehicles such as farm vehicles treated under International Registration Plan?**
- A. Under the provisions of the Plan, restricted plate vehicles such as those restricted in the commodities they can transport or in the area they may serve are not apportionable vehicles and are treated under other agreements between jurisdictions.
10. **Q. Are registration fees for trailers and semitrailers as well as power units under the International Registration Plan apportioned?**
- A. There no longer exists any jurisdictional (state) requirements for Apportioned Trailer License Plates. The only requirement is that a trailer must have a valid license plate. If you currently have a Permanent Apportioned Trailer License Plate, you may renew that plate as a part of your IRP fleet for a cost of \$19.00 with no additional jurisdictional fees due. If you are establishing a new account/fleet, you may elect to purchase Permanent Apportioned Trailer License Plates and maintain your trailers as part of your IRP fleet.
11. **Q. Must I register my equipment in all member states at the same gross vehicle weight?**
- A. No. Your gross weight as shown on both your application and cab card may vary from state to state. Enforcement personnel, however, may issue a citation to your vehicle if found operating in any member state at a weight exceeding that for which it is registered in that state. N.C. may require supporting documentation for any vehicle if the highest and lowest weights requested for jurisdictions registering by gross vehicle weight vary by ten (10) percent or more and may reject or deny registration for those vehicles if the variance does not reflect actual operating practice.
12. **Q. Are there any special problems in the plan that might be encountered in securing overweight and/or overdimensional special permits?**
- A. No, except that most states require a unit to be registered for the maximum allowable weight before issuing a special permit. Overweight and/or overdimensional permits for North Carolina may be secured by calling (919) 733-7154.
13. **Q. On the occasion of my first apportioned registration under the Plan, what distance figures should I use if I have little or no data?**
- A. When establishing an apportioned account for the first time, estimated distance is used. This estimated distance is based on actual distance of travel and actual vehicles licensed for travel in a particular jurisdiction (state). If you are only going to operate from one specific location within a state to another specific location within the same state, with no variations in travel, you may use your own distance estimates but you must document all information from Point A to Point B.
14. **Q. If I anticipate operating in a state during the next registration year that I do not enter in the current year, how can I get these states into my application and on my cab card?**
- A. Under Full Reciprocity Plan all states and provinces will be on your cab card.
15. **Q. How do I add or delete vehicles or transfer license in my fleet during a registration year?**
- A. These changes are accomplished by submitting supplemental applications.
16. **Q. Is there a procedure for my changing the registered gross weights for my vehicles during the registration year?**
- A. Yes. You must file a complete supplemental application and pay additional fees where the gross weight is to be increased.
17. **Q. Must I complete all the columnar information requested on the application forms?**
- A. Yes. In completing all the information you will reduce the possibility of having your application returned under the provisions of a policy adopted by the International Registration Plan administrators in 1977 recognizing that the registration laws in different states are based upon different factors.

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  - A. Yes. In completing all the information you will reduce the possibility of having your application returned under the provisions of a policy adopted by the International Registration Plan administrators in 1977 recognizing that the registration laws in different states are based upon different factors.
21. **Q. Can I renew my apportioned vehicles via the Internet?**
  - A. Yes, for instructions, see page [71](#) of this manual (Internet Renewal Applications) to view the requirements and instructions for renewing online.
22. **Q. What are the requirements for a certified on-board recording device?**
  - A. An on-board recording device may be used in lieu of or in addition to handwritten trip reports and must meet the minimum device data collection and capability to produce reports requirements of the International Registration Plan. An IRP auditor can help evaluate a recording device to ensure its effectiveness and accuracy.