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

International Registration Plan Manual



Revised August 2019

Roy Cooper, Governor
State of North Carolina

James H. Trogdon III, Secretary
Department of Transportation



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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 I-40, Exit 300)
8:00 a.m.—5:00 p.m.
(919) 615-6700
Fax (919) 733-5300

Raleigh Telephone—

**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.
(980) 260-2650
Fax (704) 393-8280

Charlotte Telephone—

IRP Audit Section—

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

Oversize Permits-

North Carolina Permits
750 N. Greenfield Parkway
Garner, NC 27529
1-888-574-6683
1-888-222-8347, (919) 662-4320

Telephone:

Fax:

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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 inter- state 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

Allocation—a system of registering a Fleet that operates in more than one Member Jurisdiction under which the Vehicles are fully registered in individual Member Jurisdictions in proportion to a measure of the presence or travel of the Fleet in each one, and under which the Vehicles so registered are granted Reciprocity in all Member Jurisdictions in which any of the Vehicles of the Fleet is registered.

Applicant —a Person in whose name an application is filed for registration under the Plan.

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

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

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

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

Apportioned Vehicle – an apportionable vehicle that has been registered under the Plan.

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

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

Auxiliary Axle—an auxiliary undercarriage assembly with a fifth wheel and tow bar used to convert a semi-trailer to a full trailer.

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

Base Jurisdiction—the member jurisdiction, selected in accordance with Section 305, to which an applicant applies for apportioned registration under the Plan or the member jurisdiction that issues apportioned registration to a registrant under the Plan.

Board - the Board of Directors of the Repository.

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

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

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

Credentials – the cab card and plate issued in accordance with the Plan.

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

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

Exception – a deviation from the Plan by a member jurisdiction, which has been approved by all member jurisdictions.

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

Fleet—one or more apportionable vehicles designated by a registrant for distance reporting under the Plan.

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

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

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

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

Jurisdiction—a country or a state, providence, territory, possession, or federal district of a country.

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

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

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

Member Jurisdiction – a jurisdiction that has applied and has been approved for membership in the Plan accordance with Section 1100 of the Plan.

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

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

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

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

Power Unit—self-propelled motor vehicle.

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

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

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

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

Records – information created, received, and maintained as evidence by an organization or person in the transaction of business, or in the pursuance of legal obligations, regardless of media.

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

Recreational Vehicle—a vehicle used for personal pleasure or personal travel and not in connection with any commercial endeavor.

Registrant—a person in whose name a properly registered vehicle is registered.

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

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

Rental Owner—someone who rents vehicles to others with or without drivers.

Rental Vehicle—a vehicle of a rental fleet.

Reporting Period — 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:

| If the first month of Registration Year is: | The Reporting Period is: |
|--|---------------------------------|
| January, 2019 | July 1, 2017 – June 30, 2018 |
| February, 2019 | July 1, 2017 – June 30, 2018 |
| March, 2019 | July 1, 2017 – June 30, 2018 |
| April, 2019 | July 1, 2017 – June 30, 2018 |
| May, 2019 | July 1, 2017 – June 30, 2018 |
| June, 2019 | July 1, 2017 – June 30, 2018 |
| July, 2019 | July 1, 2017 – June 30, 2018 |
| August, 2019 | July 1, 2017 – June 30, 2018 |
| September, 2019 | July 1, 2017 – June 30, 2018 |
| October, 2019 | July 1, 2018 – June 30, 2019 |
| November, 2019 | July 1, 2018 – June 30, 2019 |
| December, 2019 | July 1, 2018 – June 30, 2019 |

Repository – the entity designated as such in Section 1300.

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

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

Semi-Trailer—a vehicle without motor power that is designed to be drawn by a motor vehicle and is constructed so that a part of its weight rests upon or is carried by a towing vehicle.

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

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

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

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

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

Truck – a power unit designed, used, or maintained primarily for the transportation of property.

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

United States Regions— means, for purposes of Section 1325, the following allocation of the United States Member Jurisdictions:

Region No. 1 – Connecticut, Delaware, the District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.

Region No. 2 – Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia and West Virginia.

Region No. 3 – Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin,

Region No. 4 – Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington and Wyoming.

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

IRP NEW ACCOUNT REQUIREMENTS

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

IRP reserves the right to request additional information to establish proof of residency/Place of Business

- IRP Account must have fleets which accrues distance/miles in North Carolina and at least 1 other member jurisdiction.
- Location where operational records of the fleet are maintained or can be made available.
- If Inc. or LLC the business name must be current-active through NC Secretary of State. Officer and /or company officials must be listed and visible on the NC Secretary of State website. An Incorporator, Organizer or Registered Agent is **NOT** considered an officer.
- Must have active Interstate USDOT number in Account name (Inc. or LLC or full individual name, including Middle name). – Will not need USDOT Number if carrier is leased on with a company using their USDOT number and MC number.
- If applicant will be leased to a company (operating using their USDOT and Motor Carrier Numbers) a signed lease agreement (signed by both parties) listing VIN's for unit and insurance card (need insurance covering when loaded; we do not certify to bob tail insurance) from company leased to. Must include USDOT number and MC number. If providing your own liability insurance, a Form E must be faxed or filed electronically from your insurance company or be on file with the IRP office in your account name. – would be a For Hire Leased Carrier

- Common or Contract Motor Carrier number required – depending upon what applicant will be hauling Interstate – MC Number required when hauling any commodity that has been through a process for hire – commodity list available on FMCSA Website www.fmcsa.dot.gov - ([Motor Carrier Number must be in Account Name](#)) (Inc. or LLC or full individual name, including Middle name.) – would be a Common or Contract Carrier.
- Form E required when hauling commodities in their natural state (hauling raw materials – ex. logs, livestock, fresh produce, etc. – nothing that has been thru a process) for hire - commodity list available on FMCSA Website - www.fmcsa.dot.gov - Form E must be in Account Name. (Inc. or LLC or full individual name, including Middle name) – would be a For Hire Exempt Carrier.
- Private Carriers - Certificate of Insurance is required in Account Name (Inc. or LLC or full individual name, including Middle name) and showing the liability limits.
- Insurance requirements:
 - Interstate property carrying vehicles with a GVWR of 10,001 pounds or more are required to have \$750,000 liability insurance coverage.
 - Hauling Passengers –
 - \$1.5 Million liability limits required for 15 passengers or less
 - \$5 Million liability limits required for 16 or more passengers
- *****We do not certify to bobtail insurance**
- If someone other than the account holder or officer of the corporation will be processing paperwork on your behalf, they will need a notarized power of attorney.
- Provide original titling documents with proper assignments, if a dealer sale must have bill of sale; or if a leased vehicle must provide copy of front and back of out of state title and completed MVR-330 signed by the Lessor or notarized power of attorney.
- Will need the following information for each vehicle – Equipment (Truck) number, purchase price, purchase date, unladen/empty weight, combined gross weight (including power unit, trailer & load), number of axles for power unit and number of axles for trailer.
- Will need an Employer Identification Number – issued by the IRS. Can apply on-line at www.irs.gov
- A stamped receipted copy of the Schedule 1 (Form 2290) is required for all vehicles with a combined gross weight of 55,000 lbs. or more, or a copy of the 2290 along with the front and back of canceled check or a copy of the PDF file that was filed electronically. The PDF document will have a special watermark on the Schedule 1 (Form 2290) which indicates “IRS e-file” and indicates “Received MM/DD/YYYY.” Applicants that report twenty-five (25) or more vehicles are required to file electronically.
- If previously registered by the same applicant in another jurisdiction must report actual distance and provide a copy of the previous registration on each vehicle being registered.
- New Account Application Forms – Available at www.ncdot.gov/dmv/forms/ - IRP
 - IRP-A Apportioned Account Application
 - IRP-F Apportioned Fleet Application
 - IRP-E Apportioned Equipment Application
 - IRP-M Apportioned Mileage Application – 2 pages
 - IRP-W Apportioned Weight Group Schedule

- When all information has been verified, we will process the New Account Application and generate an invoice for customer. (Customer can bring in New Account Application or we can print forms after processing for the customer to sign the New Account Application.
 - a. Invoice can be faxed or mailed back to carrier for payment if paperwork mailed in
 - b. Paperwork processed in office - The customer has option of paying by check, money order or credit card. After payment is processed customer is handed invoice, receipt, and registration/cab card and IPT attaches the year sticker to the license plate. Advise customer that the Cab Card is the registration for an Apportioned License Plate(s) and the blue registration card is a STICKER RECEIPT only for Apportioned License Plate(s).

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 | | |

Contact Information by Jurisdiction

IRP Registration

Motor Vehicle Division
Motor Carrier Services
PO Box 327620
Montgomery AL 36132-7620
334-242-9000, option 4

IRP Registration

Prorate Services
1st Floor, 803 Manning Rd NE
Calgary, AB T2E 7M8
403-297-2920

IRP Registration

MVD Motor Carrier Program
PO Box 2100
Mail Drop 527M
Phoenix, AZ 85001
602-712-6775

IRP Registration

Dept. of Finance & Administration
PO Box 8091
Little Rock, AR 72203
501-682-4651

IRP Registration

ICBC
Prorate Office
PO Box 7500, Stn Main
Vancouver, BC V6B 5R9
604-443-4450

IRP Registration

Department of Motor Vehicles
IRP Operation Section
PO Box 932382
Sacramento, CA 94818-3200
916-657-7971

IRP Registration

CO Dept. of Revenue
Title & Registration Section
PO Box 173350
Denver, CO 80217-3350
303-205-5608

ALABAMA

IFTA

Department of Revenue
Motor Carrier Services
PO Box 327620
Montgomery AL 36132-7260
334-242-9000, option 4

Size & Weight Permits

Department of Transportation
Permit Section
PO Box 303050
Montgomery AL 36130
800-499-2782

ALBERTA

IFTA

Tax & Revenue Administration
Hautlain Building, 6th Floor
9811-109th Street
Edmonton, AB T5K 2L5
780-427-3044

Size & Weight Permits

Central Permit Office
4th Floor 4920-51 Street
Red Deer, AB T4N 6K8
800-662-7138

ARIZONA

IFTA

MVD Motor Carrier Program
PO Box 2100
Mail Drop 527M
Phoenix, AZ 85001
602-712-6775

Size & Weight Permits

MVD Permits
14370 W. Van Buren
Good Year, AZ 85338
602-771-2960

ARKANSAS

IFTA

Arkansas Motor Fuel Tax Section
PO Box 1752
Little Rock, AR 72203
501-682-4800

Size & Weight Permits

Arkansas Highway Police
Permit Section
PO Box 2779
Little Rock, AR 72203
501-569-2381

BRITISH COLUMBIA

IFTA

BC Consumer Taxation Branch
PO Box 9442 Stn Prov. Govt
Victoria, BC V8W 9V4
250-387-0635

Size & Weight Permits

Commercial Vehicle Safety
& Enforcement Division
PO Box 9250 Stn Prov. Govt
Victoria, BC V8W 9J2
250-953-4046

CALIFORNIA

IFTA

State Board of Equalization
Fuel Tax Division/Motor Carriers
1030 Riverside Pkwy Ste 125
West Sacramento, CA 94605-1527
916-373-3012

Size & Weight Permits

Dept. of Transportation
Transportation Operations Div.
Permits & Truck Operations Office
PO Box 942874, MS # 41
Sacramento, CA 94273-0001
916-322-1297

COLORADO

IFTA

CO Dept. of Revenue
Taxpayer Services Section
PO Box 17087
Denver, CO 80217-0087
303-205-8205

Size & Weight Permits

CDOT Permit Office
4201 E Arkansas Ave Rm 124
Denver, CO 80222
303-757-9539

IRP Registration

Dept. of Motor Vehicles/IRP Unit
60 State Street
Wethersfield, CT 06161-1010
860-263-5281

IRP Registration

DE Motor Carrier Services
303 Transportation Cir Rm 212
Dover, DE 19901
302-744-2701

IRP Registration

Dept of Motor Vehicles Services
IRP Registration Office
95 M Street SW
Washington DC 20024-3622
202-729-7079

IRP Registration

Florida Bureau of Commercial
Vehicle & Drivers Services
2900 Apalachee Parkway
Neil Kirkland Building, MS 62
Tallahassee, FL 32399-0625
850-617-2909

IRP Registration

GA Dept of Revenue
IRP Section
PO Box 740382
Atlanta, GA 30374
855-406-5221

IRP Registration

Idaho Division of Motor Vehicles
PO Box 7129
Boise, ID 83707
208-334-8611

IRP Registration

IL Vehicle Services Dept
Room 300 Howlett Building
501 S 2nd Street
Springfield, IL 62756
217-785-3000

CONNECTICUT**IFTA**

Dept of Revenue Service
25 Sigorney Street
Hartford, CT 06106
860-541-3222 or
860-541-3216

DELAWARE**IFTA**

DE Motor Fuel Tax Administration
Motor Carrier Section
PO Drawer E
Dover, DE 19903-1565
302-744-2702

DISTRICT OF COLUMBIA**IFTA**

Information not Available

Size & Weight Permits

Dept of Transportation
Oversize/Overweight Permit Unit
PO Box 317546
Newington, CT 06031-7546
860-594-2880

Size & Weight Permits

Dept of Transportation/Permits
PO Drawer E
Dover, DE 19903
302-744-2700

Size & Weight Permits

DDOT
Public Space Permit Office
202-442-4670

FLORIDA**IFTA**

Florida Highway Safety & Motor Vehicles
Commercial Motor Vehicle Drivers

850-617-3711

Size & Weight Permits

Florida Dept of Transportation
Permit Office
Rhyne Building, Koger Center
2740 Centerview Dr
Tallahassee, Fl 32301
850-410-5757

GEORGIA**IFTA**

GA Dept of Revenue
Taxpayer Services Division
1800 Century Center Blvd NE
Atlanta, GA 30316
877-423-6711

Size & Weight Permits

GA Dept of Public Safety
Oversize Permit Office
959 East Confederate Ave
Atlanta, GA 30316
844-837-5300

IDAHO**IFTA**

State Tax Commission
PO Box 36
Boise, ID 83722
208-334-7806

Size & Weight Permits

Idaho Transportation Dept
Oversize Permit Office
PO Box 7129
Boise, ID 83707
208-334-8611

ILLINOIS**IFTA**

IL Dept of Revenue
Motor Fuel Tax Division
PO Box 19467
Springfield, IL 62794
217-785-1397

Size & Weight Permits

IL Dept of Transportation
Bureau of Operations/Permit Office
2300 S Dirksen Pkwy
Springfield, IL 62764
800-252-8636

IRP Registration

IN Dept of Revenue
Motor Carrier service/IRP Unit
7811 Milhouse Road, Suite M
Indianapolis, IN 46241
317-615-7340

IRP Registration

IA Dept of Transportation
Motor Vehicle Division
6310 SE Convenience Blvd
Ankeny, IA 50021
515-237-3268

IRP Registration

KS Division of Vehicles
Docking State Office Building
915 SW Harrison
Topeka, KS 66626-0001
785-296-6541

IRP Registration

Transportation Cabinet
Division of Motor Carriers
PO Box 2323
Frankfort, KY 40602-2323
502-564-1257

IRP Registration

LA Office of Motor Vehicles
7979 Independence Blvd
Baton Rouge, LA 70806
225-925-4390

IRP Registration

Bureau of Motor Vehicles
101 Hospital Street
29 State House Station
Augusta, ME 04333-0029
207-624-9000 ext. 52135

IRP Registration

Manitoba Public Insurance
510-234 Donald Street
Box 6300
Winnipeg, MB R3C 4A4
204-985-7775

INDIANA**IFTA**

IN Dept of Revenue
Motor Fuel Tax/IFTA
7811 Milhouse Road, Suite M
Indianapolis, IN 46241
317-615-7345

IOWA**IFTA**

IA Dept of Transportation
Motor Carrier Services
PO Box 10382
Des Moines, IA 50306
515-237-3239

KANSAS**IFTA**

KS Dept of Revenue
Scott Building
120 SE 10th Avenue
Topeka, KS 66612-1103
785-296-4466

KENTUCKY**IFTA**

Transportation Cabinet
Division of Motor Carriers
Tax and Finance Branch
PO Box 2004
Frankfort, KY 40602-2004
502-564-1257

LOUISIANA**IFTA**

LA Dept of Revenue
Excise Tax Section
PO Box 3863
Baton Rouge, LA 70821
225-219-7956

MAINE**IFTA**

Bureau of Motor Vehicles
Motor Carrier Services-Fuel Tax Unit
29 State House Station
Augusta, ME 04333-0029
207-624-9000 ext. 52136

MANITOBA**IFTA**

Manitoba Finance/Taxation Div.
101-401 York Avenue
Winnipeg, MB R3C 0P8
204-945-6444

Size & Weight Permits

IN Dept of Revenue
Oversize Overweight Permits
7811 Milhouse Road, Suite M
Indianapolis, IN 46241
317-615-7320

Size & Weight Permits

IA Dept of Transportation
Vehicle & Motor Carrier Services
PO Box 10382
Des Moines, IA 50306
515-237-3264

Size & Weight Permits

KS DOT
Permit Section
1500 SW Arrowhead Road
Topeka, KS 66604-4027
785-271-3145

Size & Weight Permits

Transportation Cabinet
Division of Motor Carriers
PO Box 2007
Frankfort, KY 40602-2007
502-564-1257

Size & Weight Permits

LA Dept of Transportation
Truck Permit Office
PO Box 94042
Baton Rouge, LA 70804
800-654-1433, option 1

Size & Weight Permits

Bureau of Motor Vehicles
Motor Carrier Services-Permits
29 State House Station
Augusta, ME 04333-0029
207-624-9000 ext. 52134

Size & Weight Permits

Motor Carrier Division/Permits
1695 Sargent Ave Unit C
Winnipeg, MB R3H 0C4
204-945-3961 or 877-812-0009

IRP Registration

Motor Vehicle Administration
6601 Ritchie Hwy NE
Glen Burnie, MD 21062
410-768-7000

IRP Registration

Registry of Motor Vehicles
IRP Section
25 Newport Ave Extension
Quincy, MA 02026
857-368-8120

IRP Registration

MI Secretary of State
7064 Crowner Dr
Secondary Complex
Lansing, MI 48918
517-335-6119

IRP Registration

MN Driver & Vehicle Services
445 Minnesota St, Ste 196
St Paul, MN 55101
651-296-2001

IRP Registration

MS Department of Revenue
PO Box 22828
Jackson, MS 39225
601-923-7142

IRP Registration

MoDOT Motor Carrier Services
830 MoDot Drive
PO Box 270
Jefferson City, MO 65102
573-751-6433

IRP Registration

Montana Motor Carrier Services
2701 Prospect Ave
Helena, MT 59620
406-444-6130

MARYLAND**IFTA**

Comptroller of Maryland
Revenue Administration Division
PO Box 1751
Annapolis, MD 21404
410-260-7216

Size & Weight Permits

State Highway Administration
Hauling Permits Unit
Motor Carrier Division
7491 Connelly Dr
Hanover, MD 21076
410-582-5734 or 800-546-6435

MASSACHUSETTS**IFTA**

Massachusetts Dept of Revenue
200 Arlington Street
Chelsea, MA 02150
617-887-5080

Size & Weight Permits

MassDot
Permits Office
668 South Ave
Weston, MA 02493
781-431-5148

MICHIGAN**IFTA**

Department of Treasury
Special Taxes Division
PO Box 30474
Lansing, MI 48909
517-636-4580

Size & Weight Permits

MI Department of Transportation
Transport Permit Section
PO Box 30648
Lansing, MI 48909
517-241-8999

MINNESOTA**IFTA**

Department of Public Safety
Driver & Vehicle Services
445 Minnesota St, Ste 188
St Paul, MN 55101
651-205-4141

Size & Weight Permits

Department of Transportation
OFCVO-Permits
395 John Ireland Blvd
St Paul, MN 55155
651-269-6000

MISSISSIPPI**IFTA**

MS Department of Revenue
Motor Fuel Tax Section
PO Box 1033
Jackson, MS 39215
601-923-7151

Size & Weight Permits

MS Department of Transportation
Permits/Motor Carrier Division
PO Box 1850
Jackson, MS 39215
601-359-1717

MISSOURI**IFTA**

MoDOT Motor Carrier Services
830 MoDot Drive
PO Box 270
Jefferson City, MO 65102
573-751-7100

Size & Weight Permits

MoDOT Motor Carrier Services
830 MoDot Drive
PO Box 270
Jefferson City, MO 65102
573-751-2871 or 866-831-6277

MONTANA**IFTA**

Montana Motor Carrier Services
PO Box 4639
Helena, MT 59604
406-444-7248

Size & Weight Permits

Montana Motor Carrier Services
PO Box 4639
Helena, MT 59604
406-444-7262

NEBRASKA**IRP Registration**

NE Department of Motor Vehicles
301 Centennial Mall South
PO Box 94729
Lincoln, NE 68509
402-471-4435

IFTA

NE Department of Motor Vehicles
301 Centennial Mall South
PO Box 94729
Lincoln, NE 68509
402-471-4435

Size & Weight Permits

NE Department of Transportation
Permit Section
1500 Nebraska Hwy 2
PO Box 94759
Lincoln, NE 68502
402-471-0034

NEVADA**IRP Registration**

NV Dept of Motor Vehicles
Motor Carrier Division
555 Wright Way
Carson City, NV 89711
775-684-4711 ext. 1

IFTA

NV Department of Motor Vehicles
Motor Carrier Division
555 Wright Way
Carson City, NV 89711
775-684-4711 ext. 2

Size & Weight Permits

NV Dept of Motor Vehicles
Motor Carrier Division
555 Wright Way
Carson City, NV 89711
775-888-7410 or 800-552-2127

Over-Dimensional Permits

NV Dept of Transportation
1263 S Stewart St Room 101
Carson City, NV 89712
775-888-7410 or 800-552-2127

NEWFOUNDLAND & LABRADOR**IRP Registration**

NL Registration Division
PO Box 8710
St John's, NL A1B 4J5
877-636-6867

IFTA

NL Department of Finance
Prince Phillip Parkway
PO Box 8720
St John's, NL A1B 4K1
709-729-2033

Size & Weight Permits

NL National Safety Code Office
Motor Registration Division
PO Box 8710
St John's, NL A1B 4JB
709-729-0102

NEW BRUNSWICK**IRP Registration**

NB Department of Public Safety
140 Alison Blvd
PO Box 1998
Fredericton, NB E3B 5G4
506-453-2410

IFTA

ND Department of Finance
Revenue & Taxation Division
670 King Street
Fredericton, NB E3B 5G5
506-453-3029 or 506-444-4619

Size & Weight Permits

Special Permits Unit
Planning & Strategic Development
ND Dept of Transportation &
Infrastructure
PO Box 6000
Fredericton, NB E3A 5H1
506-453-2982

NEW HAMPSHIRE**IRP Registration**

NH Department of Safety
Division of Motor Vehicles
33 Hazen Drive
Concord, NH 03305
603-227-4110

IFTA

NH Department of Safety
Road Toll Bureau
33 Hazen Drive
Concord, NH 03305
603-271-2311

Size & Weight Permits

NH Department of Transportation
Overweight & Oversize
7 Hazen Drive
PO Box 483
Concord, NH 03302
603-271-2691

NEW JERSEY**IRP Registration**

NJ Motor Vehicle Commission
Motor Carrier IRP Unit
225 E State Street
PO Box 178
Trenton, NJ 08666
609-633-9400

IFTA

NJ Motor Vehicle Commission
Motor Carrier Services
225 E State Street
PO Box 133
Trenton, NJ 08666
609-633-9400

Size & Weight Permits

NJ Motor Vehicle Commission
Motor Carriers Permits Unit
225 E State Street
Trenton, NJ 08666
609-963-2085 – Oversize
609-963-1334 – Overweight

IRP Registration

NM Taxation & Revenue Dept
2546 Camino Entrada
Santa Fe, NM 87505
888-683-2821

IRP Registration

NY Department of Motor Vehicles
International Registration Bureau
PO Box 2850-ESP
Albany, NY 12220
518-402-2180

IRP Registration

NC Division of Motor Vehicles
International Registration Plan
1425 Rock Quarry Rd, Ste 100
Raleigh, NC 27610
919-615-6700

International Registration Plan Unit
6016 Brookshire Blvd
Charlotte, NC 28216
980-260-2650

IRP Registration

ND Department of Transportation
Motor Carrier Services
608 E Boulevard Ave
Bismarck, ND 58505
701-328-1287

IRP Registrations

Service NS & Municipal Relations
IRP
PO Box 2734
Halifax, NS B3J 3P7
902-424-5851

IRP Registration

OH Bureau of Motor Vehicles
1970 W Broad Street
PO Box 16520
Columbus, OH 43216
614-777-8400

NEW MEXICO**IFTA**

Motor Vehicle Division
2544 Camino Edward Ortiz, Ste C
Santa Fe, NM 87507
505-827-0392

Size & Weight Permits

NMDOT
Oversize/Overweight Permits
1120 Cerrillos Road
Santa Fe, NM 87504
505-476-2475

NEW YORK**IFTA**

NYS Tax Department
IFTA Registration
PO Box 15194
Albany, NY 12212
518-457-5735

Size & Weight Permits

NY Department of Transportation
W.A. Harriman Campus
Bldg. 5 Room 311
Albany, NY 12232
518-485-2999 (Option 1)

NORTH CAROLINA**IFTA**

NC Department of Revenue
Motor Fuels Tax Division
1429 Rock Quarry Rd, Ste 105
Raleigh, NC 27610
877-308-9092

Size & Weight Permits

North Carolina Permits
750 N. Greenfield Parkway
Garner, NC 27529
888-574-6683

NORTH DAKOTA**IFTA**

ND Department of Transportation
Motor Carrier Services
608 E Boulevard Ave, Ste 103
Bismarck, ND 58505
701-328-1287

Size & Weight Permits

ND Highway Patrol
Motor Carrier Operations
600 E Boulevard Ave Dept 504
Bismarck, ND 58505
701-328-2447

NOVA SCOTIA**IFTA**

Service NS & Business Relations
IFTA Unit
PO Box 755
Halifax, NS B3J 2V4
902-424-2850

Size & Weight Permits

Service NS & Municipal Relations
Business Registration Unit
PO Box 1529
Halifax, NS B3J 2Y4
902-424-5851

OHIO**IFTA**

OH Department of Taxation
Excise & Energy Tax Division
PO Box 530
Columbus, OH 43216
614-644-1244

Size & Weight Permits

OH Department of Transportation
Special Hauling Permit Section
1980 W Broad St Mall Stop 5140
Columbus, OH 43223
614-351-2300

OKLAHOMA**IRP Registration**

OK Corporation Commission
Transportation Division
Jim Thorpe Building
2101 N Lincoln Blvd
Oklahoma City, OK 73105
405-521-3036

IFTA

OK Corporation Commission
Transportation Division
PO Box 52948
Oklahoma City, OK 73152
405-522-4527

Size & Weight Permits

Ok Dept of Public Safety
Size & Weight Division
2401 NW 23rd St # 45
Oklahoma City, OK 73107
877-425-2390

ONTARIO**IRP Registration**

Ministry of Transportation
Vehicle Programs Office – IRP Program
145 Sir William Hearst Ave, Room 143
Toronto, ON M3M 0B6
416-235-3923

IFTA

Ministry of Finance
Acct Mgmt & Compliance Branch
33 King Street W
PO Box 625
Oshawa, ON L1H 8H5
866-668-8297

Size & Weight Permits

Ministry of Transportation
Permit Office
301 St Paul St, 3rd Floor
St Catherine, ON L2R 7R4
416-246-7166

OREGON**IRP Registration**

OR Motor Carrier Transportation Div.
3930 Fairview Industrial Dr SE
Salem, OR 97302
503-378-6643

IFTA

OR Department of Transportation
Motor Carrier Transportation Div.
3930 Fairview Industrial Dr SE
Salem, OR 97302
503-378-6699

Size & Weight Permits

OR Department of Transportation
Motor Carrier Transportation Div.
3930 Fairview Industrial Dr SE
Salem, OR 97302
503-373-0000

PENNSYLVANIA**IRP Registration**

PA Safety Administration
1101 S Front St
Riverfront Office Center
Executive Offices, 4th Floor
Harrisburg, PA 17104
717-346-0608

IFTA

PA Department of Revenue
Bureau of Motor Fuel Taxes
PO Box 280646
Harrisburg, PA 17128
717-787-3644

Size & Weight Permits

PA Dept of Transportation
Motor Carriers
Central Permit Office
2140 Herr St
Harrisburg, PA 17103
717-787-4680

PRINCE EDWARD ISLAND**IRP Registration**

PEI Highway Safety Division
PO Box 2000
Charlottetown, PE C1A 9R9
902-368-5200

IFTA

Dept of Finance
Taxation & Property Records Div.
PO Box 1330
Charlottetown, PE C1A 7N1
902-368-4070

Size & Weight Permits

Dept of Transportation &
Infrastructure Renewal
33 Riverside Dr
Charlottetown, PE C1A 7N8
902-437-8534

QUEBEC**IRP Registration**

Societe De L'Assurance Automobile
du Quebec
333 Boulevard Jean-Lesage CP 19600
Quebec City, QC G1K 8J6
418-528-4343

IFTA

Revenue Quebec
IFTA Section
300 rue do marly seceur 4-2-6
Quebec City, QC G1X 4AT
418-652-4382

Size & Weight Permits

Ministere des Transports
Gouvernement of Quebec
700 Rene-Levesque Blvd
Quebec City, QC G1R 5H1
888-355-0511

RHODE ISLAND**IRP Registration**

RI Division of Motor Vehicles
150 Midway Rd Ste 153
Cranston, RI 02920
401-946-0090

IFTA

RI Dept of Revenue
RI Division of Taxation/Excise Tax
One Capitol Hill
Providence, RI 02908
401-574-8955

Size & Weight Permits

RI Dept of Motor Vehicles
Fleet Services
100 Main St
Pawtucket, RI 02860
401-462-5747 or 401-946-0090

SASKATCHEWAN**IRP Registration**

Saskatchewan Government Insurance
Branch & IRP Issuing
2260 11th Ave
Regina, SK S4P 2N7
306-751-1250

IFTA

Ministry of Finance
2350 Albert St 4th Floor
Regina, SK S4P 4A6
306-787-6632

Size & Weight Permits

Saskatchewan Government Insurance
5104 Donnelly-Crescent
Regina, SK S4X 4C9
306-775-6969

SOUTH CAROLINA**IRP Registration**

SC Department of Motor Vehicles
Motor Carrier Services
10311 Wilson Blvd, Bldg. D
Blythewood, SC 29016
803-896-3870

IFTA

SC Department of Motor Vehicles
Motor Carrier Services
10311 Wilson Blvd
Blythewood, SC 29016
803-896-3870

Size & Weight Permits

SC Department of Transportation
OS/OW Permit Office
PO Box 191
Columbia, SC 29202
803-737-6769 or 877-349-7190

SOUTH DAKOTA**IRP Registration**

SD Dept of Revenue-Motor Vehicles
Anderson Building
ter
445 E Capitol Ave
Pierre, SD 57501
605-773-3314

IFTA

SD Department of Revenue
Anderson Building
445 E Capitol Ave
Pierre, SD 57501
605-773-2104

Size & Weight Permits

Sisseton Port of Entry
Permit Cen
Sisseton, SD 57262
605-698-3925

TENNESSEE**IRP Registration**

TN Department of Revenue
Vehicle Service Division
Motor Carrier Section
44 Vantage Way, Ste 160
Nashville, TN 37243
615-399-4265

IFTA

TN Department of Revenue
Motor Carrier Section
IFTA Unit
44 Vantage Way, Ste 160
Nashville, TN 37243
615-399-4259

Size & Weight Permits

TDOT OS/OW Permit Office
James K Polk Building, Ste 800
505 Deaderick Street
Nashville, TN 37243
615-741-3821

TEXAS**IRP Registration**

Texas – TxDMV – MCD –
Commercial Fleet Services
4000 Jackson Avenue
Austin, TX 78731
800-299-1700

IFTA

TX Comptroller of Public Accounts
LBJ State Office Building
111 E 17th Street
Austin, TX 78774
512-463-6056

Size & Weight Permits

TX Department of Motor Vehicles
4000 Jackson Ave
Austin, TX 78731
888-368-4689

UTAH**IRP Registration**

UT Division of Motor Vehicles
210 N 1950 W
Salt Lake City, UT 84134
801-297-7500

IFTA

UT State Tax Commission
210 N 1950W
Salt Lake City, UT 84134
801-297-6800

Size & Weight Permits

Motor Carrier Division
4501 S 2700 W
Salt Lake City, UT 84114
801-965-4892 or 866-215-5399

VERMONT**IRP Registration**

VT Department of Motor Vehicles
120 State Street
Montpelier, VT 05603
802-828-2071

IFTA

VT Department of Motor Vehicles
120 State Street
Montpelier, VT 05603
802-828-2070

Size & Weight Permits

VT Department of Motor Vehicles
120 State Street
Montpelier, VT 05603
802-828-2064

VIRGINIA**IRP Registration**

VA Department of Motor Vehicles
 Motor Carrier Services
 2300 W Broad Street
 Richmond, VA 12158
 804-249-5140

IFTA

VA Department of Motor Vehicles
 Motor Carrier Services
 PO Box 27412
 Richmond, VA 23269
 804-249-5130

Size & Weight Permits

VA Department of Motor Vehicles
 Motor Carrier Services
 PO Box 27412
 Richmond, VA 23269
 804-497-7135

WASHINGTON**IRP Registration**

WA Department of Licensing
 PO Box 9228
 Olympia, WA 98507
 360-664-1858

IFTA

WA Department of Licensing
 Fuel Tax Service
 PO Box 9228
 Olympia, WA 98507
 360-664-1858

Size & Weight Permits

WA Department of Transportation
 Commercial Vehicle Services
 745 Linderson Way SW
 Olympia, WA 98501
 360-704-6340

WEST VIRGINIA**IRP Registration**

WV Division of Motor Vehicles
 5707 MacCorkle Ave SE
 PO Box 17900
 Charleston, WV 25317
 304-926-0799

IFTA

WV Division of Motor Vehicles
 5707 MacCorkle Ave SE
 PO Box 17900
 Charleston, WV 25317
 304-926-0799

Size & Weight Permits

WV Department of Transportation
 Building 5
 1900 Kanawha Blvd E
 Charleston, WV 25305
 304-558-0384

WISCONSIN**IRP Registration**

WI Department of Transportation
 Division of Motor Vehicles
 4822 Madison Yards Way
 3rd Floor South
 Madison, WI 53705
 608-266-9900

IFTA

WI Department of Transportation
 Motor Carrier Registrations
 PO Box 7979
 Madison, WI 53707
 608-266-9900

Size & Weight Permits

WI Department of Transportation
 Hill Farms State Transportation Bldg.
 4802 Sheboygan Ave
 Madison, WI 53707
 608-266-7320

WYOMING**IRP Registration**

WY Department of Transportation
 5300 Bishop Blvd
 Cheyenne, WY 82009
 307-777-4375

IFTA

WY Department of Transportation
 IFTA Fuel Tax Section
 5300 Bishop Blvd
 Cheyenne, WY 82009
 307-777-4827

Size & Weight Permits

WY Department of Transportation
 OS/OW Permits
 5300 Bishop Blvd
 Cheyenne, WY 82009
 307-777-4376

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 always be in force . 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 |
| NOTE: 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. | | |

| PASSENGER CARRIERS Kind of Equipment | |
|--|--------------------------------|
| VEHICLE SEATING CAPACITY | EFFECTIVE DATE 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.

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.

TRAILER APPORTIONMENT

If you desire to apportion trailers, you may include trailers in your IRP fleet. The cost of an apportion trailer plate is \$25.00 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 is not 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 (Type 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 ~~B (business)~~ 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 (We) 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 JTJW: 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* _____ (Form E required)
- 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: _____
MUST BE SIGNED IN INK BY ACCOUNT HOLDER OR AUTHORIZED REPRESENTATIVE OF FIRM OR BUSINESS

OFFICE USE
INS CO CODE _____

DATE: ____ / ____ / ____

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: 000

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 | | | | MIN 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 | | | | NI NEW MEXICO | | |
| KS KANSAS | | | | NV NEVADA | | |
| KY KENTUCKY | | | | NY NEW YORK | | |

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

APPORTIONED RENEWAL MILEAGE APPLICATION

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)

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

APPORTIONED SUPPLEMENT APPLICATION

TYPE OR PRINT (Blue or Black Ink)

1. IRP ACCOUNT NUMBER: 00000 FLEET NUMBER: 000

ACCOUNT NAME (Indicate the full name(s) for the above indicated account)
(Print Registrant)

(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

- DUPLICATE CAB CARD
- AMEND EQUIPMENT (correct vehicle information)
- STARS ** (plate transactions IRP vehicles only)

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

- ADD EQUIPMENT (Issue, Transfer, Exchange or 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/Status, 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. EXAMPLE: Transfer, Replace, Exchange & Transfer, Double Transfer, Duplicate Title with Lien Recording. 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.

Unified Carrier Registration - UCR

- 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. UCR Fees can be paid on-line at www.ucr.gov.

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.
- 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

| | |
|--------------------|-----------------------------|
| 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) 615-6700 or the Charlotte IRP Office at (980) 260-2650.

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) 615-6700 | or | International Registration Plan Unit N. C. Division of Motor Vehicles 6016 Brookshire Blvd. Charlotte, North Carolina 28216 (980) 260-2650 |
|--|----|--|

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.

The Branch offices currently performing these services are as follows:

ALLIANCE #51

(252) 745-0695
13580 NC HWY 55 EAST,
ALLIANCE, NC 28509
9:00 to 5:00 M-F

ASHEBORO #2

(336) 629-9623
338 S. FAYETTEVILLE ST.,
ASHEBORO, NC 27203
9:00 to 5:00 M-F

ASHEVILLE #42

(828) 277-7767
780 HENDERSONVILLE RD. STE. 8,
ASHEVILLE, NC 28803
9:00 to 5:00 M-F

BURLINGTON #8

(336) 228-7152
85 PLAZA SHOPPING CENTER
BURLINGTON, NC 27215
9:00 to 5:00 M-F

EDEN #184

(336) 627-1368
712 WASHINGTON ST.,
EDEN, NC, 27288
9:00 to 5:00 M-F

ELIZABETH CITY #14

(252) 338-6965
1545E N ROAD ST.,
ELIZABETH CITY, NC 27909
9:00 to 5:00 M-F

FAYETTEVILLE #15

(910) 485-1590
815 ELM ST.,
FAYETTEVILLE, NC 28303
9:00 to 5:00 M-F

GOLDSBORO #18

(919) 734-0881
1801 E ASH ST.,
GOLDSBORO, NC 27530
9:00 to 5:00 M-F

GREENSBORO #134

(336) 856-1510
5533 WEST MARKET ST.,
GREENSBORO, NC 27409
9:00 to 5:00 M-F

GREENSBORO #185

(336) 275-7715
2218 GOLDEN GATE DR.,
GREENSBORO, NC, 27405
9:00 to 5:00 M-F

GREENVILLE #147

(252) 756-5099
2462 STANTONBURG RD.,
GREENVILLE, NC 27858
9:00 to 5:00 M-F

HAMPSTEAD #145

(910) 270-9010
14687 US HWY 17,
HAMPSTEAD, NC 28443
9:00 to 5:00 M-F

HAYESVILLE #117

(828) 389-8133
1440 HWY 64 W.,
HAYESVILLE, NC 28904
9:00-12:00 & 1:30-5:00 M-F

HENDERSON #21

(252) 438-3528
946-D WEST ANDREWS AVE.,
HENDERSON, NC 27536
9:00 to 5:00 M-F

HENDERSONVILLE #22

(828) 692-0648
145 FOUR SEASONS MALL,
HENDERSONVILLE, NC 28739
9:00 to 5:00 M-F

HERTFORD #93

(252) 426-1087
114 N GRUBB ST.,
HERTFORD, NC 27944
8:00 to 5:00 M-F

HICKORY #23

(828) 328-3783
901 HWY 321 NORTH WEST STE
100, HICKORY, NC 28601
9:00 to 5:00 M-F

HIGH POINT #165

(336) 889-8247
1701 WESTCHESTER DR. UNIT 220,
HIGH POINT, NC 27262
9:00 to 5:00 M-F

JACKSONVILLE #16

(910) 347-1000
201 WILMINGTON HWY,
JACKSONVILLE, NC 28540
9:00 to 5:00 M-F

KINSTON #26

(252) 523-5292
834 HARDEE RD., STE J1,
KINSTON, NC 28501
9:00 to 5:00 M-F

MARTIN COUNTY #171

(252) 789-4560
 305 E MAIN ST.,
 WILLIAMSTON, NC 27892
 9:00 to 5:00 M-F

MAYSVILLE #82

(910) 400-4077
 404 MAIN ST.,
 MAYSVILLE, NC 28555
 8:30 to 5:00 M-F

MONROE #34

(704) 283-4113
 622 W. ROOSEVELT BLVD, STE E.,
 MONROE, NC 28110
 9:00 to 5:00 M-F

MORGANTON #35

(828) 437-4505
 603 S. COLLEGE ST.,
 MORGANTON, NC 28655
 9:00 to 5:00 M-F

NEW BERN #37

(252) 637-4524
 2505 NEUSE BLVD.,
 NEW BERN, NC 28562
 9:00 to 5:00 M-F

NEWTON #101

(828) 464-6878
 803 WEST CONOVER BLVD.,
 CONOVER, NC 28613
 9:00 to 5:00 M-F

NORTH WILKESBORO #38

(336) 903-1283
 85B BOONE TRAIL,
 NORTH WILKESBORO, NC 28659
 9:00 to 5:00 M-F

OXFORD #170

(919) 693-7821
 120 ROXBORORD.,
 OXFORD NC 27565
 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

ROCKY MOUNT # 44

(252) 443-7900
 1862 STONE ROSES DR.,
 ROCKY MOUNT, NC 27804
 9:00 to 5:00 M-F

RURAL HALL #123

(336) 969-2814
 1014 BETHANIA RURAL HALL RD.,
 RURAL HALL, NC 27045
 9:00 to 5:00 M-F

SALISBURY #46

(704) 633-5312
 120 E. KERR ST.,
 SALISBURY, NC 28144
 9:00 to 5:00 M-F

SMITHFIELD #83

(919) 934-8707
 3175 A HWY 301 SOUTH,
 SMITHFIELD, NC 27577
 9:00 to 5:00 M-F

STATESVILLE #50

(704) 873-3185
 121 WEST WATER ST.,
 STATESVILLE, NC 28677
 9:00 to 5:00 M-F

WALNUT COVE #49

(336) 591-3252
 208 WEST THIRD ST.,
 WALNUT COVE, NC 27052
 9:00 to 5:00 M-F

WASHINGTON #55

(252) 975-3691
 127 NORTH MARKET ST.,
 WASHINGTON, NC 27889
 9:00 to 5:00 M-F

WAYNESVILLE #161

(828) 452-1577
 80 WAYNESVILLE PLAZA,
 WAYNESVILLE, NC 28786
 9:00 to 5:00 M-F

WHITEVILLE #186

(910) 642-7500
 201 EAST MAIN ST.
 WHITEVILLE, NC 28472
 9:00 to 5:00 M-F

WILSON #60

(252) 291-8955
 4000 WARD BLVD., SUITE D,
 WILSON, NC 27893
 9:00 to 5:00 M-F

WILMINGTON #59

(910) 763-6752
 2390 CAROLINA BEACH RD.
 SUITE 108,
 WILMINGTON, NC
 9:00 to 5:00 M-F

WINSTON SALEM #61
(336) 725-2795
1141 SILAS CREEK PARKWAY,
WINSTON SALEM, NC 27127
9:00 to 5:00 M-F

YANCEYVILLE #173
(336) 459-3300
1430 MAIN ST.
YANCEYVILLE, NC 27379
8:00 to 5:00 M-F

**NOTE: BRANCH OFFICES CANNOT PROCESS RENEWALS, NEWACCOUNTS
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 = $80,396 \times 6.992\% = 5,621$ 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 non-apportioned 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. 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 non-apportioned 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

| JURISDICTIONS | REFUND/NEW | REFUND/USED | MINIMUM AMOUNT | REQUIREMENTS |
|----------------------|------------|-------------|----------------|---|
| Alabama | Yes | No | \$10.00 | |
| Alberta | | | | A refund can be obtained if unit is cancelled from fleet. |
| Arizona | Yes | No | \$10.00 | |
| Arkansas | Yes | Yes | | 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. |
| 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 hub odometer 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 hub odometer 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 hub odometer 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/hub odometer 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/ hub odometer 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.

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 where 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 non-apportioned 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 1st 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.

INDIVIDUAL UNIT (TRUCK) SUMMARY

Instructions:

1. Vehicle Identification number or unit number of power unit.
2. Distance Reporting Year
3. Odometer or "Hub" readings – Record at the beginning and end of each month.
Ending reading for the month should be the beginning reading for the next month.
4. Record any estimated distance due to broken meters.
5. Total distance – should equal reading less beginning reading plus any estimated distance.
6. State distribution of distance – List all apportioned states and distance traveled in each during each month.
7. Totals – should equal odometer totals from above.
8. Accumulate Totals – total odometer distance should equal total state distribution distance.

IFTA/RP-24 (7/04)

INDIVIDUAL UNIT (TRUCK) SUMMARY

| Unit # | 20 | 20 | July | August | September | 3rd Qtr | October | November | December | 4th Qtr | January | February | March | 1st Qtr | April | May | June | 2nd Qtr | Annual Distance | |
|----------------------------------|----|----|------|--------|-----------|---------|---------|----------|----------|---------|---------|----------|-------|---------|-------|-----|------|---------|-----------------|--|
| Ending Odometer Reading | | | | | | | | | | | | | | | | | | | | |
| Beginning Odometer Reading | | | | | | | | | | | | | | | | | | | | |
| Or | | | | | | | | | | | | | | | | | | | | |
| Ending Hub/odometer Reading | | | | | | | | | | | | | | | | | | | | |
| Beginning Hub/odometer Reading | | | | | | | | | | | | | | | | | | | | |
| Total Elapsed Distance | | | | | | | | | | | | | | | | | | | | |
| Estimated Distance (Meter Broke) | | | | | | | | | | | | | | | | | | | | |
| Total Monthly Distance | | | | | | | | | | | | | | | | | | | | |
| State Distribution | | | | | | | | | | | | | | | | | | | | |
| TOTALS | | | | | | | | | | | | | | | | | | | | |

**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 supersede the former agreement(s)?**
 - A. The International Registration Plan supersedes 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.

- 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 \$25.00 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 over dimensional specialpermits?**
- 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 over dimensional permits for North Carolina may be secured by calling (919) 814-3700.
- 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.
- 18. 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.
- 19. 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.
- 20. 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.
- 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.