

International Registration Plan

User Guide

Louisiana Dept. of Public
Safety & Corrections

April 2013



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IRP Processing Centers

There are five IRP processing centers in Louisiana. Locations are listed below.

- Lobby hours are 8:00 am to 4:30 pm Monday through Friday.
- Same day service is available for most supplemental transactions and new accounts received by 2:30 pm.
- Applications are processed in the order in which they are received.
- Renewal applications are due the first day of the expiration month.
- Renewal applications will not be processed the same day.

Mailing Address:

(US Mail deliveries only)
LA IRP Processing Center
PO Box 64848
Baton Rouge, LA 70896

Telephone Number:

877-905-3854

Fax Number:

337-993-9949

Louisiana Processing Locations

Auto Title locations with full IRP processing:

Baton Rouge

8350 Florida Blvd. Ste. B

Lafayette

127 Arnould Blvd

Metairie

3939 Veterans Blvd. Ste 204

Shreveport

910 E. 70th St

Baton Rouge (Administrative Office):

7145 Florida Blvd

International Registration Plan

The International Registration Plan (IRP) is an optional program for licensing commercial vehicles traveling in two or more IRP jurisdictions.

All member IRP jurisdictions are required to comply with the following three basic concepts of the Plan:

1. Issuance of a single “apportioned” plate
2. Issuance of a single registration cab card
3. Allow intrastate and interstate movement

Under the IRP plan an interstate carrier files an application with the jurisdiction in which they are based and have an established place of business (see glossary for definition of established place of business). That jurisdiction is known as the “base jurisdiction”.

Base Jurisdiction

“Base jurisdiction” means the state or province, (i) where the Applicant has an Established Place of Business, (ii) where the Applicant seeks to register under the Plan accrues distance and (iii) where Operational Records of the fleet are maintained or can be made available, 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.

Credentials are issued by the base jurisdiction and the cab card lists all the IRP jurisdictions and corresponding weights that the carrier has requested and paid for. One license plate will be issued.

IRP registration does not:

- Exempt a carrier from the payment of motor fuel taxes.
- Exempt a carrier from obtaining operating authority.
- Exempt a carrier from payment of the Federal Heavy Vehicle Use Tax (form 2290).
- Permit a carrier to exceed maximum height, length, width, and axle limitations.
- Permit a carrier to exceed “bridge laws.”

Apportionable Vehicles

An apportionable vehicle, by definition, is a vehicle that a registrant intends to operate in two or more IRP jurisdictions for the transportation of property (or persons) for profit, and:

- Is a power unit with a gross weight in excess of 26,000 pounds; or
- Is a power unit with three or more axles regardless of weight; or
- Is a power unit used in combination with another unit, and together exceeds 26,000 pounds

If a vehicle does not meet the definition of apportionable vehicle, regarding the operation in two or more IRP jurisdictions, a renewal registration may be denied. This means if the vehicle was not operated in any jurisdiction other than the base jurisdiction during the previous 18 months it is no longer eligible to register IRP at the next renewal.

A carrier with a power unit that travels interstate, but does not meet the above weight or axle requirements may obtain an IRP registration at their option.

Other Apportioned Vehicles

Buses that have regular routes and are not used for transporting charter parties.

Note: Carriers that meet the apportioned vehicle requirements but choose not to obtain IRP credentials must obtain trip permits for each vehicle before entering other IRP jurisdictions.

IRP Exempt Vehicles

- Government-owned vehicles
- City pick-up and delivery vehicles (within Louisiana)
- Buses used exclusively for chartered parties
- Recreational vehicles
- Vehicles displaying a restricted plate

Restricted Plate

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

Vehicles displaying the following restricted plates by Louisiana are exempt if applicable agreements, understandings, or declarations so provide. These vehicles exempt from apportioned registration can operate **Intrastate** only. If **operating Intrastate within other IRP jurisdictions**, a trip permit must be obtained prior to entry OR vehicles may be apportioned at the option of the registrant.

- Public
- Forest Products
- Farm-use
- Gravel Haul
- Dealer Inventory
- Transport

Registrant Distance Records

Operational records must be kept for all vehicles registered in the IRP and must be accurate, readable and maintained to support mileage figures submitted for the current and the three previous registration years.

These records must document all miles traveled in each jurisdiction by each vehicle. An Individual Vehicle Distance Record (IVDR) is an acceptable supporting document to verify fleet mileage.

An IVDR shall contain:

- Starting and ending dates of each trip
- Where the trip started and ended
- The route of travel
- Total of all trip miles (including all miles loaded, empty, and/or deadhead)
- Miles traveled in each jurisdiction
- The unit number or vehicle identification number
- Vehicle fleet number
- Registrant's name
- Driver's signature

Monthly reports such as fuel reports are not acceptable at face value. These must be supported by an IVDR. The carrier must also be able to explain any unaccounted time lapse of vehicle movement. All miles operated under trip permits should be included in the mileage record and should be attached to the IVDR.

Failure to keep accurate records may result in full fees being charged by each jurisdiction to which the carrier was apportioned.

Audits

The purpose of audits is to verify the accuracy of the mileage apportioned to each jurisdiction.

Operational records must be made available at the registered place of business or be delivered to the Louisiana Department of Safety, Internal Audit Division as directed.

Results of an audit will be sent to the carrier and all the IRP jurisdictions to which the carrier is registered. The carrier will be billed for any IRP mileage differences discovered as a result of the audit. Invoicing will be made at the discretion of the individual jurisdictions. It is the responsibility of each jurisdiction to refund any overpayment of fees directly to the carrier.

No charges or credit claims may be made for periods in which operational records are no longer required to be kept.

Copies of invoices and applications must be retained for the current and three previous registration years.

Records are to be maintained by unit, jurisdiction and by fleet, along with quarterly and annual summaries. The quarterly and annual summaries are to be arranged by fleet and by jurisdiction totals.

If driver's logs are used as source documents, they must be retained for the same period as all other records.

Staggered Registration

Staggered registration will assign a new expiration month for IRP vehicles based on the last two numbers of the carrier's Federal ID Number (FEIN) or Social Security Number (SSN).

TIN or SSN	Your account will expire on the last day of the month
00-07	January
08-14	February
15-22	March
23-30	April
31-45	May
N/A	June (will not be used in staggered registration)
46-57	July
58-65	August
66-73	September
74-82	October
83-90	November
91-99	December

Enforcement

Apportioned license plates should be mounted on the rear of straight trucks, trailers, and buses and on the front of all tractors.

IRP qualified vehicles must display a current apportioned license plate or valid trip permit or valid temporary authority before traveling into other IRP jurisdictions.

The **original cab card or a legible photocopy** must be carried in the vehicle at all times.

Renewal credentials must be displayed by the 1st day of the month following your expiration month.

Renewal credentials may be displayed before the 1st day of the month as long as the previous year's registration cab card is also carried in the vehicle.

Refunds

Refunds will be made only when the amount is \$6.00 or more and falls into the following category:

- An error was made on the invoice.
- An error results in the duplication of an apportioned registration for a vehicle.
- A conversion from a regular Louisiana plate (turned into OMV/IRP at that time) to a Louisiana apportioned plate.
- A vehicle is sold prior to issuance of the apportioned license plate, which is then returned to OMV/IRP with the unused cab card and a copy of the notarized bill of sale for the vehicle
- An audit of the apportioned carrier indicates an overpayment of fees

Refunds are not available for any plate that has been mounted on a vehicle.

The carrier is responsible for handling directly the request for refund to each individual apportioned IRP jurisdiction. However, refunds on fees paid to jurisdictions other than Louisiana are made at the discretion of each jurisdiction.

Generally, the jurisdictions that owe the carrier a refund, above their minimum amount, will either issue the refund or send a refund form directly to the carrier.

Requirements

Louisiana statutes require that any vehicle being licensed in Louisiana must be titled in Louisiana. You must file an application (DPSMV 1799) to title a motor vehicle prior to applying for an apportioned license plate. More information on the titling of motor vehicles is available on the State website at www.expresslane.org under **FAQ's** (frequently asked questions) select **Title and Registration**.

Insurance

To obtain Louisiana apportioned plates an applicant must have proof of liability insurance in the amount of \$100,000/\$300,000/\$25,000 or combined single limit of \$300,000 if the vehicle has a GVW rating in the excess of 50,000 lbs. Vehicles with a combined rating of 20,001 through 50,000 lbs must submit proof of liability insurance in the amount of \$25,000/\$50,000/\$25,000 or a combined single limit of not less than \$75,000.

Please Note: If a carrier is leasing equipment to another company/individual and the lessee is providing insurance on the unit, it will be necessary to submit a copy of the lease agreement.

Unified Carrier Registration

Louisiana is a member of the Unified Carrier Registration Agreement. All fees for the current year in UCR must be paid. Any carrier who is delinquent in payment of UCR fees must pay the current fees before vehicle(s) can be added to the existing account or before a new account can be opened.

To operate **Interstate** for-hire transportation in Louisiana all common and contract for-hire carriers of passengers, household goods, or waste must register with the United Carrier Registration in order to be compliant with State and Federal laws.

The Unified Carrier Registration (UCR) program requires individuals and companies that operate commercial motor vehicles in **Intrastate** commerce to register their business and to pay an annual fee based on the size of their fleet.

For purposes of determining fees, a "commercial motor vehicle" is defined as a self-propelled or towed vehicle used on highways in commerce principally to transport passengers or cargo.

If the vehicle has:

- has a GVWR or GVW of 10,001 lbs or more.
- Is designed to transport 11 or more passengers, including the driver; or
- Is used in transporting hazardous materials in a quantity requiring a placard.

Note: UCR fees are subject to change in future registration years. Check the UCR website: www.ucr.in.gov or with any Louisiana IRP Processing Center for the latest fees. Trailers have been eliminated as part of the vehicle count.

Established Place of Business or Residency in Louisiana

Your “Established Place of Business or Residency in Louisiana” is a physical structure owned, leased or rented by the registrant. A post office box number is not an acceptable business address for IRP registration. The business address must be a valid street address. You will need to provide three (3) of the following documents to prove your established place of business or residency to obtain a new IRP account in Louisiana.

- The Registrant’s Louisiana title
- Three (3) consecutive utility statements in the Registrant’s name or copies of deposits made on utilities along with a copy of the work order to have utilities connected or installed
- Louisiana Corporation documents
- Foreign Corporation documents in Louisiana
- A statement on letterhead from the Postmaster in the city where the business is located verifying the mailing address as belonging to the business
- A copy of the Tax Registration Certificate issued by the Louisiana Department of Revenue indicating the Louisiana Tax Identification Number (document can only be provided by for-hire carriers who are registering under for-hire provisions of Louisiana R.S.47:306.1.)
- A copy of the company/corporate Louisiana Tax Return
- A copy of the company/corporate tax withholdings
- A statement on letterhead from a Louisiana bank verifying the business has an active business account with that banking institution. The statement must show the local and mailing address to which the business’s bank statements are mailed
- A copy of the Registrant’s Occupational License and/or Occupancy License, if applicable
- A copy of the lease or rental agreement on property within the State of Louisiana indicating the lessee is the same business as reflected on the IRP application. The lessor of the property being leased cannot be an employee of the lessee.

Residency

- The Registrant's Current Louisiana Drivers License or CDL
- Three (3) utility statements (electric, gas, water, telephone, or cable vision) for consecutive months indicating the Registrant's name and address
- Paid Personal Louisiana Income Tax document
- Current Rental / Lease Property Agreement in the Registrant's name
- The Registrant's federal income tax returns have been filed from an address in that jurisdiction (W-2 forms for the last two years)
- A Louisiana voter's registration card
- A statement on letterhead from the Postmaster in the city where the Registrant resides verifying the mailing address
- A statement from a Louisiana bank verifying the individual has an active account with that banking institution. The statement must show the local address of the individual and the mailing address to which the statements are mailed
- Current health, home or personal vehicle insurance policy reflecting the Registrant's name and Louisiana address
- Copies of any current school related documents reflecting applicant's children attend school in Louisiana

The Louisiana IRP Application

The Louisiana IRP application is required for all first time vehicle registrations and for all supplemental applications.

For renewing a registration, a computer generated renewal application will be sent to the carrier for completion.

The Louisiana IRP application should be typed or clearly printed in ink. Please do not enter any information in the gray shaded areas.

Following are instructions for completing an IRP application.

Carrier Information - Page 1

Account number: (Carrier Number) Enter the 5-digit number assigned by the IRP processing center to the account. Enter "NEW" if the carrier does not yet have an IRP account number.

Fleet number: Enter the 2-digit fleet number. (See glossary for definitions)

Supplemental number: Leave blank.

Name of registrant: Enter the name of the person, firm or corporation in which the vehicles are to be registered.

DBA (if any): Enter the name that the registrant is Doing Business As (if applicable).

Business Address: Enter the business street address. Address must be in Louisiana and cannot be a post office box.

Mailing Address: Enter the mailing address for all correspondence and credential mailings. Post office boxes and out-of state addresses are acceptable.

Contact Person: Enter the name of the person to contact concerning the application.

Louisiana Telephone Number: Enter the telephone number where the contact person can be reached. This may be a cellular number. If an out-of-state or 800 number is provided you must include the Louisiana business telephone number.

Facsimile Number: Enter the business fax number.

Email Address: Enter in personal or business email. (optional)

Signature of owner: The application must be signed in ink.

Position within the Company: If the person signing the application is not the vehicle owner or company owner, include their position within the company. If this information is not provided a power of attorney must be submitted with the application.

Date: Enter the date the application is signed.

FEIN: Enter the carrier's tax identification number. This can be found on the Heavy Vehicle Use Tax Form 2290 Schedule 1.

Social Security: If the registrant does not have a Federal Tax ID number (FEIN), enter his/hers social security number.

US DOT#: Enter US DOT# if you have one established if not you will need a US DOT# for registration purposes.

Type of Transaction: Indicate the reason for submitting this application.

Type of Operation: Check the appropriate box as described below.

- Private Carrier = hauls only the registrants' own products.
- Haul for Hire = is paid to haul freight and/or passengers.
- Rental Company = rents vehicles or fleets without drivers.
- Household Goods Mover = hauls only personal household items.
- Exempt = hauls only commodities that are exempt from regulation by the Louisiana Department of Transportation and Development. (Type - Livestock, Grain, Ore, Logs, Sand, Rock, or Gravel.)

Check box if carrier has intrastate authority in Wyoming.

Vehicle Information – Page 2

CO Indicator: If the fleet apportions to Colorado circle "N" if the vehicle travels 10,000 miles or less nationally in a year. If the vehicle travels over 10,000 miles nationally, no notation is required.

Unit Number: Enter the number used to identify the vehicle. **Note:** If a vehicle is deleted during the registration year the new vehicle cannot have the same unit number as the vehicle that was deleted.

Vehicle Identification Number: Enter the complete serial number as it appears on the title.

Year: Enter the last two digits of the model year of the vehicle.

Make of Vehicle: Enter the make of the vehicle as it appears on the title.

Vehicle Type: Enter the abbreviation for the type of vehicle being registered from the list below.

- TR: Tractor
- TK: Straight truck
- TT: Truck tractor
- WR: Wrecker
- BS: Bus

Axles/Buses: Enter the number of axles on the power unit alone.

Comb Axles: Enter the total number of axles including the power unit axles and trailer axles.

Buses: Enter the total number of seats.

Fuel: Enter the abbreviation for the type of fuel used by the vehicle from the list below. (Leave blank for trailers.)

- D: Diesel
- G: Gasoline
- P: Propane
- A: Alternative

Unladen Weight: Enter the empty weight of the truck, tractor, trailer or bus.

Combined or Gross Vehicle Weight: Enter the declared maximum combined or gross weight of the vehicle fully loaded. **Note:** For buses determine the GVW by multiplying the maximum number of passengers by 150 pounds plus the unladen weight of the bus.

Purchase Price: Enter the purchase price of the vehicle (round to the nearest dollar). Do not include sales tax. If the vehicle is a gift or the purchase price is unknown, use the fair market value. Do not enter \$0 or gift.

Factory Price: Enter the manufacturer's list price when vehicle was new. If this amount is unavailable use the purchase price.

Date of Purchase: Enter the month, day and year the vehicle was purchase.

Date of Lease: If the vehicle is being leased from someone other than the registrant, enter the month, day and year the lease began. Owner-operators do not show the date leased to a motor carrier.

Name of Owner: Enter the owner name as it appears on the title.

Bus: HP (horse power): Enter the rated capacity of the engine. (optional)

Company US DOT Number: Enter the US DOT number of the motor carrier responsible for the safety of the vehicle.

Company FEIN (Federal Identification number): Enter the FEIN of the motor carrier responsible for the safety of the vehicle.

Safety N/Y: Enter “N” if the responsibility for the safety of this vehicle will remain the same during the entire registration year. Enter “Y” if the responsibility for the safety of this vehicle may change during the registration year.

Plate Number: If you are converting a Louisiana base plate enter the base plate number.

Replacement Credentials: See Supplement Section.

Fleet to Fleet: See Supplement Section.

Distance and Weight Schedule – Page 3

Please follow the instructions closely when completing this section. It is important from an audit standpoint that the distance be recorded accurately.

Place an “X” in the box to the left of each state to be apportioned. Only these states will appear on the cab card. Non-IRP jurisdictions will not appear on the cab card.

Enter the combined gross weight (CGVW) next to each state to be apportioned. Weights for non-IRP jurisdictions will not appear on invoices or cab cards. The maximum allowable gross weights for all jurisdictions are shown on IRP Manual pages 21-23.

Note: The weight entered for Louisiana must match the weight listed on page 2 of the vehicle information.

A fleet may have more than one weight category (group). Submit a separate IRP application for each group of vehicles operating in the same states but at different weights.

Buses: Enter “QUAL” next to each jurisdiction to be apportioned.

Report the actual distance traveled in any jurisdiction during the reporting period.

The reporting period is the period of twelve (12) consecutive months immediately prior to July 1 of the calendar year immediately preceding the beginning of the registration year for which registration is sought.

If the registration year begins in July, August or September the reporting period shall be the previous such twelve (12) month period.

Enter the estimated or actual distance in the appropriate column. Actual distance includes all distance driven in both IRP and non-IRP jurisdictions and includes deadhead, bobtail, and maintenance and trip permit distance.

***NOTE:** if the vehicle was operated by you at any time in the past 18 months you must provide the actual distance accrued in any jurisdiction.

Do not submit both estimated and actual distance for the same jurisdiction.

Do not show 0 (zero) for a jurisdiction to be apportioned.

If you did not accrue actual distance for a jurisdiction you may provide an estimated distance amount. The estimated distance should reflect the amount the carrier anticipates this fleet will travel.

If you submit estimated distance you must include a Carrier Statement of Proposed Estimated Distance.

This is required for all original account and renewal applications showing estimated distance. The carrier will submit a written statement explaining how the distance was determined.

This document must include points of entry, destinations, routes of travel, number of trips, number of vehicles, etc and will be used to conclude the correctness of the estimates.

This document will become part of the carrier's auditable record.

The Office of Motor Vehicles has the right to question all estimated distance. If the Commissioner judges the information submitted on the Carrier Statement of Proposed Estimated Distance unsatisfactory, the estimates will be adjusted to the Louisiana Estimated Distance Chart.

Invoices will reflect a premium (above 100% registration fees) if the application contains any jurisdiction in which estimated distance has been submitted in **any** previous registration year.

Total Distance: Record the combined total of both the estimated and actual distance.

Note: It is the carrier's responsibility to verify all information on the credentials once they are received. Any errors or omissions should immediately be brought to the attention of the IRP Processing Center. The carrier will be billed for the correction if it is determined that the original application contained incorrect information.

Temporary Registration Authority (TRA)

A carrier must have an IRP account in good standing for the current license year to obtain a Temporary Registration Authority (TRA).

The TRA is a 60 day permit issued by the IRP Processing Center for the purpose of having immediate authorization to modify a current account. A TRA can be secured for most supplemental transactions.

A TRA covers a specific vehicle and cannot be transferred from one vehicle to another.

Note: No TRA's are issued for the creation of a new fleet.

To obtain a TRA

- Complete and sign a Temporary Registration Authority Application.
- Fax the application to the IRP Processing Center at 337-993-1801, or deliver the application in person to one of the IRP Processing Centers.

After the TRA is issued

- The IRP application must be submitted with all supporting documents with the TRA application.
- The transaction will be invoiced only when all documents are received.
- No extension or second TRA is available for an expired TRA.

Failure to comply with these guidelines will result in suspension of the account and may forfeit the carrier's right to obtain TRA's in the future.

Trip Permits

Trip permits are short term registration (usually for 3 to 5 days) for IRP qualified vehicles that do not have registration privileges in a particular jurisdiction.

If a vehicle qualifies for IRP registration but is not registered with the IRP for a particular jurisdiction, you must secure a trip permit prior to entering the jurisdiction. Louisiana trip permits are issued for forty-eight (48) hrs at a cost of \$50.00.

Trip permits are available through wire services. LA DOTD's website (see below) has a current list of permit agencies. **TBD**

perba.dotd.louisiana.gov

Unladen Permit

An unladen permit is issued to an owner operator (vehicle owner) who has broken their lease with the motor carrier.

The permit allows travel from point of origin to point of destination and is good for thirty (30) days.

The permit shall be issued for the registered gross weight not to exceed the empty weight of the vehicle or combination of vehicles being registered and is non-transferable.

Supporting Documents

Supporting documents are required to complete most IRP transactions and must be submitted with the IRP application. Failure to submit the supporting documents will delay the processing of the application. The transaction type dictates the documents needed.

Titles

Required when:

- Registering a vehicle for the first time. (**vehicles must be titled in Louisiana**)
- Registering a vehicle that has not been registered in Louisiana for one year or more.
- Changing a vehicle's year, make, VIN, or name of owner.

If any information on the title is incorrect, the title must be corrected before the vehicle can be licensed.

Federal Heavy Vehicle Use Tax (IRS Form 2290)

This form is required for any vehicle with a registered weight of 55,000 pounds or higher. This tax is paid directly to the IRS each year.

Note: Do not send the original Form 2290! Originals will not be returned.

Proof of payment or exemption must be one of the following:

- A copy of the Form 2290 Schedule 1 stamped paid or received by the IRS.
- A copy of the Form 2290 Schedule 1 and both sides of the canceled check showing validation by the IRS.
- The VIN(s) listed on the form must match that of the vehicle(s) being licensed.
- The name on the form must match the registrant name unless the vehicle is leased.

IRS Toll Free Number for Assistance:

800-829-1040

To apply for FEIN (Federal Identification Number):

800-829-4933

Power of Attorney

Required the first time a vehicle is registered by someone other than owner.

Louisiana Base Plate Registration

Required when converting a Louisiana base plate to a Louisiana IRP plate.

Submit a photocopy of the current Louisiana registration with the IRP application. Must submit current plate and registration to receive credit at time of conversion or file for a refund.

The vehicle(s) must have continuous registration or have a non-use affidavit.

Valid proof of Liability insurance.

The name on the Louisiana base registration and the IRP registration must be the same.

Exception: Corporation

Conversions are processed on power units only.

Carrier Statement of Proposed Estimated Distance

Required for all original account and renewal applications showing estimated distance. The carrier will submit a written statement explaining how the distance was determined.

If a carrier estimates distance less than those established by the Louisiana Estimated Distance Chart, the statement must include details such as; points of entry, destinations, routes of travel, number of trips, etc.

If the Louisiana IRP Unit determines the statement unsatisfactory, the estimates will be adjusted to the Louisiana Estimated Distance Chart.

Renewal Applications

Important Dates

Louisiana IRP plates expire at midnight on the last day of the expiration month. There is no grace period.

The preprinted renewal application is mailed 60 days of the month prior to the expiration date.

The completed renewal application and any required supporting documents should be submitted to an IRP office on or before the 1st working day of the expiration month.

General Instructions

If you added vehicles or made other changes after the renewal printout was generated you will need to make the appropriate changes on the computer printed renewal application or submit a separate IRP application.

It is the carrier's responsibility to review, verify and correct all information on the computer printed renewal application.

If you have multiple fleets, submit only one mileage schedule per fleet.

The renewal application must be signed in ink. If someone other than the registrant signs the application, they must include a power of attorney.

There is one copy of the renewal application. Make a photocopy for your records.

The renewal application must be returned to an IRP Processing Center.

Note: The IRP office will delete any vehicle currently plated that does not appear on the renewal application or separate IRP application.

To Update USDOT Number

The USDOT Number MCS-150 can be updated online at www.safer.fmcsa.dot.gov.

If you return the MCS-150 update to the IRP Office for processing draw a single line through the information being changed or updated and enter the information under the old information.

If there are no changes you must still complete sections 22, 28, 29 and 30.

The MCS-150 form must be completed by an authorized official of the company to which the USDOT number is assigned.

Completing the Schedule A/C

To correct carrier information:

Draw a line through the information to be changed and enter the correct information under or next to the old information.

To change the weights for all the vehicles in the weight group: Line through the weights shown in the weight group to be changed and enter the new weight next to the old weight.

If you are changing the gross weight in Louisiana you need to change the vehicle information section to match the Louisiana weight.

Note: If the weight varies more than ten percent (10%) from one jurisdiction to another you must include an explanation for the weight difference.

To move a specific vehicle(s) to a different existing weight group: Record a "C" in the first column next to the unit number of the vehicle(s) being changed. Then next to the unit number write the new weight group number (example: WG 003). If necessary, change the gross weight in the vehicle section to match the Louisiana weight.

To move a specific vehicle(s) to a new weight group: Record a "C" in the first column next to the unit number of the vehicle(s) being changed.

Then next to the unit number write "move to new weight group". Complete pages 1, 2, and 3 (unit number, VIN and combined or gross weight only on page 2) of an IRP application and submit with the renewal printout.

To Change Vehicle Information

Record a "C" in the first column next to the unit number of the vehicle(s) being changed. Draw a single line through the information being changed and print the new information next to or under the previous information. Note: Original title(s) are needed to change the owner name or to correct any vehicle information.

Enter "Y" or "N" regarding the safety responsibility question.

To Delete a Vehicle

Enter a "D" in the first column next to the unit number of the vehicle being deleted and draw a single line through the vehicle information.

To Add a New Vehicle

Record the vehicle information directly under an existing vehicle in the correct weight group or submit an IRP application (Pages 1, and 2).

All new vehicle additions must include any necessary supporting documents (refer to Supporting Documents Section).

For fleets that apportion to the state of Colorado:

If the vehicle travels 10,000 miles or less nationally (for the reporting period), enter “N” in the first column next to the unit number. If the vehicle travels over 10,000 miles nationally, no notation is required.

Completing Schedule B.

It is very important to follow these instructions and record the mileage information accurately.

Mark the column entitled “Apportioned” with a “Y” next to each jurisdiction you wish to apportion.

Mark the same column with an “N” if you do not wish to apportion a jurisdiction.

Mark an “A” (Actual) under the Est/Act column for those jurisdictions recorded as actual mileage.

Mark an “E” (Estimated) under the same column for those jurisdictions recorded as estimated mileage.

NOTE: Invoices will reflect a premium (above 100% registration fees) if the application contains any jurisdiction in which estimated mileage has been submitted in any previous registration years.

List the total actual or estimated mileage for each jurisdiction for all vehicles that were in the fleet during the reporting period. (Refer to the top of the renewal application Schedule B for the correct reporting period.)

Do not list zero (0) miles for a state with a “Y” in the “Apportioned” column.

Submit only one mileage schedule for each fleet. If two or more mileage schedules are received for the same fleet, the entire application will be returned without processing.

If you do not provide mileage for any state other than Louisiana your renewal application will be returned and you will be advised to purchase a Louisiana base plate at your local OMV office

Supplemental Applications

A supplemental application is submitted by the carrier after the original application has been filed and paid. All supplemental applications are submitted on a Louisiana IRP Application.

Not all types of supplemental transactions can be processed together. To determine which transactions can be combined in a supplement, contact the IRP office.

Each supplemental transaction requires different information and supporting documents. Failure to submit the required information and or documents will delay processing.

You can submit an application for the following supplemental transactions:

- Create a New Fleet
- Add Vehicle
- Delete Vehicle
- Add/Delete Vehicle
- Add a Jurisdiction
- Increase Vehicle Weight
- Correct vehicle information
- Replace lost, stolen or destroyed credentials (cab card, plate)
- Convert a Louisiana base plate
- Add a vehicle to another existing fleet (fleet to fleet transfer)

To Create a New Fleet

A new fleet is created when a vehicle will be traveling in a group of jurisdictions that are different from an existing fleet.

To create a new fleet, follow the directions to create an original fleet. Use the current account number and the next available fleet number.

The distance submitted on page 3 should include any actual distance accrued by the vehicle(s) in the previous fleet. If jurisdictions are added where distance has not been accrued, estimated distance may be used.

If the application includes estimated distance a Carrier Statement of Proposed Distance Mileage form must be submitted with the application.

Plates are **not** transferable from one fleet to another.

To Add a Vehicle

Vehicles added to an existing fleet will have the same states as the other vehicles in the fleet.

Complete pages 1 and 2 of the Louisiana IRP Application. A new distance schedule (page 3) is not required; distance from the original application will be used to calculate fees.

See Supporting Documents Section for a list of documents that may need to be submitted with the application.

Delete Vehicle

To delete vehicle complete pages 1 and 2 (vehicle deletion section) the plate and cab card of the vehicle being deleted must accompany the application.

Keep accurate records of any deletions made after renewal for possible credit if a new vehicle is purchased later in the registration year.

Add/Delete Vehicle

If a vehicle has been previously deleted the credit from the deleted vehicle can be applied to a new vehicle being added if it is within the same account and fleet.

Complete pages 1 and 2 (vehicle being added and the deleted vehicle credit is being transferred from). The unit number of the added vehicle cannot be the same as the deleted vehicle

Not all IRP jurisdictions allow a credit on Add/Delete Vehicle. Some jurisdictions will charge either full or partial fees for the vehicle being added.

Add/Delete Vehicle can take place between vehicles of different gross weights. The invoice will reflect any fees associated with a difference in moving from a lower gross weight to a higher gross weight.

When an Add/Delete Vehicle is from a higher gross weight to a lower gross weight, no refund or credit will be given for the amount that remains after the fee calculation.

Submit required supporting documents. (See Supporting Documents Section).

Add Jurisdictions

Added jurisdictions will apply to ALL vehicles in the fleet. When adding new jurisdictions, the original jurisdictions and mileage percentages will not be affected. Only the added jurisdictions will have fees due on the invoice.

Additions can only be processed when no other supplements are open.

Complete pages 1, 2 (unit number and VIN only) and page 3 (distance and weight for **new** jurisdiction(s) only) of the IRP application.

If estimated mileage is submitted you must submit the Carrier Proposed Estimated Mileage form.

To Correct Vehicle Information

Complete pages 1 and 2 (only the vehicle information that is being changed) of the IRP Application.

Submit required supporting documents (see Supporting Documents Section).

Weight Increase/Decrease

The registered weight of a vehicle can be increased or decreased at any time.

The registered weight can be increased in one or more jurisdiction(s). Fees will be calculated between the new and old weights. A 2290 will be required if the weight of the jurisdiction increased in is over 55,000 even though a registered vehicle's GVW may be less than 54,999.

If there is a decrease in the registered weight no refund will be given.

To Increase the Weight

Complete pages 1, 2 (unit number and VIN only) and page 3 (weight only) of the IRP application.

Submit required supporting documents (See Supporting Documents Section).

Note: If the registered gross weight varies more than ten percent (10%) from one state to another an explanation for the weight difference must be included.

Replacement Credentials

New credentials can be obtained for:

- Replace lost, stolen or damaged cab cards.
- Replace lost, stolen or damaged plates.

Enforcement officials look at the original cab card for proof that the vehicle is properly registered. Legible photocopies are valid.

To Replace Credentials

Complete pages 1 and 2 (unit number and VIN only) of the Louisiana IRP Application

Submit copy of the cab card if available.

Louisiana Base Conversion

To convert a Louisiana base plate and receive credit for the Louisiana fees the name on the Louisiana base plate registration must match the registrant name on the IRP account.

The invoice will reflect credit for the Louisiana fees only. If the base plate conversion credit exceeds the total Louisiana base fees, the credit may be applied up to but not exceeding, the amount of the Louisiana base fees. The remainder of the credit will be refunded by the OMV to the carrier.

To Process a Conversion

Complete pages 1, 2, and 3 of the IRP application (if new account or new fleet).

Submit legible photocopy of the current Louisiana registration.

Submit required Supporting Documents.

NOTE: Upon receipt of the apportioned plate and cab card, the carrier must submit to the IRP Processing Center the original Louisiana registration and the base plates for the converted vehicle to receive credit.

Fleet-to-Fleet Transfer

A vehicle can be transferred from the current fleet to another existing fleet or to a new fleet.

Not all jurisdictions give credit for previously paid fees. Variations in the percentage of mileage to a jurisdiction may cause additional fees above the amount already paid. These facts should be strongly considered before choosing this transaction as a means to add states to a vehicle.

To Process a Fleet to Fleet Transfer

Complete pages 1, 2, (unit number and VIN only) and 3 (if creating a new fleet) of the Louisiana IRP application. If you are creating a new fleet and the vehicle(s) were registered in an existing fleet during the previous year's mileage reporting period you must provide the actual miles in any jurisdiction(s) where mileage was accrued.

Submit a copy of the vehicle's cab card (if available).

Special Types of Operation

Household Goods Carrier

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

When the base jurisdiction of the service representative is selected, the equipment shall be registered in the service representative's name, and the household goods carrier shall be designated as the lessee. The apportionment of fees shall be according to the combined mileage records of the service representative and those of the household goods carrier. Such records must be kept in the service representative's base jurisdiction.

When the base jurisdiction of the household goods carrier is selected, the equipment shall be registered by the household goods carrier and the service representative shall be designated as lessor. The apportionment of fees shall be apportioned according to the combined mileage records of the household goods carrier and the service representative. Such records must be made available in the household goods carrier base jurisdiction. Vehicles are deemed fully registered for operations under the authority of the service representative as well as the household goods carrier.

Registrants Leased to a Carrier

A vehicle owner who leases onto a carrier can register in one of two ways:

1. The vehicle owner (registrant) may register in their own name. License plates and cab cards will be the property of the registrant. Apportionment fees shall be according to the operational records of the registrant.
2. The carrier may be the registrant with the vehicle owner on the cab card.
3. License plates and cab cards shall be the property of the carrier. Apportionment fees shall be according to the operational records of the carrier.

What is PRISM ?

Performance and Registration Information Systems Management (PRISM) is a cooperative Federal-State safety program developed to reduce commercial vehicle accidents. PRISM utilizes the commercial vehicle registration process of the States to improve motor carrier safety in two ways:

- By determining the safety fitness of the motor carrier prior to issuing license plates.
- By motivating the carrier to improve its safety performance either through an improvement process or the application of registration sanctions.

The PRISM program encompasses two major processes, Registration and Enforcement, which are integrated to identify motor carriers and hold them responsible for the safety of their operations. The performance of unsafe carriers is improved through a comprehensive system of identification, education, data gathering, safety monitoring and treatment.

Registration

The International Registration Plan (IRP) provides the frame work for the PRISM program by facilitating two vital functions. First, it establishes a system of accountability by ensuring that no vehicle is plated without identifying the responsible carrier for vehicle safety during the registration year. Second, the use of registration sanctions provides a powerful incentive for unsafe carriers to improve their safety performance. The vehicle registration process ensures that all carriers engaged in interstate commerce are identified through a unique USDOT Number during vehicle registration. The safety fitness of each carrier can then be audited prior to issuing vehicle registrations. Those motor carriers that have been prohibited from operating in interstate commerce by the Federal Motor Carrier Safety Administration may be denied registration by the State.

How Does PRISM Affect IRP registration?

As noted earlier, the IRP serves as the framework for the PRISM program and is affected through USDOT registration and MCS-150 updates. The motor carrier responsible for the safety of every vehicle and the registrant must identify their USDOT Number during the registration process. An updated MCS-150 form must be submitted for each registrant and carrier responsible for safety on an IRP account unless the carrier and the registrant have each submitted a form within 12 months prior to the first day of the renewal period, or the motor carrier and the registrant have updated the information directly on the FMCSA web www.fmcsa.dot.gov

For many IRP accounts, the registrant that maintains the IRP account and the carrier that is responsible for safety are the same entity. Table A outlines USDOT Number and MCS-150 update requirements associated with PRISM and IRP registration in these instances. In some cases, the IRP account registrant and the carrier responsible for the safety of individual vehicles on the account may be different. The following examples, in addition to the information in Table B, outline USDOT Number and MCS-150 update requirements associated with PRISM and IRP registration in common instances.

Rental/leasing companies registering in their own name:

Rental/leasing companies that register in their own name must provide the USDOT Numbers and copies of updated MCS-150 forms to the registration office for their company and for all lessees that are responsible for vehicle safety. The USDOT number for the rental/leasing company should be recorded in Section C of the IRP Schedule A and the USDOT Number of the motor carrier responsible for safety should be recorded in the appropriate column of the individual vehicle section.

Owner/operators registering in their own name, but leasing to motor carriers:

Owner/operators who register in their own names must obtain a USDOT Number for themselves. This number is for registration purposes only and does not provide the owner/operator with his/her own operating authority. **A copy of the lease agreement must be submitted if the vehicle is being leased on to a carrier.**

In addition, the owner/operator must provide the USDOT Number for the company to whom he/she leases. Updated copies of the MCS-150 must be submitted for the owner/operator and all companies responsible for safety (the lessees). The companies must complete the MCS-150 forms. The owner/operator must record his/her USDOT Number in Section C of the IRP Schedule A. The USDOT number of the motor carrier responsible for safety should be entered in the appropriate column at the individual vehicle level of the Schedule A.

Companies using only leased vehicles registered in the name of the lessors:

Companies who use all leased vehicles registered in the name of the lessors (rental/leasing or owner/operators) must provide the lessor with an updated copy of the MCS-150. The lessor will submit the MCS-150 to the state registration office in order to have the vehicle's registration renewed.

Table A IRP account registration and motor carrier responsible for safety of the vehicles are the same entity.

	Registrant Level	Individual Vehicle Level
USDOT Number Requirement	USDOT Number of the Registrant	Same
MCS-150 Requirement	Updated MCS-150 for the IRP registrant required unless one has been submitted within 12 months prior to the first day of the renewal period	No additional requirement
Action	Record the USDOT Number in Section C of the IRP Schedule A and write "same" in the appropriate column of the individual vehicle section of Schedule A.	

Table B IRP account registrant and motor carrier responsible for safety of all or some of the vehicles at the time of registration are different

	Registrant Level	Individual Vehicle Level
USDOT Number Requirement	USDOT Number of the Registrant	Two General Situations Apply: 1. USDOT Number of the motor carrier responsible for safety if known and expected to stay the same for at least 30 days from the renewal. 2. USDOT Number of the Registrant as a default if the motor carrier responsible for safety is unknown, or expected to change within 30 days of renewal.
MCS-150 Requirement	Updated MCS-150 for the IRP registrant required unless one has been submitted within 12 months prior to the first day of the renewal period	An Updated MCS-150 associated with each USDOT Number on the IRP account is required unless one has been submitted within 12 months prior to the first day of the renewal period.
Action	Record the USDOT Number in Section C of the IRP Schedule A and the USDOT Number of the motor carrier responsible for safety in the appropriate column of the individual vehicle section. Indicate if the lease is for the full registration year in the appropriate column.	

Maximum Allowable Weight in Pounds

The following table lists the maximum operating weight and maximum cab card weight for each jurisdiction. The weight for Canadian provinces will convert to kilograms on the cab card. Exceptions and conditions are show if applicable. Since requirements may change you may contact the jurisdiction for the most current information.

Jurisdiction	Max Operating Wt	Max Cab Card Wt	Exceptions/Conditions/Permits
Alabama	80,000	QUAL	Overweight permit required over 80,000. Cab card changed to QUAL over 80,000
Alberta	139,992	139,992	
Arizona	80,000	80,000	Overweight permit required over 80,000
Arkansas	80,000	80,000	
British Columbia	141,100	139,994	Permit is needed, no change to cab card.
California	80,000	80,000	
Colorado	85,000	80,000	Without overweight permit.
Connecticut	NO MAX	NO MAX	Over 80,000 requires overweight permit. Cab card 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	105,500	Permit Weight	Contact Idaho for conditions and limitations.
Illinois	80,000	80,000	
Indiana	80,000	80,000	Permit is needed. No change to cab card.
Iowa	NO MAX	NO MAX	Requires increase in registration to reflect on registration documents.
Kansas	85,500	85,500	Max 80,000 on KS Interstate. Cab card does not change,

Jurisdiction	Max Operating Wt	Max Cab Card Wt	Exceptions/Conditions/Permits
			must register for 85,500 to purchase OW permit.
Kentucky	80,000	80,000	Special permit required for over 80,000.
Louisiana	88,000	88,000	83,400 on Interstate and 88,000 on non-Interstate. These weights must be shown on cab card to qualify for OW permit.
Maine	100,000	100,000	
Manitoba	137,770	137,770	
Maryland	80,000	80,000	
Massachusetts	NO MAX	NO MAX	Overweight permit required over 80,000.
Michigan	160,001	160,001	Permit is needed.
Minnesota	80,000	NO MAX	Overweight permit required over 80,000. Cab card must reflect weight of OW permit as well as have an OW permit.
Mississippi	80,000	80,000	
Missouri	80,000	80,000	Overweight permit required over 80,000.
Montana	132,000	132,000	
Nebraska	94,000	94,000	Permit is needed. Cab card reflects 94,000.
Nevada	129,000	80,000	Cab card must reflect 80,000 to be legal with OW permit.
New Brunswick	137,786	137,786	
Newfoundland	137,786	137,786	
New Hampshire	80,000	80,000	Overweight permit is needed over 80,000.
New Jersey	80,000	80,000	Permit is needed.
New Mexico	86,400	80,000	
New York	NO MAX	NO MAX	Overweight permit required over 80,000. Cab card to reflect OW permit.
North Carolina	80,000	80,000	Overweight permit required over 80,000.
North Dakota	105,500	105,500	
Nova Scotia	AXLES	Varies based on axle configurations	
Ohio	80,000	80,000	

Jurisdiction	Max Operating Wt	Max Cab Card Wt	Exceptions/Conditions/Permits
Oklahoma	90,000	90,000	Annual permit required over 80,000.
Ontario	139,992	139,992	
Oregon	105,500	105,500	Special permit required over 80,000.
Pennsylvania	80,000	80,000	
Prince Edward Island	137,788	137,788	Overweight permit required for indivisible loads. Carrier must apply for permit. Permits not issued for divisible loads. Overweight carrier will be fined and must off load excess weight.
Quebec	AXLES	Combined number of axles for power unit and trailers	Overweight permit required over 137,500.
Rhode Island	80,000	80,000	Permit is needed for OW.
Saskatchewan	137,787	137,787	
South Carolina	80,000	80,000	
South Dakota	NO MAX	NO MAX	Must meet SD bridge weight laws. Overweight permit required over 80,000 on Interstate.
Tennessee	80,000	80,000	
Texas	80,000	80,000	
Utah	129,000	NO MAX	Overweight permit required with divisible and non-divisible loads. Separate permit issued for carrier to carry.
Vermont	80,000	80,000	
Virginia	80,000	80,000	Separate permit required.
Washington	105,500	105,500	
West Virginia	80,000	80,000	
Wisconsin	80,000	80,000	
Wyoming	117,000	117,000	Overweight permit required over 117,000.

IRP Directory

United States

Alabama

Division
Office of Motor Vehicles
PO Box 327620
Montgomery, AL 36132-7610
(334) 242-2999

Alaska

Dept of Public Safety
Division of Motor Vehicles
5700 E Tudor Rd
Anchorage, AK 99507
(907) 269-5572

Arizona

Arizona Motor Vehicle Division
1801 W Jefferson St
Mail Drop 527M
Phoenix, AZ 85007
(602) 712-6775

Arkansas

Office of Motor Vehicles IRP Unit
P.O. Box 8091
Little Rock, AR 72203
(501) 682-4653

California

Department of Motor Vehicles
PO Box 932320 MS: H160
Sacramento, CA 95232-3200
(916) 657-7971

Colorado

Motor Carrier Services
IRP Section
1881 Pierce St Room 114
Lakewood, CO 80214
(303) 205-5602

Connecticut

Department of Motor Vehicles IRP Unit
60 State St Rm 260
Wethersfield, CT 06161
(860) 263-5281

Delaware

Motor Fuel Tax Admin.
IRP Unit
P.O. Drawer 7065
Dover, DE 19903-7065
(302) 744-2701

District of Columbia

Department of Motor Vehicles-IRP
95 M St
Washington, DC 20024
(202) 729-7079

Florida

Division of Motor Vehicles
Neil Kirkman Building
2900 Apalachee Parkway
Tallahassee, FL 32399
(850)488-6921

Georgia

Department of Revenue
Motor Vehicle Services IRP Section
1200 Tradeport Blvd
Hapeville, GA 30354
(404)968-3800

Idaho

Idaho Transportation Department-Division of Motor Vehicles
PO Box 7129
Boise, ID 83707-1129
(208) 334-8611

Illinois

Vehicle Services Department
Room 300 Howlett Building
Springfield, IL 62756
(217) 785-1800

Indiana

Department of Revenue
Motor Carrier Services Division
5252 Decatur Blvd Ste R
Indianapolis, IN 46241
(317) 615-7340

Iowa

Motor Vehicle Division
PO Box 10382
Des Moines, IA 50306-0382
(515)237-3268

Kansas

Division of Motor Vehicles
Motor Carrier Services Bureau
Robert B Docking Office Bldg 1st Floor
Topeka, KS 66626-0001
(785) 271-3145

Kentucky

Transportation Cabinet
IRP Section
Box 2323
Frankfort, KY 40602-2323
(502) 564-4120

Louisiana

LADPS-IRP Unit
7145 Florida Ave
Baton Rouge, LA 70806
(XXX) XXX-XXXX

Maine

Bureau of Motor Vehicles
29 State House Station
Augusta, ME 04330
(207) 624-9000

Maryland

Motor Vehicle Administration
6601 Ritchie Highway NE
Glen Burnie, MD 21062
(410) 424-3014

Massachusetts

Registry of Motor Vehicles
25 Newport Ave EXT
Quincy, MA 02171
(617) 351-9320

Michigan

Michigan Department of State
Secondary Complex
7064 Crowner Dr
Lansing, MI 48918-9915
(517) 322-1097

Minnesota

Driver and Vehicle Services Division
445 Minnesota St
St. Paul, MN 55101
(651) 205-4141

Mississippi

State Tax Commission
PO Box 1140
Jackson, MS 39215
(601) 923-7100

Missouri

Motor Carrier Services
PO Box 893
Jefferson City, MO 65102-0893
(573) 751-6433

Montana

Motor Carrier Services
Division
PO Box 4639
Helena, MT 59620
(406) 444-6130

Nebraska

Department of Motor Vehicles
Motor Carrier Services
PO Box 94729
Lincoln, NE 68509-4729
(402) 471-44435

Nevada

Department of Motor Vehicles
Motor Carrier Division
555 Wright Dr
Carson City, NV 89711
(775) 684-4711

New Hampshire

Department of Safety
IRP
23 Hazen Dr
Concord, NH 03305
(603) 271-2196

New Jersey

Motor Vehicle Commission
Motor Carrier Services
IRP Section
225 E State St
Trenton, NJ 08666-0178
(609) 633-9399

New Mexico

Motor Vehicle Division
Taxation & Revenue Department
PO Box 5188
Santa Fe, NM 87502
(505) 476-1551

New York

Department of Motor Vehicles
International Registration Bureau
PO Box 2850 - ESP
Albany, NY 12220-0850
(518) 473-5834

North Carolina

Department of Transportation
Division of Motor Vehicles
IRP Section
1425 Rock Quarry Rd /Ste 100
Raleigh, NC 27610
(919) 861-3720

North Dakota

Department of Transportation Motor Vehicle Division
608 E Boulevard Ave
Bismarck, ND 58505-0780
(701) 328-2725

Ohio

Bureau of Motor Vehicles
PO Box 16520
Columbus, OH 43216-6520
(614) 752-7587

Oklahoma

Corporation Commission
Transportation Division
2101 N Lincoln Blvd
Oklahoma City, OK 73105
(405) 521-3036

Oregon

Motor Carrier Transportation Branch
550 Capitol St NE
Salem, OR 97310-2530
(503) 378-6699

Pennsylvania

Department of Transportation
Commercial Registration Section
1101 S Front St 1st Floor
Harrisburg, PA 17104
(717) 346-0608

Rhode Island

Division of Motor Vehicles
IRP Section
45 Park Place
Pawtucket, RI 02860
(401) 728-6692

South Carolina

Department of Motor Vehicles
PO BOX 1498
Blythewood, SC 29016
(803) 896-3870

South Dakota

Division of Motor Vehicles
Prorate and Commercial Licensing
445 E Capitol Ave
Pierre, SD 57501-3100
(605) 773-4111

Tennessee

Department of Revenue
Motor Carrier Section
1148 Foster Avenue Cooper Hall
Nashville, TN 37210
(615) 741-1786

Texas

Vehicle Titles & Registration Division
4000 Jackson Ave
Austin, TX 78731
(512) 465-7570

Utah

Division of Motor Vehicles
210 N 1950 West
Salt Lake City, UT 84134
(801) 297-6800

Vermont

Department of Motor Vehicles
National Life Bldg. Drawer 33
Montpelier, VT 05603-0001
(802) 828-2071

Virginia

Department of Motor Vehicles
PO Box 27412
Richmond, VA 23269-0001
(866) 878-2582

Washington

Department of Licensing
Prorate and Fuel Tax Services
PO Box 9228
Olympia, WA 98507-9048
(360) 664-1811

West Virginia

Division of Motor Vehicles
1800 Kanawha Blvd E
Bldg 3 Rm 138
Charleston, WV 25317
(304) 558-3629

Wisconsin

Department of Transportation - IRP
PO Box 7911
Madison, WI 53707-7911
(608) 266-9900

Wyoming

Department of Transportation
5300 Bishop Blvd
Cheyenne, WY 82009-3340
(307) 777-4829

Canada

Alberta

Alberta Transportation Prorate Services
1st Floor 803 Manning Rd NE
Calgary, AB T2E 7M9
Canada
(403) 297-2920

British Columbia

Inter-jurisdictional Licensing
PO Box 7500 Station Terminal
Vancouver, BC V6B 5R9
Canada
(604) 443-4450

Manitoba

Commercial Vehicle Registration
100-234 Donald St Box 6300
Winnipeg, MB R3G 4A4
Canada
(204) 945-7380

New Brunswick

Department of Public Safety
364 Argyle St 3rd Floor
Fredericton, NB E3B 1T9
Canada
(506) 453-2407

Newfoundland and Labrador

Motor Registration Division
PO Box 8710
St John's, NL A1B 4J6
Canada
(709) 729-4921

Ontario

Ministry of Transportation Projectes & Change Management Branch
1201 Wilson Ave Building C Rm 143
Downsview, ON M3M 1J8
Canada
(416) 235-3923

Prince Edward Island

Highway Safety Operations Department of Transportation & Public Works
PO Box 2000
Charlottetown, PEI C1A 7N8
Canada
(902) 368-5202

Quebec

Societe De L'Assurance Automobile Du Quebec
333 Boul Jean Lesage Local C-3-13
Quebec City QC Canada G1K 8J6
(418) 528-4343

Saskatchewan

Government Insurance
2260 11th Ave
Regina, SK S4P 2N7
Canada
(306) 751-1200

IRS Walk-In Offices in Louisiana

Alexandria

3508 Government Street
Alexandria, LA 71302
Monday through Friday
8:30am to 4:30pm
(Closed for lunch 12:00pm – 1:00pm)

Baton Rouge

2600 Citiplace Centre
Baton Rouge, LA 70808
Monday through Friday
8:30am to 4:30pm

Houma

423 Lafayette Street
Houma, LA 70360
Monday through Friday
8:30am to 4:30pm
(Closed for lunch 12:00pm – 1:00pm)

Lafayette

4021-A Ambassador
Cafferty Parkway
Lafayette, LA 70503
Monday through Friday
8:30am to 4:30pm
(Closed for lunch 12:00pm – 1:00pm)

Lake Charles

921 Moss Street
Lake Charles, LA 70601
Monday through Friday
8:30am to 4:30pm
(Closed for lunch 12:30pm – 1:30pm)

Monroe

1401 Hudson Lane
Monroe, LA 71201
Monday through Friday
8:30am to 4:30pm
(Closed for lunch 12:30pm – 1:30pm)

New Orleans

1555 Poydras Street
New Orleans, LA 70112
Monday through Friday
8:30am to 4:30pm

Shreveport

3007 Knight Street
Shreveport, LA 71105
Monday through Friday
8:30am to 4:30pm
Toll Free Number for Assistance: 800-829-1040
Toll Free Number for Forms: 800-829-3676

For the most up to date information you may go to their web site at: www.irs.gov

Glossary

Axle	For purposes of registration, an axle is any assembly that can be load bearing at any time. For example, a single unit truck with a steering axle and two axles in the rear-axle assembly is an apportionable vehicle, even though one of the rear axles is a so-called “dummy” or “drag” axle.
Base jurisdiction	The jurisdiction where the registrant has an established plate of business, where mileage is accrued by the fleet, and where the operational records of the fleet are maintained or can be made available.
Base plate	A plate issued by the base jurisdiction and is only valid inside that jurisdiction.
Bus	A motor vehicle designed for carrying more than nine (9) passengers and used for the transportation of persons for compensation.
Cab card	A registration card issued only by the base jurisdiction for a vehicle of an apportioned fleet. The card identifies the specific vehicle for which it was issued, the base jurisdiction of the fleet, the registered weight of the vehicle in each apportioned jurisdiction and the jurisdictions where the vehicle is properly registered.
Carrier	An individual, partnership, or corporation engaged in the business of transporting persons or goods.
Common carrier	Any motor carrier that advertises to the general public to engage in the transportation, by motor vehicle, of persons or goods.
Contract carrier	Any motor carrier transporting persons or property for compensation or hire under contract to a particular person, firm, or corporation.
Exempt carrier	An individual, partnership or corporation engaged in the business of transporting exempt persons or goods for compensation.

Private carrier	A person, firm, or corporation that uses its own vehicles to transport the private carrier's own freight.
Chartered party	A group of persons who, pursuant to a common purpose and under a single contract, and at a fixed charge for the vehicle in accordance with the carrier's tariff, lawfully with the Interstate Commerce Commission, have acquired the exclusive use of a passenger-carrying motor vehicle to travel together as a group to a specified destination or for a particular itinerary, either agreed upon in advance, or modified by the chartered party after having left the place of origin.
Combined gross	The weight of the power unit, the trailer(s), and the maximum load that can weight potentially be transported.
Commercial vehicle	Any vehicle operated for the transportation of persons or property to promote a commercial or industrial enterprise, for hire or not for hire.
Converter gear	The auxiliary under-carriage assembly with a fifth wheel and tow bar used to convert a semi-trailer into a full trailer (sometimes called a "converter dolly").
Credentials	The cab card and apportioned license plate issued to vehicles licensed under the International Registration Plan (IRP).
Established place of business	<p>A physical structure owned, leased, or rented by the fleet registrant, the location of which is designed by street number or road location, and which is open during normal business hours; and in which are located:</p> <ul style="list-style-type: none"> • a telephone or telephones publicly listed in the name of the registrant • a person or person(s) conducting the fleet registrant's business, and • the operational records of the fleet or where such records can be made available.
Estimated Distance	Estimated distance means either the anticipated distance a Fleet is expected to travel in a member jurisdiction during an applicable registration year as reported by the applicant or the distance assigned to the fleet by the base jurisdiction.

FMCSA	Federal Motor Carrier Safety Administration
For-Hire Carrier	Any person, firm or corporation who engages in transportation by motor vehicle of passengers, commodities or property for compensation is considered a for-hire carrier.
Fleet	One or more vehicles that all travel in the same apportioned states.
Full trailer	A vehicle without motive of power, designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that it has a permanently mounted front and rear axle.
Gross vehicle weight	The weight of the vehicle plus the weight of any load thereon.
Household Goods Carrier	A carrier handling personal effects and property to be used in a dwelling.
Interstate operations	The movement between or through two or more jurisdictions.
Intrastate operations	The movement from one point within a jurisdiction to another point within the same jurisdiction.
IVDR	Individual Vehicle Distance Record
Jurisdiction	A state, territory, or possession of the United States, the District of Columbia, or a province of Canada.
Lease	A written document vesting exclusive possession, control of, and responsibility for the operation of the vehicle to a lessee for a specific period of time.
Lessee	A person, firm, or corporation having the legal possession and control of a vehicle owned by another under the terms of a lease agreement.
Lessor	A person, firm, or corporation which under the terms of a lease, grants the legal right of possession, control of, and responsibility for the operation of the vehicle to another person, firm, or corporation.
Operating Authority	Companies that operate as "for hire" carriers (for a fee or other compensation) that transport passengers or federally regulated commodities, or arrange for their transport, in

interstate commerce are also required to have interstate operating authority.

PRISM	Performance and Registration Information Systems Management
Reciprocity Agreement	An agreement, arrangement, or understanding governing the reciprocal grant of rights and/or privileges to vehicles which are parties to such an agreement, arrangement, or understanding.
Recreational vehicle	A vehicle designed or converted and used for personal pleasure or travel by an individual or family.
Registered weight	The weight for which a vehicle or combination of vehicles have been licensed or registered within a particular jurisdiction.
Registrant	A person, firm, or corporation in whose name or names a vehicle is properly registered.
Registration year	The 12-month period during which the registration plates issued by the base jurisdiction are valid according to the laws of the base jurisdiction.
Rental fleet	“Rental Fleet” means vehicles the rental owner designates as a rental fleet and which are offered for rent with or without drivers.
Reporting Period	“Reporting Period” means 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.
Residence	“Residence” means the status of an Applicant or a Registrant as a resident of a Member Jurisdiction.
Restricted plate	A registration that has time (less than a full year), geographic area, mileage, or commodity restrictions (farm, log, or dealer plate).
Road tractor (Mobile home toter or wrecker)	Any vehicle designed and used for drawing other vehicles and not so constructed as to carry any load thereon, either independently or any part of the weight of a vehicle or load so drawn.

Semi-trailer	A vehicle without motive power, designed for carrying persons, or property, and for being drawn by a motor vehicle and so constructed so that some part of its weight and that of its load rests upon or is carried by the towing vehicle (permanently mounted rear axle only).
Service representative	Someone who furnishes facilities and services including sales, warehousing, motorized equipment and drivers under contract or other arrangements to a carrier for transportation of property by a household goods carrier.
Total Distance	“Total Distance” means all distance, including that accrued on Trip Permits, 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.
Trip permit	A temporary permit issued by a jurisdiction in lieu of regular apportioned license plate and cab card.
Tractor	A motor vehicle designed and used primarily for drawing other vehicles, but not so constructed as to carry part of the load on the tractor itself (example: car haulers).
Truck tractor	A motor vehicle designed and used primarily for drawing other vehicles, but so constructed as to carry a load other than a part of the weight of the vehicle and weight so drawn.
Unladen weight	The actual weight of the vehicle including the cab, body, and all accessories with which the vehicle is equipped for normal use on the highway excluding the weight of any load.
USDOT	United States Department of Transportation