



IRP New Account Checklist

Louisiana Department of Public Safety, Office of Motor Vehicles

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Applications, Supporting Documents, and Validations:

- Completed IRP Application ([LA Trucks Online](#) or [Expresslane](#))
- Proof of paid FHVUT Schedule 1, Form 2290
- Copy Louisiana registration
- Verification of paid Unified Carrier Registration (UCR)
- Verification of US DOT number/active authority
- Proof of Insurance
- Certificate of Insurance must show Limits of Liability and description of vehicle.
 - If ID card is submitted, it must meet minimum Limits of Liability of Louisiana. If insurance card is from another jurisdiction, an insurance accord or declaration page must be submitted, showing the Limits of Liability.
 - Limits for 20,000 lbs. GVW or less must provide at least \$15,000/\$30,000 bodily injury and \$25,000 damage to or destruction of property of others in any one accident.
 - Limits for 20,001-50,000 lbs. GVW must have \$25,000/\$50,000/\$25,000 or a combined single limit no less than \$75,000.
 - Limits for 50,000 lbs. or greater GVW must have \$100,000/\$300,000/\$25,000 or a combined single limit no less than \$300,000.
- Audit Certification ([LA Trucks Online](#) or [Expresslane](#))
- IRP Certification ([LA Trucks Online](#) or [Expresslane](#))
- Motor Carrier Authority Lease, if applicable
- Tow Truck Affidavit, if applicable
- Proof of IFTA, optional

Proof of Residency Requirements - Must have three (3) items

- Copy of the Tax Registration Certificate issued by the Louisiana Department of Revenue, indicating the Louisiana tax identification number. **This document can only be provided by for-hire carriers who choose to register under the for-hire provisions of Louisiana**
- Copy of the Articles of Incorporation, with either the Initial or Annual Report as file with the Louisiana Office of Secretary of State
- Copy of the applicant's occupational license and/or occupancy license
- Copy of 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 cannot be an employee of the lessee.
- Statement, on letterhead, from the postmaster, in the city where the business is located verifying the mailing address as belonging to the business and/or stating the business received mail at that address
- 3 consecutive months of one (1) utility statement or copies of deposits made on utility along with a copy of work order to have utility connected/installed (3 consecutive months of 2 different statements utility/house bills along with a notarized statement that the business and house address are one and the same) Copy of
- the company/corporate tax withholdings
- Vehicle registration
- Mortgage statement
- Real estate property tax bill
- Copy of company/corporate Louisiana tax return