



## IRP New Account Checklist

Louisiana Department of Public Safety, Office of Motor Vehicles

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### Established Place of Business

Applicants may elect Louisiana as the base jurisdiction for their residency/business if they meet the following requirements:

- Established place of business is in Louisiana.
- Fleet accrues distance in Louisiana.
- Fleet records are maintained in Louisiana and can be made available.

Established Place of Business means a physical structure located in Louisiana that is owned/leased by the applicant/registrant and whose street address shall be specified by the applicant or registrant.

### Applications, Supporting Documents, and Validations:

- Completed IRP Application ([LA Trucks Online](#) or [Expresslane](#))
- A Federal Form 2290 (schedule 1) stamped **paid** or **e-file** by the US Treasury Dept. or a copy of the schedule 1 with a copy of the front and back of a cancelled check for all vehicles over 55,000 lbs. The VIN number **must** match the vehicle being registered.
- Copy of Louisiana registration
- Verification of paid Unified Carrier Registration (UCR); current \_\_\_\_\_ previous (if applicable) \_\_\_\_\_
- Verification of US DOT number/active authority
- Proof of Insurance – insurance policy or binder must show limits of liability, description of vehicle, VIN or plate number and policy number.
  - Insurance from another jurisdiction requires an insurance accord or declaration page showing the limits of liability, VIN or plate number and policy number.
  - Louisiana insurance card must meet the minimums of insurance liability. (see below)
  - Vehicles with a gross weight of **20,000 pounds 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.
  - Vehicles with a gross weight of **20,001-50,000 pounds** - must have \$25,000/\$50,000 bodily injury or \$25,000 damage to or destruction of property of others in any one accident.
  - Vehicles with a gross weight over **50,000 pounds** – must have \$100,000/\$300,000 bodily injury and \$25,000 damage to destruction of others in any one accident, or a combined single limit no less than \$300,000.
- Permission to Process Form (required unless an owner or documented signatory authority)
- 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)

## Proofs of Residency

Must provide three (3) of the items listed below. **Note:** for proofs to be acceptable proofs they **must** match the address provided on the IRP application.

- 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.
- A 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.
- Current utility bill in the applicant's name with a Louisiana address.
- For individuals – Driver's license/Real ID or CDL license issued by Louisiana
- For corporations – Copy of Articles of Incorporation with either the Initial or Annual Report, as filed with the Louisiana Secretary of State.
- Vehicle registration
- Real Estate Property Tax Bill
- Copy of federal or state income tax return indicating a Louisiana address.
- Mortgage statement
- Copy of company/corporate Louisiana tax return