



IRP New Account Checklist

Louisiana Department of Public Safety, Office of Motor Vehicles

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In order to qualify for a new account, a place of business must be established.

Three items (3) must be used to qualify.

The physical address on the documents must match the IRP application.

Established Place of Business

- ☐ Employee withholding tax form from company
- ☐ A 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.
- ☐ If the business is a LLC or corporation: A Certificate of Good Standing from Louisiana Secretary of State
- ☐ Copy of the company's occupational license and/or occupancy license.
- ☐ Vehicle Registration in company name
- ☐ Current Utility Bill(s) in company's name displaying same physical address as the IRP application
- ☐ Federal Income yearly or quarterly tax return for company displaying same physical address as the IRP application for most recent year.
- ☐ Copy of Lease agreement or property deed of ownership
- ☐ Real Estate Tax in company name
- ☐ Proof of insurance on the physical structure

Alternatively, if unable to qualify as an Established Place of Business, applicants must qualify by submitting three proofs of residency.

Three items (3) must be used to qualify.

The physical address on the documents must match the IRP application.

Proofs of Residency

- ☐ 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 within the last 90 days.
- ☐ Copy of the applicant's occupational license and/or occupancy license
- ☐ Current utility bill in the applicant's name issued within the last 90 days
- ☐ Driver's license/Real ID or CDL license issued by Louisiana
- ☐ Voter registration card
- ☐ Vehicle registration
- ☐ Conceal carry permit
- ☐ Real Estate Property Tax Bill
- ☐ Copy of federal or state income tax return indicating a Louisiana address.
- ☐ Mortgage statement

Applications, Supporting Documents and Validations:

Required Documents

- ☐ 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 or vehicle title.
- ☐ Verification of paid Unified Carrier Registration (UCR); current _____ previous (if applicable) _____
- ☐ 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](#))
- ☐ Verification of US DOT number/active authority
- ☐ Motor Carrier Authority Lease (if applicable)
- ☐ Tow Truck Affidavit (if applicable)
- ☐ Proof of IFTA (optional)