



IRP New Account Checklist

Louisiana Department of Public Safety, Office of Motor Vehicles

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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. Virtual and/or shared office spaces do not qualify.

All items below are required to satisfy Established Place of Business.

Mark each document collected with a checkmark. ✓

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

Established Place of Business

- ☐ Lease agreement of the business located in Louisiana that is no less than 12 months by the Applicant or Registrant.
- ☐ The business must have a clear company signage and hours operation posted, with a minimum of 20 Hours per week 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 the general management of the Applicant's or Registrant's trucking-related business. *With respect to signage requirements, hours of operation do not have to be posted on the sign as long as they posted in other manners such as on their website or public access points.
- ☐ Trucking-related business encompasses a wide range of activities related to the transportation of goods by trucks. These operations must involve several key components, such as:
 - Logistics Planning
 - Fleet Management
 - Driver Management
 - Load Handling
 - Regulatory Compliance
 - Customer Service
 - Technology Integration

If unable to qualify as an Established Place of Business, applicants may qualify by submitting two Proofs of residency and a Driver's License, CDL license, or non-driver identification card issued by Louisiana. (Mandatory)

Please note: If the Louisiana physical address on the identification collected does not match the IRP application, then three proofs below will be required in addition to the Louisiana form of identification provided.

Mark each document collected with a checkmark. ✓

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

Proofs of Residency

- ☐ Driver's license/Real ID, CDL license or non-driver issued identification issued by Louisiana (**Mandatory**)
- ☐ If the applicant is a corporation, and the principle owner is a resident of Louisiana
- ☐ Copy of the federal or state income tax return indicating a Louisiana address
- ☐ 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 lessee of the property cannot be an employee of the lessee
- ☐ Current utility bill in the applicant's name issued within the last 90 days
- ☐ Vehicle registration
- ☐ Voter registration card
- ☐ Conceal carry permit
- ☐ Real Estate Property Tax Bill
- ☐ 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)