

# IRP

## Handbook

Louisiana Dept. of Public  
Safety & Corrections

November 2024

# Contents

General Information .....	4
<b>International Registration Plan</b> .....	5
Base Jurisdiction .....	5
<b>Apportionable Vehicles</b> .....	6
Buses .....	6
IRP Exempted Vehicles.....	6
<b>Restricted Plate</b> .....	6
<b>Audits</b> .....	7
<b>Registrant Distance Records</b> .....	7
<b>Staggered Registration</b> .....	8
<b>Enforcement</b> .....	9
<b>Refunds</b> .....	9
<b>Requirements</b> .....	10
Insurance.....	10
<b>Unified Carrier Registration</b> .....	11
<b>Established Place of Business</b> .....	12
Base Jurisdiction Fleet Distance.....	12
<b>Residency in Louisiana</b> .....	13-14
<b>The Louisiana IRP Application</b> .....	14
Carrier Information - Page 1.....	14-15
Vehicle Information – Page 2 .....	15-16
Distance and Weight Schedule – Page 3 .....	17
Average-Per-Vehicle Distance .....	17
<b>Temporary Registration Authority (TRA)</b> .....	18
To obtain a TRA.....	18
After the TRA is issued.....	18
<b>Trip Permits</b> .....	19
Unladen Permit.....	19
<b>Supporting Documents</b> .....	20
Titles .....	20
Federal Heavy Vehicle Use Tax (IRS Form 2290).....	20
Power of Attorney .....	21
Permission to Process .....	21
FRP (Full Reciprocity Plan) .....	21
<b>Renewal Applications</b> .....	22
Important Dates.....	22

General Instructions .....	22
To Update USDOT Number .....	23
Completing Company and Fleet Information .....	23
Chang Vehicle Information .....	23-24
<b>Supplemental Applications</b> .....	25
To Create a New Fleet .....	25
To Add Vehicle .....	26
Plate Transfer .....	26
To Correct Vehicle Information .....	27
Weight Increase/Decrease .....	27
To Increase the Weight .....	27
<b>Replacement Credentials</b> .....	27
To Replace Credentials .....	27
Fleet-to-Fleet Transfer.....	28
To Process a Fleet to Fleet Transfer .....	28
<b>Special Types of Operation</b> .....	28
Household Goods Carrier .....	29
<b>What is PRISM?</b> .....	29
Registration .....	29
How Does PRISM Affect IRP Registration.....	29
Rental/Leasing Companies registering in their own name .....	30
Owner/Operators registering in their own name, but leasing to motor carriers .....	30
Registrants Leased to a Carrier .....	30
<b>Maximum Allowable Weight in Pounds</b> .....	31-37
<b>IRP Directory</b> .....	38-50
Canada.....	50-53
IRS Walk-In Offices in Louisiana.....	53-54
Glossary .....	55-65

# General Information

**Mailing Address:** (US Mail deliveries only)

Louisiana Office of Motor Vehicles - IRP  
P.O. Box 64848  
Baton Rouge, LA 70896-64848

## Overnight Packages

Louisiana Office of Motor Vehicles - IRP  
7979 Independence Blvd.  
Baton Rouge, LA 70806

**Telephone Number:** (225) 925-7022

**For additional information, please visit:** [expresslane.org](http://expresslane.org) or [LA-Trucks-online.org](http://LA-Trucks-online.org)

**Email Address:** [IRPDocuments@la.gov](mailto:IRPDocuments@la.gov)

**The following OMV Offices provide IRP services by appointment. Walk-ins, if available.**

### IRP Offices

#### Alexandria

5602 Coliseum Blvd  
Alexandria, LA 71303

#### Baton Rouge

7701 Independence Blvd  
Baton Rouge, LA 70806

#### Houma

108 Capital Blvd  
Houma, LA 70360

#### Lafayette

41 NW Evangeline Thwy. Suite A  
Lafayette, LA 70507

#### Mandeville

1715 N Causeway Blvd  
Mandeville, LA 70471

#### Monroe

100 Veterans Blvd  
Monroe, LA 71203

#### Lake Charles

951 Main Street  
Lake Charles, LA 70615

#### Shreveport

6005 Financial Plaza  
Shreveport, LA 71129

# 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 where 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 the violation of bridge laws

For further information on bridge load rating please visit the LADOTD website:

[Bridge Load Rating](#)

## Apportionable Vehicle

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.

Note: 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.

## Buses

Apportionment is a requirement under IRP for all buses traveling regularly scheduled routes or used exclusively for the transportation of “chartered parties”.

At the option of the registrant, total distance may be the sum of actual in-jurisdiction distance or a sum equal to the scheduled route distance in each jurisdiction from the farthest point of origination to the farthest point of destination of scheduled pool.

## IRP Exempt Vehicles

Government-owned vehicles  
City pick-up and delivery vehicles (within Louisiana)  
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 is 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

## Audits

The purpose of an audit is to determine if the registrant's distance accounting system is compliant with IRP requirements and verify the accuracy of the mileage apportioned and fees paid to each jurisdiction.

### Registrant Distance Records

All records created in support of information reported on an IRP registration must be retained for the current and three previous registration years. In regard to audit this includes:

- Trip reports created by the driver or a vehicle tracking system (GPS/ELD)
- Trip reports created by a driver must contain:
  - Unit number
  - Date of trip
  - Origins, intermediate stops, and final destinations
  - Beginning and ending odometer reading
  - Routes of travel
  - Miles traveled in each state
  - Total miles traveled for the trip
  - Drivers signature
- Trip reports created by a vehicle tracking system (GPS/ELD) must contain:
  - Unit number
  - Date and time stamp for each system reading
  - Origins, intermediate stops, and final destinations which may be latitudes and longitudes or location descriptions known as geocodes.
  - Miles traveled between each system reading for each state where travel has occurred and the total miles traveled.
- For each vehicle monthly, quarterly, and distance period summaries of trip report activity that summaries by vehicle the miles traveled in each state and total miles.

## Staggered Registration

New IRP accounts created under Staggered Registration will be twelve months from the date the account is opened. Ex: IRP Account opened in August 2024 will expire in July 2025. Note: For July – May expiration date will be reused.

June is not an expiration month in IRP staggered registration for Louisiana.

Month	Month IRP account will expire on the last day
January	December
February	January
March	February
April	March
May	April
June	May
July	May – (June will not be used in staggered registration)
August	July
September	August
October	September
November	December
December	January



## 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, valid trip permit or valid temporary authority before traveling into other IRP jurisdictions.

The original cab card or a legible photocopy must be always carried in the vehicle.

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 if 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 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.

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

## 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](http://www.expresslane.org) under FAQ's (frequently asked questions) select from Vehicles - How do I register a vehicle purchased out-of-state?

## Insurance

To obtain Louisiana apportioned plates an applicant must have proof of COI (Certificate of Insurance) showing limits of liability and description of vehicle through a Louisiana approved liability insurance company.

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 if the vehicle has a combined GVW rating of 20,001 through 50,000 lbs.

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.

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:

- 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: <https://plan.ucr.gov/>. Trailers are not included in the vehicle count.

# Residency in Louisiana

## Established Place of Business

“Established Place of Business” is a physical structure owned/leased by the applicant/registrant. and whose street address shall be specified by the applicant/registrant.

Virtual and/or shared office spaces do not qualify.

All items below are required to satisfy 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 involve several key components, such as:  
an independent contractor for the purpose of the general management of the Applicant's or Registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries).

These operations must involve several key components, such as:

- Logistics Planning
- Fleet Management
- Driver Management
- Load Handling
- Regulatory Compliance
- Customer Service
- Technology Integration

## Individual

- The Registrant's Driver license/Real ID or CDL issued in Louisiana. (Mandatory)
- Current utility bill in the applicant's name with a Louisiana address. (Electric, gas, internet, water, telephone, and garbage).
- If the applicant is a corporation, and the principal owner is a resident of Louisiana
- Proof of paid real estate of vehicle taxes paid to Louisiana.
- Current Rental/Lease Property Agreement in the Registrant's name.
- The Registrant's Federal or State filings for the current or prior year.
- Vehicle Registration
- Voter Registration Card
- Conceal Carry Permit
- Real Estate Property Tax Bill
- Mortgage Statement

# The Louisiana IRP Application

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

For renewing a registration, a 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 office 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.
- 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/her social security number.
  - USDOT#: Enter USDOT# if you have one established.
  - 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

- 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.)
- A – Alternative
- CNG – Compressed Natural Gas
- D: Diesel

- E - Electric
- H – Hydro
- LNG – Liquefied Natural Gas
- 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's name as it appears on the title.
- Bus: HP (horsepower): 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.

## 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.

## Average-Per-Vehicle Distance

When the Application is for a fleet that did not accrue any actual distance during the Reporting Period, the Base Jurisdiction, shall assess registration fees for the fleet based on the Average per Vehicle distance in each Member Jurisdiction.

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 Handbook pages 31-37.

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

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. 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 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: Louisiana-based carriers must accrue actual distance within Louisiana

Note: If the vehicle was operated at any time in the past 18 months, provide the actual distance accrued in any jurisdiction.

Total Distance: Record the total of actual distance or total of Average Per-Vehicle Distance Chart.



## Temporary Registration Authority (TRA)

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

The TRA is a 60-day permit issued by an IRP Field Office or [irpdocuments@la.gov](mailto:irpdocuments@la.gov) 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.
- Deliver the application in person to one of the IRP Field Offices or submit to [irpdocuments@la.gov](mailto:irpdocuments@la.gov)

### 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 may forfeit the carrier's right to obtain TRA's in the future.

## Trip Permits

Trip permits are short term registration issued for a vehicle or combination of vehicles in lieu of apportioned or full registration.

If an intrastate vehicle leaves a jurisdiction, and is not registered with IRP for a particular jurisdiction, a trip permit must be secured prior to entering the jurisdiction. Louisiana trip permits are issued for forty-eight (48) hours.

Trip permits are available through wire services. The LA IRP website (see below) has a current list of permit agencies.

[Trip Permits | State of Louisiana International Registration Plan](#)

## 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 in excess of the empty weight of the Vehicle or Combination of Vehicles being registered.

# Supporting Documents

Supporting documents are required to complete most IRP transactions and must be submitted with an 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. (Vehicle must be titled in Louisiana)
- Registering a vehicle that has not been registered in Louisiana.
- Changing a vehicle's year, make, VIN, or name of owner.

## 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 or watermarked paid 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's 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 for another individual to conduct business and sign for the owner(s).

## Permission to Process

Grants permission for another individual to process a transaction on the registrant's behalf.

Note: The owner must sign all documents that require a signature.

## FRP (Full Reciprocity Plan)

Under FRP, all new registrants are registered and pay fees to all jurisdictions and provinces based upon the current Average Per-Vehicle Distance chart of the base jurisdiction.

The cab card will show all jurisdictions and provinces under the IRP plan.

A new registrant may provide actual distance for the current reporting period and pay those fees and still have all jurisdictions and provinces under the IRP plan on their cab card.

New first-year fleets and renewals will pay fees based on their actual distance in all member jurisdictions in the preceding year.

.

# 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 approximately 60 days prior to the expiration date to the mailing address on file.  
The completed renewal application and any required supporting documents Should be submitted according to the renewal letter instructions as soon as possible.

## General Instructions

If added vehicles are made after the renewal printout was generated, the new vehicle must be added on the renewal application or a separate IRP application submitted containing the new information.

It is the carrier's responsibility to review, verify and correct all information on the 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, a power of attorney or permission to process form must be included.

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

The renewal application must be turned in to an IRP Field office, mailed to the IRP Unit or emailed to [irpdocuments@la.gov](mailto:irpdocuments@la.gov) for processing. .

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: [Form MCS-150 and Instructions - Motor Carrier Identification Report | FMCSA \(dot.gov\)](#)  
[Updating Your Registration or Authority | FMCSA \(dot.gov\)](#) with your US DOT Pin.

## Completing Company and Fleet Information

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.

To change the gross weight in Louisiana, change the vehicle information section In Combined Gross Wt. box.

Note: If the weight varies more than ten percent (10%) from one jurisdiction to another an explanation must be included detailing 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 indicate the new weight values.

## 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 write the new information next to or under the previous information. Note: Original title(s) are needed to change the owner's name or to correct any vehicle information.

## 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 (Page 1 and 2). All new vehicle additions must include any necessary supporting documents. (refer to Supporting Documents Section).

## Jurisdictions

It is very important to follow these instructions and record the mileage information accurately. Please use accurate distances when reporting and do not round up or down distances to “0” or “5”.

List the total actual distance accrued for all vehicles that were in the fleet during the reporting period. (Refer to the top of the renewal jurisdictions page for the correct reporting period.)

Submit only one mileage schedule for each fleet.

If two or more mileage schedules are received for the same fleet, the renewal will not be processed until the correct mileage schedule is received.

If there is no mileage for any jurisdiction other than Louisiana, you may be asked to provide a statement of why there is no accrued mileage in any other jurisdiction. This statement will be subject to approval by the IRP Unit.

## Supplemental Applications

A supplemental application is submitted after the original application or renewal 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: [irpdocuments@la.gov](mailto:irpdocuments@la.gov)

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

You can apply for the following supplemental transactions:

- Create New Fleet
- Add Vehicle
- Delete Vehicle
- Plate Transfer
- Increase Vehicle Weight
- Change vehicle information
- Replace lost, stolen or destroyed credentials (cab card, 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 of the IRP application should include any actual distance accrued by the vehicle(s) in the previous fleet.

If the vehicle being added to the new fleet has not accrued actual distance, the Average per Vehicle Distance chart will be used.



## To Add Vehicle

Vehicles added to an existing fleet will have the same jurisdictions as the other units in the fleet.

Complete pages 1 and 2 of the Louisiana IRP Application. A new distance Schedule (page 3) is not required as 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)

Deletions that occur after the renewal is paid can be used for credit if a new vehicle is purchased during the registration year.

## Plate Transfer

If a vehicle has been previously deleted, the credit from the deleted vehicle can be applied to a new vehicle being added. The new vehicle must be in the same account fleet and must have the same gross weight.

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 a plate transfer. Some jurisdictions will charge either full or partial fees for the vehicle being added. Submit required supporting documents. (See Supporting Documents Section)

## 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 current stamped or watermarked 2290 will be required if the weight of the jurisdiction increased in is over 55,000. If there is a decrease in the registered weight, no refund will be given.

## To Increase 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.

## Fleet-to-Fleet Transfer

Fleet to Fleet transfer moves a vehicle in one fleet to another fleet within the same account. The fees are charged like a transfer. Some jurisdictions fees differ when transferring between fleets.

## 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.

## 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.

# 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 framework 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. The motor carrier and the registrant must update the information directly on the FMCSA web [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov).

For many IRP accounts, the registrant that maintains the IRP account and the USDOT number responsible for safety are the same entity. In some cases, the IRP account registrant and the motor carrier responsible for the safety of individual vehicles on the account may be different.

## Rental/leasing companies registering in their own name:

Rental/leasing companies that register in their own name must provide the USDOT numbers for all lessees that are responsible for vehicle safety. The USDOT number for the rental/leasing company should be recorded in Motor Carrier USDOT # box on Vehicle Information page of an IRP application. The USDOT Number of the motor carrier responsible for safety should be recorded in the Name of Carrier Leased Onto box on the vehicle page of the IRP application.

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

Owner/operators who register in their own names may obtain a USDOT Number for themselves. If they do not have their own USDOT number, the IRP account will be designated Registrant Only. 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. A valid lease agreement must be submitted for the owner/operator and the company responsible for safety. The USDOT number of the motor carrier responsible for safety should be entered in the Name Leased onto box on the vehicle section of the IRP application. .

## 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.

License plates and cab cards shall be the property of the carrier. Apportionment fees shall be according to the operational records of the carrier.

## 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 will show if applicable. Since requirements may change you may contact the jurisdiction for the most current information.

Jurisdiction	Exceptions/Conditions/Permits		
	Max Operating Wt	Max Cab Card Wt	
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	139,994	139,994	

Idaho	129,000	129,000	
Connecticut	No Max	No Max	Because there is no weight limit the weight on the cab card should reflect actual vehicle weight.
Delaware	80,000	80,000	
District of Columbia	80,000	80,000	
Florida	80,000	80,000	
Georgia	80,000	80,000	
Idaho	129,000	129,000	
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, 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	139,994	139,994	
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	138,000	138,000	
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	137,787	137,787	
Newfoundland	137,787	137,787	
New Hampshire	80,000	80,000	Overweight permit is needed over 80,000.
New Jersey	80,000	80,000	80,000   82,000 pounds for vehicles operated by an engine fueled primarily by natural gas.

New Mexico	86,400	80,000	
New York	80,000	No Max	Overweight permit required over 80,000. Cab card to reflect OW permit.
North Carolina	80,000	80,000	
North Dakota	105,500	105,500	

Nova Scotia	137,788	137,788	
Ohio	80,000	80,000	
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 GVW.
Pennsylvania	80,000	80,000	
Prince Edward Island	137,788	137,788	

Quebec	Axles	Combined number of axles for power unit and trailers	
Rhode Island	80,000	80,000	

Saskatchewan	139,994	139,994	
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	

# IRP Directory

## United States

### **Alabama**

Department of Revenue

Office of Motor Vehicles

PO Box 327620, 2545 Taylor Road (Zip code 36117)

Montgomery, AL 36132-7610

(334) 242-9000

### **Arizona**

Arizona Motor Vehicle Division

1801 W Jefferson St.

Phoenix, AZ 85007

(602) 712-6775

### **Arkansas**

Department of Finance and Administration

PO Box 8091

Little Rock, AR 72203-0000

(501) 682-4651

**California**

Department of Motor Vehicles

PO Box 932382

Sacramento, CA 95818

(916) 657-7971

**Colorado**

Dept. of Revenue – Title & Registration Section

PO Box 173350

Denver, CO 80217-3350

(303) 205-5608

**Connecticut**

Department of Motor Vehicles

60 State St.

Wethersfield, CT 06161

(860) 263-5281

**Delaware**

Motor Carrier Services.

303 Transportation Circle, Public Safety Building 212

Dover, DE 19901-0000

(302) 744-2702

**District of Columbia**

Department of Motor Vehicles

95 M St SW

Washington, DC 20024

(202) 729-7079

**Florida**

Bureau of Commercial Vehicle and Driver Services

Neil Kirkman Building, Mail Stop 62

2900 Apalachee Parkway

Tallahassee, FL 32399-0625

(850) 617-3711

**Georgia**

Department of Revenue

Motor Vehicle Services IRP Section

PO Box 740382

Atlanta, GA 30374-0382

(855) 406-5221

**Idaho**

Idaho Division of Motor Vehicles

PO Box 7129

Boise, ID 83707

(208) 872-3163

**Illinois**

Secretary of State

300 Howlett Building, 501 South 2<sup>nd</sup> Street



Springfield, IL 62756-000

(217) 785-3000

**Indiana**

Department of Revenue

Motor Carrier Services Division

7811 Millhouse Road. Suite M

Indianapolis. IN 46241

(317) 615-7200

**Iowa**

DOT Motor Vehicle Division

6310 SE Convenience Boulevard

Ankeny, IA 50021

(515) 237-3268

**Kansas**

Division of Vehicles

300 SW 29<sup>th</sup> St.

Docking State Office Building

Topeka, KS 66611

(785) 296-6541

**Kentucky**

Transportation Cabinet

200 Mero Street

Frankfort, KY 40622

(502) 564-1257

**Louisiana**

Office of Motor Vehicles

IRP Unit

7979 Independence Blvd.

Baton Rouge, LA 70806

(225) 925-7022

**Maine**

Bureau of Motor Vehicles

101 Hospital Street,

Augusta, ME 04330-0029

(207) 624-9000 x52135

**Maryland**

Department of Transportation

6601 Ritchie Highway N.E.

Glen Burnie, MD 21062

(410) 424-3118

**Massachusetts**

Registry of Motor Vehicles

25 Newport Ave Ext

Quincy, MA 02026

(857) 368-8120

**Michigan**

Secretary of State

7064 Crowner Drive - Secondary Complex

Lansing, MI 48918

(517) 335-6119

**Minnesota**

Driver and Vehicle Services Division

445 Minnesota St, Suite 188

St. Paul, MN 55101-5195

(651) 205-4141

**Mississippi**

Department of Revenue

PO Box 22828

Jackson, MS 39225-0000

(601) 923-7142

**Missouri**

Motor Carrier Services

830 MoDot Drive, PO Box 270

Jefferson City, MO 65102-0270

(573) 751-1528

**Montana**

Motor Carrier Services Division

2701 Prospect Avenue

Helena, MT 59620-0000

(406) 444-6130

**Nebraska**

Department of Motor Vehicles

301 Centennial Mall South.

Lincoln, NE 68509-4789

(402) 471-4435

**Nevada**

Department of Motor Vehicles

555 Wright Dr.

Carson City, NV 89711-0600

(775) 684-4711 x 1 (phone)

**New Hampshire**

Department of Safety

23 Hazen Dr.

Concord, NH 03305-0000

(603) 271-4110

**New Jersey**

Motor Vehicle Commission

225 E State St, PO 178

Trenton, NJ 08666-0000

(609) 331-9294

### **New Mexico**

Taxation and Revenue Department

2546 Camino Entrada

Santa Fe, NM 87507

(888) 683-2821

### **New York**

Department of Motor Vehicles

6 Empire State Plaza

Albany, NY 12228-0002

(518) 402-2180

### **North Carolina**

DMV IRP

1425 Rock Quarry Rd, Suite 100

Raleigh, NC 27610-0000

(919) 715-7000

### **North Dakota**

Dept. of Transportation

608 E Boulevard Ave, Suite 103

Bismarck, ND 58505-0780

(701) 328-1287

**Ohio**

Bureau of Motor Vehicles

1970 West Broad Street

Columbus, OH 43223

(614) 777-8400

**Oklahoma**

Corporation Commission – Transportation Division

2401 N Lincoln Boulevard, Will Rogers Building

Oklahoma City, OK 73105

(405) 521-3036

**Oregon**

Commerce and Compliance Division

455 Airport Rd SE, Bldg. A

Salem, OR 97301

(503) 378-6643

**Pennsylvania**

Safety Administration

1101 South Front Street,

River Office Center, Executive Offices,

4<sup>th</sup> Floor

Harrisburg, PA 17104

(717) 346-0608

**Rhode Island**

Division of Motor Vehicles

150 Midway Road, Suite 153

Cranston, RI 2920

(401) 946-0090

**South Carolina**

Department of Motor Vehicles

Motor Carrier Services

10311 Wilson Blvd. Bldg.

Blythewood, SC 29016

(803) 896-3870

**South Dakota**

Dept. of Revenue – Motor Vehicles Division

Anderson Building

445 E Capitol Ave.

Pierre, SD 57501-2080

(605) 367-7942

**Tennessee**

Department of Revenue

500 Deaderick St

Nashville, TN 37243

(615) 399-4265

**Texas**

TxDMV – MCD – Commercial Fleet Services

4000 Jackson Avenue

Austin, TX 78731

(800) 299-1700

**Utah**

Division of Motor Vehicles

210 North 1950 West

Salt Lake City, UT 84134

(801) 297-6800

**Vermont**

Dept. of Motor Vehicles

120 State Street.

Montpelier, VT 05603-0001

(802) 828-8071

**Virginia**

Dept. of Motor Vehicles

2300 W Broad St.

Richmond, VA 23269

(804) 249-5140



**Washington**

Dept. of Licensing

Prorate and Fuel Tax Services

PO Box 9228

Olympia, WA 98507-9228

(360) 664-1858

**West Virginia**

Division of Motor Vehicles

5707 MacCorkle Ave SE, PO Box 17900

Charleston, WV 25317-0010

(304) 926-0799

**Wisconsin**

Department of Transportation

4822 Madison Yards Way

3<sup>rd</sup> Floor South

Madison, WI 53705

(608) 266-9900

**Wyoming**

Department of Transportation

5300 Bishop Blvd

Cheyenne, WY 82009-3340

(307) 777-4829

## Canada

### **Alberta**

Alberta IRP Program

1<sup>st</sup> Floor, 803 Manning Rd NE

Calgary, AB T2E 7M8

Canada

(403) 297-2920

### **British Columbia**

Insurance Corporation of British Columbia

PO Box 7500, Stn Main

Vancouver, BC V6B 5R9

Canada

(604) 981-8305

### **Manitoba**

Public Insurance

Box 6300

Winnipeg, MB R3G 4A4

Canada

(204) 985-7775

**New Brunswick**

Department of Justice and Public Safety

20 McGloin St, 3<sup>rd</sup> Floor South

Fredericton, NB E3A 5TB

Canada

(506) 453-2410

**Newfoundland and Labrador**

Motor Registration Division

PO Box 8710

St John's, NL A1B 4J5

Canada

(709) 729-3317

**Ontario**

Ministry of Transportation

Vehicle Programs Office – IRP Program

145 Sir William Hearst Avenue, Room 143

Toronto, ON M3M 0B6

Canada

(416) 235-3923

**Prince Edward Island**

Highway Safety Division

33 Riverside Drive

Charlottetown, PEI C1A 9R9

Canada

(902) 368-5201

**Quebec**

Societe de L'Assurance Automobile du Quebec

333 Boulevard Jean Lesage C.P. 19600

Quebec City QC G1K 8J6

Canada

(800) 361-1322

**Saskatchewan**

Government Insurance

2260 11<sup>th</sup> Avenue

Regina, SK S4P 2N7

Canada

(306) 751-1250

## IRS Walk-In Offices in Louisiana

**Alexandria**

3508 Government Street.

Alexandria, LA 71302

Monday through Friday

8:30am to 4:30pm

**Baton Rouge**

2600 Citiplace Centre Ct.

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

**Lake Charles**

2829 4<sup>th</sup> Ave Suite 105

Lake Charles, LA 70601

Monday through Friday

8:30am to 4:30pm

**Monroe**

1401 Hudson Lane.

Monroe, LA 71201

Monday through Friday

8:30am to 4:30pm

**New Orleans**

1555 Poydras Street.

New Orleans, LA 70112

Monday through Friday

8:30am to 4:30pm

**Shreveport**

3007 Knight Street. Suite 100

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 please visit: [www.irs.gov](http://www.irs.gov)

## Glossary

Applicant	“Applicant” means a Person in whose name is filed for registration under the Plan.
Apportionable Fee	“Apportionable Fee” means any periodic recurring fee or tax required for registering Vehicles, such as registration, license, or license fees.

Apportionable Vehicle	<p>“Apportionable Vehicle” means (except as provided below) any Power Unit that is used or intended for use in two or more Member Jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:</p> <ol style="list-style-type: none"> <li>I. Has two Axles and a gross Vehicle weight or registered gross Vehicle weight in excess of 26,000 pounds. (11,793.401 kilograms), or has three or more Axles, regardless of weight, or is used in combination, when the gross vehicle weight of such combination exceeds 26,000 pounds (11,793.401 kilograms).</li> </ol> <p>A Recreational Vehicle, a Vehicle displaying Restricted Plates or a government-owned Vehicle, is not an Apportionable Vehicle; except that a Power Unit, or the Power Unit in a Combination of Vehicles having a gross Vehicle weight of 26,000 pounds (11,793.4401 kilograms), or less, nevertheless may be registered under the Plan at the option of the Registrant</p>
Audit	<p>“Audit” means the examination of a Registrant’s Records, including source documents, to verify the distances reported in the Registrant’s application for apportioned registration and evaluate the accuracy of the Registrant’s distance-accounting system for its Fleet. Such an examination may be of multiple Fleets for multiple years</p>
Auxiliary Axles	<p>An auxiliary undercarriage assembly with a fifth wheel and tow-bar used to convert a semi-trailer to a trailer.</p>

Average Per-Vehicle Distance	<p>When the Application is for a Fleet that did not accrue any actual distance during the Reporting Period, the Base Jurisdiction shall assess registration fees for the Fleet based on the Average-per-Vehicle distance in each Member Jurisdiction.</p> <p>How to use the APVD Chart:</p> <p>The key to using the APVD Chart is whether there is actual distance in the registration year's reporting period.</p> <p>The reporting period is the 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.</p> <p>If the registration year begins on any date in July, August, or September, the reporting period will be the previous such twelve-month period.</p> <p>If there is actual distance in a registration year's reporting period, use it. If not, use the APVD Chart</p>
Axle	<p>"Axle" means an assembly of a Vehicle consisting of two or more wheels whose centers are in one horizontal plane, by means of which a portion of the weight of a Vehicle and its load, if any, is continually transmitted to the roadway.</p> <p>For purposes of registration under the Plan, an "Axle" is any such assembly whether or not it is load-bearing only part of the time.</p>
Base Jurisdiction	<p>"Base Jurisdiction" means the Member Jurisdiction, selected in accordance with Section 305, 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.</p>



Base Plate	The license plate issued by the base jurisdiction and shall be the only registration identification plate issued for the vehicle in any member jurisdiction.
Bus	A motor vehicle designed to carry more than 10 passengers and used for the transportation of persons and every motor vehicle, other than a taxicab, designed and used for the transportation of persons for compensation.
Cab Card	“Cab Card” means evidence of registration, other than a Plate, issued for an Apportioned Vehicle registered under the Plan by the Base Jurisdiction and carried in or on the identified vehicle.
Combination of Vehicles	“Combination of Vehicles” means a Power Unit used in combination with one or more Trailers, Semi-Trailers, or Auxiliary Axles.
Combined Gross Weight	The total unladen weight of any combination of vehicles plus the weight of the load carried on that combination of vehicles.
Credential	“Credentials” means the Cab Card and Plate issued in accordance with the Plan.

Dolly	A device consisting of one or two axles with a fifth wheel and trailer tongue used to support the forward end of a semi-trailer, thereby converting a semi-trailer into a full trailer.
Enforcement Date	“Enforcement Date” means the date the Base Jurisdiction requires a Registrant to display the new Registration Year’s Credentials.
Established place of business	“Established Place of Business” means a physical structure located within the Base Jurisdiction that is owned or leased by the Applicant or Registrant and whose street address shall be specified by the Applicant or Registrant. This physical structure shall be open for business and shall be staffed during regular business hours 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 (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The Applicant or Registrant need not have land line telephone service at the physical structure. Records concerning the Fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1035). The Base Jurisdiction may accept information it deems pertinent to verify that an Applicant or Registrant has an Established Place of Business within the Base Jurisdiction. (A post office box <b><u>does not</u></b> meet this definition.)
Fleet	One or more apportionable vehicles designated by a registrant for distance reporting under the Plan.
Grace Period	“Grace Period” means a period of time from the expiration of apportioned registration until the Enforcement Date for new Credentials.

Gross Weight	The total unladen weight of any vehicle plus the weight of the load to be carried on the vehicle.
GVW Fees	Gross weight fees paid on trucks, tractors and buses based on the entire gross loaded weight of the vehicle, plus the weight of any unit(s) being towed. This applies to all power vehicles and vehicle combinations.
Household Goods Carrier	“Household Goods Carrier” means a carrier handling (i) personal effects and property used or to be used in a dwelling, or (ii) furniture, fixtures, equipment, and the property of stores, offices, museums, institutions, hospitals, or other establishments, when a part of the stock, equipment, or supply of such stores, offices, museums, institutions, including objects of art, displays, and exhibits, which, because of their unusual nature or value, requires the specialized handling and equipment commonly employed in moving household goods.

Interstate	Vehicle movement between or through two or more jurisdictions.
Intrastate	Vehicle movement from one point within a jurisdiction to another point within the same jurisdiction.
Jurisdiction	“Jurisdiction” means a country or a state, province, territory, possession, or federal district of a country.
Lease	“Lease” means a transaction evidenced by a written document in which a Lessor vests exclusive possession, control, and responsibility for the operation of a Vehicle in Lessee for a specific term.

Lease (short and long term)	<p>Long-Term: Any lease agreement for a period of 30 calendar days or more.</p> <p>Short-Term: Any lease agreement for a period of less than 30 calendar days.</p>
-----------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------

Lessee	“Lessee” means a Person that is authorized to have exclusive possession and control of a Vehicle owned by another under terms of a Lease agreement.
Lessor	“Lessor” means a Person that, under the terms of a Lease agreement, authorizes another Person to Have exclusive possession, control of, and responsibility for the operation of a Vehicle.
Light Vehicles	A motor vehicle commonly referred to as an automobile, van, sport utility vehicle or truck having a manufacturer’s rated capacity of 1 ton or less.
Motor Vehicles	A vehicle propelled by its own power and designed primarily to transport persons or property upon the highways of the state.
Lessee	“Lessee” means a Person that is authorized to have exclusive possession and control of a Vehicle owned by another under terms of a Lease agreement.
Lessor	“Lessor” means a Person that, under the terms of a Lease agreement, authorizes another Person to have exclusive possession, control of, and responsibility for the operation of a Vehicle.

New Accounts	<p>If a carrier opens a new fleet in an established account in July, August, or September and used the APVD because they did not have actual distance in the period, the carrier will not have the actual distance in the reporting period that is applicable to the renewal in the next year.</p> <ul style="list-style-type: none"> <li>• A carrier who opens a new account with no previous actual distance in July, August, or September will use an AVPD twice.</li> <li>• For the remaining nine months, the APVD will only be used once unless there is no actual distance in the reporting period.</li> <li>• An example of this would be opening a new fleet to an established account in June of 2020, but no actual travel occurred until July of 2020.</li> </ul>
Operational Records	Means source documents that evidence distance traveled by a Fleet in each Member Jurisdiction, such as fuel reports, trip sheets, and driver logs, including those which may be generated through on-board recording devices and maintained electronically, as required by the APM (Audit Procedures Manual)
Reciprocity	“Reciprocity Agreement” means an agreement, arrangement, or understanding between two or more Jurisdictions under which each of the participating Jurisdictions grants reciprocal rights or privileges to Properly Registered Vehicles that are registered under the laws of other participating Jurisdictions.
Registrant	“Registrant” means a Person in whose name a Properly Registered Vehicle is registered.
Registration year	“Registration Year” means the twelve-month period during which, under the laws of the Base Jurisdiction, the registration issued to a Registrant by the Base Jurisdiction is valid.
Rental fleet	“Rental Fleet” means vehicles the rental owner designates as a rental fleet and which are offered for rent with or without drivers.

Rental Owner	“Rental Owner” means someone who rents Vehicles to others with or without drivers.
Rental Vehicle	“Rental Vehicle” means a Vehicle of a Rental Fleet.
Reporting Period	<p>“Reporting Period” means, except as provided below, 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.</p> <p>If the Registration Year begins on any date in July, August, or September, the Reporting Period shall be the previous such twelve-month period.</p>
Residence	“Residence” means the status of an Applicant or a Registrant as a resident of a Member Jurisdiction.
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.

Special Mobile Equipment	<p>A vehicle not designed for the transportation of persons or property on the highways but incidentally operated or moved over the highways, including road construction or maintenance machinery, ditch digging apparatus, and well-boring apparatus.</p> <p>The fact that equipment is permanently attached to a vehicle does not make the vehicle special mobile equipment.</p>
Total Distance	<p>“Total Distance” means all distance operated by a Fleet of Apportioned Vehicles.</p> <p>Total Distance includes the full distance traveled in all Vehicle movements, both interjurisdictional and intrajurisdictional, and including loaded, empty, deadhead, and bobtail distance.</p> <p>Distance traveled by a Vehicle while under a trip lease shall be considered to have been traveled by the Lessor’s Fleet</p>
Tractor (TR)	<p>.</p> <p>“Tractor” means a motor Vehicle designed and used primarily for drawing other Vehicles, but not so constructed as to carry a load other than part of the weight of the Vehicle and load so drawn.</p>
Trailers (ST or FT)	<p>Semi-Trailer (ST): “Semi-Trailer” means a Vehicle without motor power that is designed to be drawn by a Motor Vehicle and is constructed so that a part of its weight rests upon or is carried by a towing Vehicle.</p> <p>Full Trailer (FT): “Full Trailer” means a vehicle without motor power that is designed for carrying property and for being drawn by a Motor Vehicle and is constructed so that no part of its weights rests upon the towing vehicle</p>
Truck (TK)	<p>“Truck” means a Power Unit designed, used, or maintained primarily for the transportation of property.</p>

Truck Tractor (TT)	<p>“Tractor” means a motor Vehicle designed and used primarily for drawing other Vehicles, but not so constructed as to carry a load other than part of the weight of the Vehicle and load so drawn.</p>
Unladen weight	<p>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.</p>
Vehicle	<p>“Vehicle” means a device used to transport persons or property on a highway but does not include devices moved by human power or used exclusively upon rails or tracks.</p>
Vehicle Identification Number (VIN)	<ul style="list-style-type: none"> <li>• Prior to 1981, VINs varied in length from 11 to 17 characters.</li> <li>• A VIN is composed of 17 characters (Digits and capital letters) that act as a unique Identifier for the vehicle.</li> </ul>