



# Washington, DC

## DC Transportation Registration User Commercial System (DCTRUCS) International Registration Plan (IRP) Carriers Manual

# Washington, DC IRP Carrier's Manual

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## The IRP Office

The Department of Motor Vehicle's IRP Office is located at the Southwest Service Center

95 M Street SW  
Washington, DC 20024

Contact Numbers:  
(202) 729-7079 or (202) 729-7078

An IRP representative is available to assist customers on regular business days, Monday through Friday, from 8:15 am to 4:00 pm. To avoid process delays, call and schedule an appointment with the IRP Office at (202) 729-7078, located at DC DMV at the Southwest Service Center, 95 M Street, SW, Washington, DC 20024, or contact us at [dctrucs@dc.gov](mailto:dctrucs@dc.gov).

The IRP mailing address (U.S. Mail deliveries only) is:

The Department of Motor Vehicles  
IRP Office  
95 M St. SW Ste. 206-10  
Washington, DC, 20024

This manual provides basic information that you will need to prepare an IRP application, and it is designed to help you obtain apportioned registration in Washington, DC. The contents of this manual will not cover every situation you may encounter, but an IRP representative is available to help you understand and comply with the process. Please feel free to contact an IRP representative at the DMV Southwest Service Center IRP Office for additional information.

## General Information

### **The International Registration Plan (IRP) -- DC Transportation Registration User Commercial System (DCTRUCS)**

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, an interstate carrier files an application with the jurisdiction in which the owner is based. That jurisdiction is known as the “base jurisdiction.”

The base jurisdiction collects registration fees and distributes those fees to the other jurisdictions.

The cab card and license plate are issued by the base jurisdiction. The cab card lists all the IRP jurisdictions and corresponding weights the carrier has requested.

As of January 1, 2019, carriers can carry IRP cab cards and IFTA license in an electronic image. Paper IRP cab cards and IFTA licenses will no longer be required. All US States and Canadian Provinces will be required to accept electronic images of IRP cab cards and IFTA licenses. When stopped by law enforcement, credentials may be shown as an electronic image on a computer, tablet, or smart phone as well as paper copies.

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 a carrier to exceed “bridge laws”.\*\*

\* Currently, all states participate in IFTA except Alaska and Hawaii. The District of Columbia does not participate in the collection of motor fuel taxes. IRP and IFTA base jurisdictions are not required to be in the same jurisdiction.

\*\* *Permits for over-weight, over-length and/or over-width vehicles into and through Washington, DC (including bridges) are referred to the D.C. Department of Transportation (DDOT) at 1100 4<sup>th</sup> St. SW. For a [Public Space Permit](#), customers must register online at [www.tops.ddot.dc.gov](http://www.tops.ddot.dc.gov) or call (202) 442-4670.*

## **Apportioned Vehicles**

Any vehicle traveling in and through Washington, DC and at least one other IRP jurisdiction, and is used for the transportation of property or persons for profit, and has:

- two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds (11,793.401 kilograms), or
- three or more axles, regardless of weight, or is
- used in combination with another unit and together exceeds 26,000 pounds or finally,

If a vehicle does not meet the definition of “apportionable vehicle,” regarding the operation in two or more IRP jurisdictions, renewal registration may be denied.

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.

## **Other Apportioned Vehicles**

Motor bus operations are currently required to obtain IRP registration and may weigh less than 26,000 pounds.

Buses that have regular routes and Chartered buses.

Note: Carriers that meet apportioned vehicle requirements but choose not to obtain IRP credentials must obtain trip permits for each vehicle before entering IRP jurisdictions.

## **Determination of Distance**

When determining distance, the Apportionable Fees of a Fleet that is involved in a Pool may be calculated using Apportionment Percentages or, in the alternative, at the option of the Applicant, the Apportionment Percentage may be calculated by dividing:

- (a) The scheduled route distance operated in the Member Jurisdiction by the Vehicles in the Pool
- (b) The sum of the scheduled route distances operated in all the Member Jurisdictions by the vehicles in the Pool

Scheduled route distances shall be determined from the farthest point of origination to the farthest point of destination covered by the Pool. If a Registrant has used this method to register its Fleet initially for a Registration Year, it shall also use this same method to register any Apportionable Vehicles it may add to its Fleet during the year.

### **IRP Exempt Vehicles**

Government-owned vehicles

Recreational vehicles

Vehicles displaying a restricted plate

Operated by the American Red Cross

Operated by a nonprofit volunteer fire department, ambulance association, or rescue squad

Operated by an Indian tribal government for vehicles used in essential tribal Government function

Operated by a mass transportation authority (under certain conditions)

Mobile machinery for non-transportation functions

Qualified blood collector vehicles operated by qualified blood collector organizations.

Vehicles specifically designed for off-highway transportation

Non-transportation trailers and semi-trailers

### **New -- DCTRUCS Web-Based and Mobile-Ready IRP Registration System**

A DCTRUCS web-based and mobile-ready IRP registration system allowing motor carriers to register, and conduct business on-line is browser-based and accessible from any browser without the need for application specific software, is tentatively scheduled for release September 1, 2021.

Carriers in good standing, can process IRP applications/credentials via the Internet with single-sign-on authentication, and with a secure means of storing payment information to streamline the checkout process. The application will be available in both android and apple app stores.

Transactions include applying for and receiving registration credentials, adding vehicles, replacing cab cards, plates, stickers, paying fees and viewing and/or updating carrier profiles, and getting up-to-the-minute status of IRP accounts and important events such as: account suspensions, Federal out-of-service orders, outstanding/overdue balance notices, and fleet registration renewal reminders, as well as displaying credentials (cab cards) and using mobile app devices. Finally, the new web-based and mobile-ready system accepts Visa, MasterCard, Discover, and American Express.

For additional information, please feel free to contact IRP at [dctrucs@dc.gov](mailto:dctrucs@dc.gov).

## The IRP Application Process

### Invoice Payments

The IRP Office does not accept cash for payment of apportioned tags. Applicants can remit payment by company check, personal check, money order, and certified check only. Payments are accepted at the IRP Office, Monday through Friday, from 8:15 am to 4:00 pm. Your prompt payment assures the timely processing of IRP credentials. The IRP Office cannot issue credentials until payment has been received.

**IRP users that register to process their IRP transactions online with the DMV IRP office will have the option to pay by credit card.**

### Fee Calculations

- The cost of an apportioned tag will depend upon the percentage of miles a vehicle travels in each IRP jurisdiction, calculating the registered combined gross weight of a vehicle, and other vehicle specific information. The DMV cannot determine licensing fees until the IRP representative reviews your application, calculates information from the fee schedule, and processes your application. If you would like to calculate an estimated price for a single vehicle you can use the estimation tool available at this URL <https://www.irponline.org/page/FeeEstimator>.
  - 1st Year Registrants with no actual distance:
    - Will pay a fee to all member jurisdictions based on the Average Per Vehicle Distance (APVD) traveled in each jurisdiction during the prior registration year.
      - Example: A new Washington, DC registrant will pay an average fee to MD based on the average distance traveled by Washington, DC registrants in and through MD
      - Fees are not paid to jurisdictions if actual distance is not accrued by Washington, DC registrants in a reporting period e.g., Canadian Provinces or Nebraska.
    - Registrant will receive registration privileges in all member jurisdictions
    - System generated estimated distance is required when no actual distance was travelled in and through all IRP jurisdictions
- 1<sup>st</sup> Year Registrants with no actual distance are encouraged to estimate APVD using the available check box on the DCTRUCS application.

The chart below is a simplified example of a carrier's activities that is designed to show how fees are calculated. In the following chart, a carrier travels 25,000 miles each in DC, Virginia, Maryland, and

Delaware. The vehicle is a truck with a gross weight of 80,000 pounds. As shown on this chart, DC collects a total of \$1,401.75 from the carrier. Of this total, D.C. receives \$581.25. The remaining fees would be sent to the other jurisdictions.

Jurisdictions	Distance	Percent		Full Year Fees		Apportioned Fees
DC	25,000	25%	X	\$2,325.00	=	\$581.25
DE	25,000	25%	X	\$1,280.00	=	\$320.00
MD	25,000	25%	X	\$ 940.00	=	\$235.00
VA	25,000	25%	X	\$1,060.00	=	\$265.50
Totals:	<b>100,000</b>	<b>100%</b>				<b>\$1,401.75</b>

To avoid processing delays, be sure the amount you submit as payment matches the **“AMOUNT DUE”** on the invoice. Please make checks payable to the **D.C. TREASURER/IRP**. Checks made out incorrectly will be returned. If the check you submit is returned for insufficient funds, the IRP Office will require future payments by certified check.

### Insurance Requirements

Washington, DC requires all vehicle owners to obtain insurance and to maintain coverage throughout the period of registration. You will need to provide proof of insurance when registering and/or renewing registration of your vehicle. The District’s mandatory vehicle insurance law prohibits any person from operating or permitting others to operate an uninsured motor vehicle.

If for some reason there is a lapse or break in insurance coverage on your vehicle, the apportioned license plate must be surrendered to:

The Department of Motor Vehicles Southwest Service Center  
 IRP Office  
 95 M Street SW  
 Washington DC 20024-1400

Failure to comply with this law will result in the suspension or revocation of DMV privileges and the vehicle owner may be required to pay a fine up to \$2,800. Insurance fines will be assessed in the amount of \$150 for the first 30 days, and \$7 for each additional uninsured day after the first 30 days. Insurance lapse fines may be paid at any DMV service center location.

**Note:** If you fail to contact the IRP office within five (5) days, we may notify other jurisdictions of your status and request enforcement action by the Metropolitan Police Department.



The owner of an apportioned vehicle is required to obtain and maintain the minimal liability insurance coverage as follows:

Coverage	Minimum Amount
Property Damage Liability	\$10,000
Third Party Liability	\$25,000 per person and \$50,000 per accident
Uninsured Motorist Bodily Injury	\$25,000 per person and \$50,000 per accident
Uninsured Motorist Property damage	\$5,000 subject to \$200 deductible

Under Washington, DC law, motorists who are stopped by the police are required to display not only their driver’s license and vehicle registration, but also proof of insurance. Metropolitan Police Department (MPD) officers enforce the “proof of insurance” law – and the \$30 civil fine that is attached to this infraction.

### Insurance Lapses

Failure to maintain continuous valid insurance on a vehicle registered in the District of Columbia will result in suspension of registration tags. An individual will be assessed a fine of \$150 for a lapse in insurance coverage from 1 to 30 days and \$7 for each additional uninsured day after the first 30 days. Insurance lapse fines may be paid at any DMV service center location.

Washington, DC law defines proof of insurance as “a document issued by an insurance company that lists the name of the insurance company, the policy number, the name or names of the insured, and the period of coverage for the insurance.” The District of Columbia Department of Motor Vehicles is required to conduct random samplings with your named insurance company to determine whether you are maintaining insurance coverage throughout the year as required by Washington, DC law.

### Enforcement

Apportioned license plates must 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 and cab card, valid trip permit, or valid temporary authority before traveling into other IRP jurisdictions.

The original cab card (no photocopies) must always be carried in the apportioned vehicle. Enforcement officials view the cab card as proof that the apportioned vehicle is properly registered at the proper weights in each jurisdiction.

As of January 1, 2019, carriers can carry IRP cab cards and IFTA license in an electronic image. Paper IRP cab cards and IFTA licenses will no longer be required. All US States and Canadian Provinces will be required to accept electronic images of IRP cab cards and IFTA licenses. When stopped by law enforcement, credentials may be shown as an electronic image on a computer, tablet, smart phone or as a paper copy.

Renewal credentials must be displayed by the March 1, June 1, September 1, or December 1 renewal date. Renewal credentials may be displayed prior to these enforcement dates only if the previous registration year's cab card is also carried/displayed.

The validation sticker for the new registration **year** is to be displayed in the **upper right-hand corner** of the IRP apportioned license plate. The **month** sticker is to be displayed in the **upper left-hand corner** of the license plate.

## Distance Records

Operational records must be kept for all vehicles registered in the IRP for a minimum of three years plus the current year. These records must be accurate, readable, and available for audit. All vehicle records must show distance figures for the current year, and the three previous registration years.

Operational records are required to document all miles a vehicle travels in each jurisdiction. An electronic logging device (e.g., GPS) is an acceptable supporting document to verify fleet distance. Fleet distance must contain:

- The starting date and the ending date of each trip for a single vehicle
- Information detailing where the trip started and where it ended
- The vehicle's route of travel
- A total of all trip miles traveled (specify whether vehicle was loaded, empty, and/or deadhead)
- Miles that a vehicle travels in each jurisdiction
- The unit number or vehicle identification number for each carrier
- The vehicle's fleet number
- The registrant's name

- The trailer number (if applicable)
- The driver's signature

Fleet distance must be completed whenever a vehicle is moved. Monthly reports, such as fuel reports, are not independently acceptable to show vehicle movement. Monthly reports must be supported by an electronic logging device. When called upon to do so, a carrier must also be able to explain unaccounted time lapses when a vehicle is moved. Trip [leases] Permits should be attached to the fleet records. A carrier is required to maintain files to show miles that a vehicle is operated under Trip Permits.

## **Electronic Logging Devices (ELD)**

Starting December 16, 2019, all carriers, and drivers subject to the Electronic Logging Device (ELD) rule must use ELDs.

An ELD is an electronic device designed to comply with FMCSA's criteria to accurately record a driver's driving time for Hours of Service (HOS) compliance. The International Registration Plan (IRP) and the International Fuel Tax Agreement (IFTA) each allow the use of electronic devices to document vehicle distance by jurisdiction provided the required supporting data are maintained for audit purposes.

The ELD rule applies to most motor carriers and drivers who are currently required to maintain Records of Duty Service (RODS) per Part 395, 49 CFR 395.8(a). The rule applies to commercial buses as well as trucks, and to Canada- and Mexico-domiciled drivers.

The purchase of an ELD does not necessarily mean it will be compliant for IFTA and IRP purposes. Beware of vendors stating that their systems are IFTA or IRP certified. There is no such certification. It is the carrier's responsibility to select a device that meets IFTA/IRP requirements. IFTA/IRP DO NOT certify devices/systems.

Motor carriers and drivers must choose only ELDs that are certified and registered on FMCSA's website, as other devices may not be compliant.

### **About ELDs**

An ELD is technology that automatically records a driver's driving time and other aspects of the HOS records. This allows easier, more accurate HOS recordkeeping. ELDs monitor a vehicle's engine to capture data on whether the engine is running, whether the vehicle is moving, miles driven, and duration of engine operation (engine hours).

With an ELD, Law Enforcement can review a driver's hours of service by viewing the ELD's display screen, by a printout from the ELD, and soon by retrieving data electronically from the ELD.

Manufacturers must self-certify that ELDs meet technical standards in the ELD rule and register with FMCSA.

The ELD rule allows limited exceptions to the ELD mandate, including:

- Drivers who operate under the short-haul exceptions may continue using timecards; they are not required to keep RODS and will not be required to use ELDs.
- Drivers who use paper RODS for not more than 8 days out of every 30-day period.
- Drivers who conduct drive-away-tow-away operations, in which the vehicle being driven is the commodity being delivered.
- Drivers of vehicles manufactured before 2000.

**FAILURE TO KEEP AN ACCURATE RECORD OF IRP ACTIVITIES MAY RESULT IN A CARRIER BEING CHARGED UNEXPECTED FEES BY AN APPORTIONED JURISDICTION.**

## Audits

The District of Columbia, like other IRP jurisdictions, is required to conduct vehicle audits to verify information about distance apportioned in each jurisdiction.

Participants are required to maintain operational records in such a manner that they can be made available at the registrant's place of business, or that they can be delivered in person or by mail to the District of Columbia's Department of Motor Vehicles IRP Office.

The DMV's auditor will notify the registrant of an audit (30 days) in advance, advising the registrant of information required [See Addendum] for a detailed review of files. When the audit is completed, the DMV will send the results to the carrier and to all IRP jurisdictions where the carrier is registered. The carrier will be billed for IRP distance differences discovered during the audit. Individual jurisdictions may follow-up with their own invoices for payment.

No charges or credit claims may be made for periods where operational records are no longer required to be kept. Copies of invoices and applications must be retained for the current year, and up to three previous registration years.

A company is required to maintain IRP records by unit, jurisdiction, and by fleet, along with quarterly and annual summaries. Quarterly and annual summaries are to be arranged by fleet and by jurisdiction totals. If driver's logs are used to supplement source documents, they must be retained for the same period as all other records.

## Refunds

The Department of Motor Vehicles' IRP Office will process a request for refund when:

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- An error was made on the invoice
- An error resulted in the duplication of apportioned registration for a vehicle
- The license plate was never mounted on the vehicle, and does not have any visible mounting bolt marks
- The new year renewal sticker was never attached to the previously issued license plate
- The amount of the requested refund is greater than \$5.00

The Department of Motor Vehicles' IRP Office will not process a request for refund when:

- There are unused registration months on an IRP plate.
- The renewal sticker was attached to a previously issued license plate.

The D.C. DMV will send a refund request to each apportioned IRP jurisdiction on the carrier's behalf. The refund of fees paid to IRP jurisdictions other than Washington, DC is made at the discretion of each jurisdiction. As a rule, jurisdictions that owe a carrier a refund above the minimum amount that they return will either issue the refund or send a form where the carrier may apply for a refund of fees.

### **Established Place of Business or Proof of Residency**

"Established DC Place of Business" or "Proof of DC Residency" is a physical structure owned, leased, or rented by the registrant. A post office box number is not an acceptable business address for IRP registration. The business address must be a valid street address. You will need to provide three (3) of the following documents in the Registrant's name to establish a new IRP account in Washington, DC.

- The Registrant's Current DC Driver's License, DC CDL, Certificate of Occupancy (COO) or DC ID card
- The Registrant's DC title
- Any DC utility bill in the Registrant's name
- DC Corporation documents
- Foreign Corporation documents in DC
- Federal Income Tax documentation
- Paid Personal DC Income Tax document

- Paid DC Real Estate or Personal Property taxes
- Current Rental / Lease Property Agreement in the Registrant's name

### DC IRP Application

Washington, DC requires that an IRP Application be submitted for all first-time vehicle registrations, and for all supplemental applications. When renewing your fleet, the computer-generated application should be submitted.

External Users will have the option to process supplements through the DCTRUC's online IRP application after establishing a user ID and password.

The IRP Application should be typed or clearly printed in ink. Please do not write in shaded areas on the application.

External Users will have the ability to complete all required data entry online for review and approval by the DMV Office.

- |                      |   |
|----------------------|---|
| Account Number:      | (Carrier Number) Enter the five-digit number. Enter "NEW" if the carrier does not have a number assigned to your account by the IRP Office.   |
| Fleet Number:        | Enter the fleet number. (See Glossary for Definitions)  |
| Supplement Number:   | Leave this space blank.   |
| Expiration Date      | Leave this space blank .  |
| Name of Registrant:  | Enter the name of the person, firm, or corporation to whom vehicle(s) is/are to be registered.  |
| D.B.A. (if any):     | Enter the name in which the registrant is Doing Business As if this applies.  |
| Type of Application: | <p>Check the box on the paper application that describes the type of application being submitted. If uncertain, leave blank.</p> <p>Original - First time registering an account.</p> <p>Renewal – Renewing an account for the next year.</p> <p>Add Fleet – adding another fleet for additional vehicles.</p> <p>Add Vehicle – a newly purchases vehicle to add to an existing account.</p> <p>Plate Transfer – removing a vehicle that is no longer part of your account and adding new vehicle to transfer the plate to.</p> |

Type of Operation	<p>Weight Increase – increasing the weight value for one or all of your vehicle for any jurisdiction.</p> <p>Change Information – updating a mailing address, phone number, etc.</p> <p>Fleet to Fleet Transfer – moving a vehicle from one fleet to another fleet for the same account number.</p> <p>Private Carrier – a person, firm, or a corporation that uses its own trucks to transport its own freight.</p> <p>Rental Company – Five or more vehicles, which are leased or offered for lease without drivers, and which are designated by the lessor as a rental fleet.</p> <p>Haul for Hire – Any motor carrier transporting people or property for compensation or hire under contract to a person, firm, or corporation.</p> <p>Household Goods Movers – A carrier handling personal effects and property to be used in a dwelling.</p> <p>Exempt Commodities – An individual, partnership or corporation engaged in the business of transporting exempt persons or goods for compensation.</p>
Business Location:	Enter the address where the business is physically located. The business must be in Washington, DC. Do Not Use a Post Office Box. DBA (Doing Business As): Enter the company name of the registrant’s business.
Mailing Address:	Enter the mailing address where correspondence and credentials are accepted. An out-of-state mailing address is acceptable. Post office boxes may be used.
Federal ID Number	Enter the Federal ID Number (found on IRS Form 2290) in this space. If the carrier does not have a Federal ID Number, enter his or her Social Security Number.
SSN	Enter the Social Security Number (found on IRS Form 2290) in this space. If the carrier does not have a SSN, enter Federal ID number.
USDOT Number:	Enter Registrant’s USDOT Number or provide lease agreement with Carrier’s USDOT number responsible for authority.
Person to Contact:	Enter the name of a person who can be contacted for information about the IRP application
Contact Phone Number	Enter the telephone number where the contact person can be reached
MCS 150 Date	Leave blank.

Fax Number	Enter the fax number where the documents should be faxed.
IFTA Number	Enter you International Fuel Tax Agreement (IFTA) number beginning with the jurisdiction abbreviation.
MC number	Enter the motor carrier number.
E-mail Address:	Enter E-mail address (Mandatory)
Signature of Owner:	<b>ALWAYS SIGN THE IRP APPLICATION IN INK.</b> The signature and title of the owner of the vehicle, or the name of the person who is authorized to represent a company for licensing fees, must be in ink. If the application is submitted online, this is considered the External Users electronic signature.
Date:	Enter the date the application is signed.
Replacement Credential	To apply for a replacement credential, plate or sticker select the boxes that apply.
Intrastate Authority In Wyoming:	Check the box if carrier has Intrastate Authority in Wyoming.

**Note:**

A fleet may have more than one weight category (group). Submit a separate Washington, DC IRP Application for each group of vehicles operating in the same jurisdictions, but at different weights.

**Vehicle Information**

**NOTE: fields that are gray do not require entry but may require additional documents be provided.**

CO(Colorado):	Enter "N" if the vehicle travels 10,000 miles or less nationally in a year. If the vehicle travels over 10,000 miles nationally, no notation is required.
Unit Number:	Enter the number the registrant uses to identify the vehicle. A vehicle being added cannot have



the same unit number as the deleted vehicle when transferring plates.

Weight Group

Enter the weight group number if you are adding a vehicle to an established weight group.

Vehicle Identification Number:

Enter the complete VIN 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

**BS:** Bus

**RT:** Road Tractor (Wrecker/Mobile home toter)

**DT:** Dump Truck

Axles (Bus: Seats):

Enter the number of axles on the power unit and number of seats on a bus including the driver.

Comb Axles:

Enter the number of axles on the power unit including the number of axles on any trailer(s) being pulled.

Fuel Type:

Enter the abbreviation for the type of fuel used by the vehicle from the list below. **(Leave blank for trailers.)**

**D:** Diesel

**G:** Gasoline

**P:** Propane

**O:** Other

Unladen Weight

Enter the empty weight of the truck, tractor, trailer, or bus.

Combined or  
Gross Weight:

Enter the declared maximum combined or gross weight of the vehicle fully loaded. The weight entered must match the weight shown for D.C on the Weight and Distance Information page.  
NOTE: Do not enter the gross vehicle weight rating(GVWR) as given by the manufacturer if the vehicle normally carries lighter loads.

NOTE: for buses, the Combined or Gross Weight should be determined using this calculation.

Maximum number of passengers x 150lbs +  
Unladen weight of bus.

Purchase Price:

Enter the actual purchase price of the vehicle paid by the owner. Do not include sales tax. Round to the nearest dollar. 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.

Vehicle Inspection

DC Inspection report and fee document must be submitted.

Form 2290

A copy of the 2290 form with proof of payment listing each vehicle must be submitted.

Date of Purchase:

Enter the month, day, and year the vehicle was purchased.

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 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.

Company USDOT

Enter the USDOT of the responsible entity for the safety of the vehicle.

Company TIN

Enter the TIN of the responsible entity for the safety of the vehicle.

Plate number Transferred

Enter the current Washington, DC base plate number or the IRP plate number being transferred to the vehicle. Do not enter a temporary plate number or out-of-state plate number.

## Vehicle Deletions

Unit Number:

Enter the Unit Number of the deleted vehicle, as shown on the cab card.

NOTE: for plate transfers, the added vehicle cannot have the same unit information as the deleted vehicle.

Vehicle Identification Number:

Enter the VIN number of the deleted vehicle.

Year:

Enter the last two digits of the model year of the deleted vehicle.

Make of Vehicle:

Enter the make of the deleted vehicle.

Combined or  
Gross Weight:

Enter the declared maximum combined or gross weight of the vehicle fully loaded. The weight entered must match the weight shown for D.C on the Weight and Distance Information page.

NOTE: Do not enter the gross vehicle weight rating(GVWR) as given by the manufacturer if the vehicle normally carries lighter loads.

NOTE: for buses, the Combined or Gross Weight should be determined using this calculation.

Maximum number of passengers x 150lbs +  
Unladen weight of bus.

Example: 35 passengers X 150= 5250 + 26550  
unladen weight= 31,800 combine or Gross weight

Reason Removed:

Please indicate the reason the deleted vehicle is being removed from the fleet. (Example: sold, salvaged, off leased, parked, no longer operable, etc.)

Plate Number Transferred

Enter the current Washington IRP plate number currently on the deleted vehicle. Do not enter a temporary plate number or out-of-state plate number.

## Distance and Weight Schedule

**Note:** If the registered gross weight varies more than ten percent (10%) from one jurisdiction to another you must include an explanation for the weight difference.

Please follow the instructions closely when completing this section. It is important from an audit standpoint that the distance be recorded accurately.

Report the actual miles 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 miles driven in both IRP and non-IRP jurisdictions and includes deadhead, bobtail, and maintenance and trip permit distance.

In the Weight Column enter the Combined Gross Vehicle weight (CGVW) next to every jurisdiction to be apportioned. If additional weight groups are needed submit a separate Distance and Weight schedule for each weight group needed.

It is the carrier's responsibility to verify the jurisdictions on the credentials once they are received- Any errors or omissions should immediately be brought to the attention of the IRP Office. The carrier will be billed for the correction if it is determined the original application contained incorrect information.

## Renewal Applications

### **Important Dates and Instructions**

District of Columbia IRP license plates for vehicles registered before January 1, expire on:

**February 28**  
**August 31**

**May 31**  
**November 30**

The District of Columbia does not have a grace period for applicants who fail to obtain IRP credentials by the expiration date of their tags.

### **To receive a new validation sticker and cab card before the deadline:**

- Submit your renewal application and supporting documents before the expiration date of your tags.
- Submit payment.

The computer-generated renewal application contains all account information on file. If you added vehicles or made other changes, you will need to make the changes on the computer print-out or submit a separate IRP application.

Note: If you fail to contact the IRP office within five (5) days of the expiration date, we may notify other jurisdictions of your status and request enforcement action by the Metropolitan Police Department.

### **Instructions for Renewal**

#### **To Correct Carrier Information:**

- 1) Draw a single line through incorrect information.
- 2) Print corrected information under or next to the old information.
- 3) For online processing make any needed changes to the Fleet Details information.

#### **To Delete a Vehicle:**

- 1) Record a "D" to the left of the vehicle to be deleted.
- 2) Draw a single line through the entire vehicle information line.

- 3) For online processing select the Delete option on the Renewal Vehicle Processing screen and delete the vehicle that is no longer associated to the renewal.

**To Renew Vehicles that Display Current IRP Plates but are Not Shown on the Renewal Printout:**

- 1) Record omitted information directly on the renewal printout in the correct weight group or submit a completed D.C. IRP Application.
- 2) All new vehicle adds must include all necessary supporting documents (refer to [Supporting Documents Section](#)).
- 3) For online processing select the Done option on the Renewal Vehicle Processing screen if there are no changes required to the existing vehicle information.

**To Correct Vehicle Information:**

- 1) Record a "C" in the first column to the left of the vehicle to correct.
- 2) Draw a single line through the incorrect information.
- 3) Print the correct information directly below the incorrect information.
- 4) For online processing select the Amend option on the Renewal Vehicle Processing screen, then select the vehicle that needs to be updated from the list.

**To Change a Vehicle's Registered Weight, do one of the following:**

- 1) Draw a line through the weights listed in the group to be changed.
- 2) Print the new desired weight next to the old weight.
- 3) If necessary, change the gross weight in the vehicle section to match the D.C. weight.
- 4) For online processing If the weight group is not present you will need to create the weight group.

**To Move Specific Unit(s) to a Different, Existing Weight Group:**

- 1) Record a "C" in the first column next to vehicle(s) to be changed.
- 2) Draw a single line through the unit number and print "MOVE TO NEW WEIGHT GROUP."
- 3) For online users when performing an Amendment, select the weight group that is needed.

**Important Notice:** The IRP Office will delete a currently plated vehicle if an application for renewal has not been submitted.

## **Affiliated Carrier Process**

At renewal or during any transaction with the IRP Registration Office, CMS/DCTRUCS performs a USDOT Number and VIN check. If the SAFER/PRISM database indicates the USDOT number is good to go however, the VIN numbers are linked to another company, we require:

- A transfer of title
- Lease agreement to another carrier, or
- Evidence that the companies are not affiliated

## **Completing the Distance Schedule**

- List the actual Distance for each jurisdiction for all vehicles that were in the fleet during the reporting period.
- The online user will enter the actual distance traveled for all vehicles that were in the fleet during the reporting period.

**Please Note:** The renewal printout is organized by fleets. You are to submit only one mileage schedule per fleet. If two or more mileage schedules are received for the same fleet, the entire application will be returned without processing.

### **ALWAYS SIGN THE IRP APPLICATION IN INK**

If someone other than the registered owner signs the application, that person must include his or her title (position within the company) or a Power of Attorney.

Submitting your online renewal for review, approval and invoice will be considered an electronic signature.

**It is the carrier's responsibility to review, verify, and correct information on the computer-generated renewal application.**

### **[Supplemental IRP Applications](#)**

A carrier is permitted to file a supplemental application after his or her original application has been filed, and fees have been paid. The supplemental application must be submitted on a District of Columbia IRP Application form or by using the online DCTRUCS application.

Not all types of supplemental transactions can be completed together. To determine which transactions can be completed together, contact a representative at the DMV's IRP Office. Each supplemental transaction requires different information, so it is important that you submit correct information for your transaction to avoid processing delays.

Supplement Type	Can be complete together
Adding a vehicle	Renewal, transferring a plate
Transferring a Plate	Renewal, add vehicle
Renewal	Add vehicle, transfer vehicle, increase weight

You should submit a supplemental application when:

- Adding a fleet
- Adding a vehicle
- Transferring a plate
- Increasing the registered weight of a vehicle
- Correcting vehicle information
- Replacing lost, mutilated, or stolen credentials
- Converting a base plate to an IRP plate
- Transferring a vehicle to a different fleet

## New Fleet

Vehicles should be added to a New Fleet only if they are traveling to a different group of jurisdictions. If the jurisdictions are the same as an existing fleet, it is a vehicle addition. The applicant follows the same procedures when adding New Fleet as when he or she is submitting an original application.

Use the current account number and the next available fleet number.

Submit a new Distance schedule. The DMV cannot determine licensing fees until the IRP representative reviews your application, calculates information from the fee schedule, and processes your application.

## Vehicle Additions

A vehicle that is added to an existing fleet will have the same group of jurisdictions recorded on its cab card as the vehicle(s) that were registered at a previous date. There is no requirement to submit a



new distance schedule as the distance recorded on the original application will be used to calculate fees for the added vehicle.

### **To Add a Vehicle to an Existing Fleet**

- 1) Complete the DC IRP Application
- 2) The Online user will log into DCTRUCS to complete the addition.
- 3) Complete Weight Information
- 4) Complete Vehicle Information
- 5) Submit [Supporting Documents](#) as Required.

### **Vehicle Deletions**

- Option 1:** Return the used plate and cab card to the IRP Office with a written statement to indicate why vehicle was removed from your registry. The written statement must specify that the carrier understands there will be no credit or refund on the used plate(s).
- Option 2:** Retain the plate(s) and cab card(s) for vehicle(s) no longer owned or in service. IRP plates can be transferred from a deleted vehicle to an added vehicle within the same account and fleet.

### **Plate Transfers**

IRP plates can be transferred from a deleted vehicle to an added vehicle. Not all IRP jurisdictions allow a credit on transfers. Some jurisdictions charge either full or partial fees for addition of a vehicle.

Plate transfers can take place between vehicles of different gross vehicle weights. The IRP invoice will indicate when there is a change in fees resulting from movement from a lower gross vehicle weight to a higher gross vehicle weight. When transferring a plate from a higher gross vehicle weight to a lower gross vehicle weight, there is no refund or credit given.

### **To Transfer a Plate**

1. Complete the DC IRP Application
2. Online user will log into DCTRUCS to complete the plate transfer.
2. Complete Weight Information

3. Complete Vehicle Information
4. Complete Vehicle Deletions
5. Submit [Supporting Documents](#) as Required.

**Note:** When transferring a plate, the unit number of the added vehicle cannot be the same information as the unit number of the deleted vehicle.

## Weight Increases

The registered weight of a vehicle can be **increased** at any time. The registered weight of a vehicle can be **decreased** only at renewal. The registered weight of a vehicle can be increased in one or more jurisdictions. Fees are only calculated for differences between the new and old weights.

### To increase a vehicle's registered weight:

1. Complete the DC IRP Application
2. Online user will log into DCTRUCS to complete the IRP application.
3. Complete Weight Information
4. Complete Vehicle Information (Unit Number and VIN Only)
5. Submit Supporting Documents as Required

## Correcting Information

It is the carrier's responsibility to verify all information on the credentials form upon receipt of documents. Errors or omissions should be brought to the attention of the customer service representative immediately. A carrier will not be billed for corrections if it is determined that the error was caused by a DMV transaction.

### To Correct Information:

1. Complete Sections A, B, and C of the DC IRP Application
2. Complete Section E – Vehicle Information. Enter only information to be corrected.
3. Submit copy of the cab card for indicated vehicles if available.
4. The online user can complete all the correction steps above by logging into the DCTRUCS online application.

## Replacement IRP Credentials

A carrier may replace lost/stolen/mutilated IRP credentials such as the following:

1. Lost, stolen or destroyed cab cards.
2. Lost, stolen or destroyed plates.
3. Lost, stolen or destroyed validation sticker.
4. The online user can complete all the correction steps above by logging into the DCTRUCS online application.

Enforcement officials look at the **original** cab card for proof that a vehicle is properly registered. Photocopies of the cab card are not valid.

Note: As of January 1, 2019, carriers can carry IRP cab cards and IFTA license in an electronic image. Paper IRP cab cards and IFTA licenses will no longer be required. All US States and Canadian Provinces will be required to accept electronic images of IRP cab cards and IFTA licenses. When stopped by law enforcement, credentials may be shown as an electronic image on a computer, tablet, or smart phone as well as paper copies.

### **To Obtain Replacement Credentials:**

1. Complete the DC IRP Application
2. Complete Vehicle Information (Unit Number and VIN Only)
3. Submit copy of the cab card for indicated vehicles if available.
4. Police Report – submit the original copy.
5. The online user can complete all the correction steps above by logging into the DCTRUCS online application.

**The D.C. Base Plate Conversion is done on power units to change a registration from a base “Commercial” plate to an IRP “Apportioned” plate.**

### **To Process a Conversion:**

1. Complete the DC IRP Application
2. Online user will log into DCTRUCS to complete the add vehicle for conversion.
3. Complete Weight Information
4. Complete Vehicle Information
5. Complete Distance Schedule only for a new account or a new fleet
6. Submit a photocopy of current DC Commercial registration certificate.
7. Submit Supporting Documents as Required

**Important Notice:** The carrier is required to submit the original commercial registration certificate and base plate in exchange for the IRP plate and cab card. If this is not done within 10 business days of the date the IRP plate is issued will result in suspension of the IRP account.

## Fleet-to-Fleet Transfers

A vehicle can be transferred from its current fleet to another existing fleet or to a new fleet. The following requirements must be met to complete this transaction:

1. No other transactions can take place with a fleet- to-fleet transaction.
2. No other changes are permitted when processing a fleet-to-fleet transfer.

### To Process a Fleet to Fleet Transfer:

1. Write "FLEET TO FLEET TRANSFER" across the top of the front page of the District of Columbia IRP Application
2. Complete the DC IRP Application
3. Complete Weight Information
4. Complete Vehicle Information (Unit Number and VIN Only)
5. Complete Distance Schedule (If creating a New Fleet)

## Supporting Documents

### Titles

An applicant should be prepared to submit supporting documents when processing most IRP transactions. The documents listed below are an example of information necessary to complete a transaction.

1. Present a DC DMV issued title (originals will be copied and returned to the carrier)
2. Provide proof of current insurance.
3. Present the DMV inspection compliance form.
4. Present the Inspection Station Fee Sheet

**Note:** In accordance with The Clean Hands Law (DC Official Code §§47-2861 through 47-2866), to title and register a vehicle, all outstanding tickets, dishonored check(s) fee, delinquent child support payments or any other debt owed to the District of Columbia Government must be satisfied. Receipts and/or clearance letters are required. The IRP office will compare documents to assure that information is consistent. Omissions and incorrect information may be cause for the denial of registration.

## Federal Heavy Vehicle Use Tax Form (IRS Form 2290)

IRS Form 2290 is required for all vehicles with a registered gross weight or combined gross vehicle weight of 55,000 pounds or more. The Heavy Vehicle Use Tax (HVUT) is to be paid annually, directly to the IRS.

1. Proof of payment, or exemption, is shown by presenting one of the following:
  - 2290 Schedule 1 with the IRS stamp that reads
    - Received or
    - Received with Remittance or
    - Paid or
  - 2290 Schedule 1 with the IRS watermark E-File or
  - 2290 Schedule 1 with no IRS stamp with front/back of cancelled check or
  - 2290 Schedule 1 with no IRS stamp with EFTPS (Electronic Federal Tax Payment System) statement
2. Proof of suspension of payment is shown by presenting:
  - 2290 Schedule 1 with Statement in Support of Suspension and IRS stamp that reads:
    - Received
3. The VINs listed on Schedule I **must** match the VINs listed on the IRP application.
4. Vehicles registered within 60 days of purchase do not have to submit proof of payment.
  - A copy of the Bill of Sale is required to support the first day of use.
5. If registration is after 60 days of vehicle purchase, HVUT proof of payment is required. The heavy vehicle cannot be registered without proof of payment.
6. File Form 2290 (HVUT) by the last day of the month following the month in which you first used the vehicle on a public highway. See [When to File Form 2290](https://www.irs.gov/forms-pubs/about-form-2290) for more details on <https://www.irs.gov/forms-pubs/about-form-2290>.
7. Do Not Send Original Form 2290. Originals will not be returned.

## Power of Attorney

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A Power of Attorney is required when an individual seeks to register a vehicle in the name of a person other than the owner. By signing a Power of Attorney, the owner of the vehicle gives another party the “authority” to license his property. Companies that purchase plates for owner-operators commonly do this.

A Power of Attorney that is current within the past 12 months is required for each vehicle that is not titled in the name of the registrant. The Power of Attorney must be resubmitted annually.

### **District of Columbia Base Plate Registration/Conversions**

An applicant is required to submit his or her general registration certificate when converting a D.C. base plate to a DC IRP plate. He or she must submit a copy of their current registration certificate with the DC IRP Application. Conversions are done on power units only and the name of the applicant must be the same as the name of the registrant. The invoice will reflect credit for the D.C. fees only. There is no credit for any foreign jurisdiction’s fees.

### **Explanations of Weight Variance**

An applicant is required to provide a written explanation when a vehicle’s gross weight varies from jurisdiction to another by 10% or more. The written explanation must detail the reason for weight differences.

### **Insurance Certification**

The Department of Motor Vehicles requires proof of insurance when a vehicle is registered for the first time, when vehicle registration is renewed, and whenever there is a transfer. District of Columbia law authorizes the Department of Motor Vehicles and Law Enforcement to inquire about insurance at any time to determine whether a vehicle follows insurance regulations.

### **Vehicle Inspection**

Applicants must provide documents to verify compliance with D.C. inspection requirements.

1. DMV inspection compliance form
2. Inspection Station Fee Sheet

## Temporary Registration

The IRP Office may issue a Temporary Authority (TA) to a carrier whose IRP account is in good standing. TAs are issued to carriers at the discretion of the DMV. Once a TA is issued, it cannot be cancelled.

### **Trip Permits**

Trip permits are a short-term registration for IRP qualified vehicles that do not have registration privileges in a particular jurisdiction. If a vehicle qualifies for IRP registration but is not registered with the IRP, you must secure a trip permit prior to entering the jurisdiction.

### **Unladen Vehicle Registration- Hunter's Permit**

A Hunter's Permit is issued to an owner operator who has broken their lease with a 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 to exceed the empty weight of the vehicle or combination of vehicles being registered. Once issued the carrier is required to submit the registration fee within ten (10) days of receipt of the Hunter's Permit.

## **Special Types of Operation**

### **Owner-operators who lease to carriers have the option to register in the IRP in one of two ways:**

1. The owner-operator may be the registrant, and the vehicle is registered in the owner-operator's name. License plates and cab cards are the property of the owner-operator. Apportioned vehicle fees are assessed according to the owner-operator's operational records.
2. The carrier may be the registrant, with the owner-operator shown as the owner of the vehicle on the cab card. License plates and cab cards are the property of the carrier. Apportioned vehicle fees are assessed according to the carrier's operational records.

### **Household Goods Carrier**

Household Goods Carriers, using equipment leased from service representatives, may elect to locate such equipment in the base jurisdiction of the service representative, or of the carrier.

If the service representative's base jurisdiction is selected, equipment is to be registered in the service representative's name, and the Household Goods carrier is to be designated as the lessee. The apportioned vehicle fee is determined by assessing the combined Distance records of the service

representative and those of the carrier. Records must be kept, or made available, in the service representative's base jurisdiction.

If the base jurisdiction of the Household Goods Carrier is selected, equipment is to be registered by the carrier, and the service representative is to be designated as the lessor. The apportioned vehicle fee is determined by assessing distance records of the carrier and the service representative, which must include intrastate miles operated by those vehicles. Records must be kept, or made available, in the carrier's base jurisdiction. Service representatives, properly registered under this selection, are to be fully registered for operation under their own authority, as well as under the authority of the carrier.



## [Performance and Registration Information Systems Management \(PRISM\)](#)

### **Background and Purpose:**

The Performance and Registration Information Systems Management (PRISM) program was developed to meet the challenge of reducing the number of commercial vehicle crashes of a rapidly expanding interstate carrier population. It has increased the efficiency and effectiveness of Federal and State safety efforts through a more accurate process for targeting the highest-risk carriers, which allows for a more efficient allocation of scarce resources for compliance reviews and roadside inspections. The PRISM program requires that motor carriers improve their identified safety deficiencies or face progressively more stringent sanctions up to the ultimate sanction of a Federal Out-of-Service order and concurrent State registration suspensions. The PRISM program has proven to be an effective means of motivating motor carriers to improve their compliance and performance deficiencies.

### **Registration:**

The IRP commercial vehicle registration process provides the framework for the PRISM program. It serves two vital functions. First, it establishes a system of accountability by ensuring that no vehicle is issued registration credentials and an IRP plate without identifying the carrier responsible for the safety of the vehicle during the registration year. Second, the use of registration sanctions (denial, suspension, and revocation) provides powerful incentive for unsafe carriers to improve their safety performance. The vehicle registration process ensures that all carriers engaged in interstate commerce are uniquely identified through a USDOT Number when they register their vehicles. IRP registration is the initial point of contact between the carrier, the registrant, the vehicle owner, and the government. The safety fitness of each carrier can then be checked prior to issuing vehicle registrations. Vehicle registration for Carriers prohibited from interstate operations (as defined by federal out of service procedures) will be denied.

### **How does PRISM affect IRP registration?**

IRP serves as the framework for the PRISM program and is affected through USDOT registration and MCS-150 updates. The Registrant must identify the USDOT Number or the motor carrier responsible for the safety of every vehicle during the registration process. For many IRP accounts, the registrant that maintains the IRP account and the carrier that is responsible for safety are the same entity. In some cases, the IRP account registrant, and the 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

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should be recorded in the carrier information section of the IRP Application and the USDOT Number of the motor carrier responsible for safety should be recorded in the appropriate column of the individual vehicle section.

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

The owner/operator must provide the USDOT Number for the company to whom he/she leases. The USDOT number of the motor carrier responsible for safety should be entered in the appropriate column at the individual vehicle level of the IRP Application.

**Note:** All account holders (carriers) must notify the DC IRP office within 10 calendar days if the motor carrier responsible for safety (MCRS) changes. This requirement only applies to account holders that provide a USDOT Number that is not expected to change during the registration year.

### **Companies using only leased vehicles registered in the name of the lessors:**

Companies who use all leased vehicles registered in the name of the lessors (rental/leasing or owner/operators) must update the USDOT number. The lessor will submit the MCS-150 update to have the vehicle's registration renewed.

### **When should a carrier perform the Biennial Update?**

The biennial update should be completed based on a schedule that uses the last two digits of the USDOT Number. The last digit of the USDOT number is used to determine the month of the biennial update. For instance, a USDOT number ending in 1 would be required to update by the last day in the month of January.

If the second to last digit is an odd number, then the carrier should update in an odd year.

If the second to last digit is an even number, then the carrier should update in an even year.  
Example: USDOT Number 1234521 should update in January of an even year.

### **Carriers prohibited from interstate operations (as defined by Federal Out of Service Orders (OOSO) will be denied.**

Registrants and Carriers Responsible for Safety are notified by the Federal Motor Carrier Safety Administration (FMCSA) and the District of Columbia DMV IRP Office that registrations/license plates for all commercial motor vehicles assigned to the Carrier are suspended/revoked.

FMCSA notifies the United States Department of Transportation when a motor carrier is prohibited from operating in interstate commerce. The suspension of all registration assigned to the commercial motor carrier in DCTRUCS will remain in effect until the FMCSA's Out-of-Service Order has been rescinded.

Upon notification from FMCSA and DC IRP, Carriers are required to immediately surrender all registrations, apportioned plate(s) and permits assigned to the motor vehicle carrier or registrant to DC Department of Motor Vehicles:

**DC DMV IRP Office  
95 M St. SW Ste. 206-10  
Washington, DC 20024**

Carrier privileges in the District of Columbia to register, transfer title, or operate commercial motor vehicles will be restored only upon acceptable notification from FMCSA that the prohibition to operate has been removed and upon the payment of all applicable taxes and fees. Accordingly, Carriers must contact FMCSA at 800-832-5660 to resolve issues at the earliest convenience.

**To Obtain Replacement Credentials for registration sanctions including denials, suspensions, and revocations:**

1. Complete the DC IRP Application
2. Complete Vehicle Information (Unit Number and VIN Only)

**For a current listing of IRP Jurisdiction information visit the IRP Inc website at**  
<https://www.irponline.org/>

## GLOSSARY

<b>Axle</b>	For purposes of registration, an axle is any assembly that can be load bearing at any time. For example, a single unit truck with a steering axle and two axles in the rear-axle assembly is an apportionable vehicle, even though one of the rear axles is a so-called “dummy” or “drag” axle.
<b>Base Jurisdiction</b>	The jurisdiction where the registrant has an established place of business, where mileage is accrued by the fleet, and where the operational records of the fleet are maintained or can be made available.
<b>Base Plate</b>	A plate issued by the base jurisdiction and is only valid inside that jurisdiction.
<b>Bus</b>	A motor vehicle designed for carrying more than nine (9) passengers and used for the transportation of persons for compensation.
<b>Cab Card</b>	A registration card issued only by the base jurisdiction for a vehicle of an apportioned fleet. The card identifies the specific vehicle for which it was issued, USDOT number, the base jurisdiction of the fleet, the registered weight of the vehicle in each apportioned jurisdiction. Cab card credentials may be shown as an electronic image on a computer, tablet, or smart phone as well as paper copies.
<b>Carrier</b>	An individual, partnership, or corporation engaged in the business of transporting persons or goods.
<b>Common Carrier</b>	Any motor carrier that advertises to the general public to engage in the transportation, by motor vehicle, of persons or goods.
<b>Exempt Commodities Carrier</b>	An individual, partnership or corporation engaged in the business of transporting exempt persons or goods for compensation.
<b>Private Carrier</b>	A person, firm, or corporation that uses its own vehicles to transport the private carrier’s own freight.
<b>Chartered Party</b>	A group of persons who, pursuant to a common purpose and under a single contract, and at a fixed charge for the vehicle in accordance with the carrier’s tariff, lawfully with the Interstate Commerce Commission, have acquired the exclusive use of a passenger-carrying motor vehicle to travel together as a group to a specified destination or for a particular itinerary, either agreed upon in advance, or modified by the chartered party after having left the place of origin.
<b>Combined Gross Weight</b>	The weight of the power unit, the trailer(s), and the maximum load that can potentially be transported.

<b>Commercial Vehicle</b>	Any vehicle operated for the transportation of persons or property to promote a commercial or industrial enterprise, for hire or not for hire.
<b>Converter Gear</b>	The auxiliary under-carriage assembly with a fifth wheel and tow bar used to convert a semi-trailer into a full trailer (sometimes called a “converter dolly”).
<b>Credentials</b>	The cab card and apportioned license plate issued to vehicles licensed under the International Registration Plan (IRP).
<b>ELD</b>	An ELD is an electronic device designed to comply with FMCSA’s criteria to accurately record a driver’s driving time for Hours of Service (HOS) compliance.
<b>FMCSA</b>	The abbreviation used for the Federal Motor Carrier Safety Administration
<b>Fleet</b>	One or more vehicles designated by the registrant for distance reporting period.
<b>Full Trailer</b>	A vehicle without motive power, designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that it has a permanently mounted front and rear axle.
<b>Gross Vehicle Weight</b>	The weight of the vehicle plus the weight of any load thereon.
<b>Haul for Hire</b>	Any motor carrier transporting people or property for compensation or hire under contract to a person, firm, or corporation.
<b>Household Goods Carrier</b>	A carrier handling personal effects and property to be used in a dwelling.
<b>Interstate Operations</b>	The movement between or through two or more jurisdictions.
<b>Intrastate Operations</b>	The movement from one point within a jurisdiction to another point within the same jurisdiction.
<b>IFTA</b>	The term “International Fuel Tax Agreement” or “IFTA” means the interstate agreement on collecting and distributing fuel use taxes paid by motor carriers, developed under the auspices of the National Governors’ Association.
<b>IVDR</b>	The abbreviation used for an Individual Vehicle Distance Record.
<b>Jurisdiction</b>	A state, territory, or possession of the United States, the District of Columbia, or a Province of Canada.
<b>Lease</b>	A written document vesting exclusive possession, control of, and responsibility for the operation of the vehicle to a lessee for a specific period of time.

<b>Lessee</b>	A person, firm, or corporation having the legal possession and control of a vehicle owned by another under the terms of a lease agreement.
<b>Lessor</b>	A person, firm, or corporation which under the terms of a lease, grants the legal right of possession, control of, and responsibility for the operation of the vehicle to another person, firm, or corporation.
<b>PRISM</b>	The abbreviation used for the Performance and Registration Information Systems Management
<b>Reciprocity Agreement</b>	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
<b>Recreational Vehicle</b>	A vehicle designed or converted and used for personal pleasure or travel by an individual or family.
<b>Registered Weight</b>	The weight for which a vehicle or combination of vehicles have been licensed or registered within a particular jurisdiction.
<b>Registrant</b>	A person, firm, or corporation in whose name or names a vehicle is properly registered.
<b>Registration year</b>	The 12-month period during which the registration plates issued by the base jurisdiction are valid according to the laws of the base jurisdiction.
<b>Rental Company Fleet</b>	Five or more vehicles, which are leased or offered for lease without drivers, and which are designated by the lessor as a rental fleet.
<b>Restricted Plate</b>	A registration that has time (less than a full year), geographic area, mileage, or commodity restrictions (farm, log, or dealer plate).
<b>Road Tractor (Mobile Home Toter Wrecker)</b>	Any vehicle designed and used for drawing other vehicles and not so constructed as to carry any load thereon, either independently or any part of the weight of a vehicle or load so drawn.
<b>Semi-trailer</b>	A vehicle without motive power, designed for carrying persons, or property, and for being drawn by a motor vehicle and so constructed so that some part of its weight and that of its load rests upon or is carried by the towing vehicle (permanently mounted rear axle only).
<b>Service Representative</b>	Someone who furnishes facilities and services including sales, warehousing, motorized equipment, and drivers under contract or other arrangements to a carrier for transportation of property by a household goods carrier.
<b>Trip Permit</b>	A temporary permit issued by a jurisdiction in lieu of a regular apportioned license plate and cab card.

<b>Tractor</b>	A motor vehicle designed and used primarily for drawing other vehicles, but not so constructed as to carry part of the load on the tractor itself (example: car haulers).
<b>Truck Tractor</b>	A motor vehicle designed and used primarily for drawing other vehicles, but so constructed as to carry a load other than a part of the weight of the vehicle and weight so drawn.
<b>Unladen Weight</b>	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.
<b>USDOT</b>	The abbreviation used for the United States Department of Transportation

**ADDENDUM**  
**DOCUMENTATION REQUIRED FOR AUDITS AND RECORD REVIEWS**

**For Records produced by a means other than a vehicle-tracking system:**

- The beginning and ending dates of the trips to which, the Records pertain.
- Origin and destination of the trips
- Routes of travel
- Beginning and ending reading from the odometer, hub odometer, engine control module (ECM), or any similar device for trips
- Total distance of trips
- Distance traveled in each Jurisdiction.
- Vehicle identification numbers or Vehicle unit numbers

**For Records produced wholly or partly by a vehicle-tracking system, including a system based on a global positioning system (GPS):**

- The original GPS or other location data for the Vehicle to which the Records pertain .
- Date and time of each GPS or other system reading .
- Location of each GPS or other system reading.
- Beginning and ending reading from the odometer, hub odometer, engine control module (ECM), or any similar device for the period to which the Records pertain
- The calculated distance between each GPS or other system reading.
- Routes of Vehicles traveled
- Total distance traveled by Vehicles.
- Distance traveled in each jurisdiction.
- Vehicle identification numbers or Vehicle unit numbers

**Summaries:**

- A summary of the Fleet's operations for each month, which includes both the full distance traveled by each Apportioned Vehicle in the Fleet during the calendar month, and the distance traveled in the month by each Apportioned Vehicle in each Jurisdiction .
- A summary of the Fleet's operations for each calendar quarter, which includes both the full distance traveled by Vehicles in the Fleet during the calendar quarter, and the distance traveled in each Jurisdiction by the Vehicles in the Fleet during the calendar quarter.
- A summary of the quarterly summaries