



District of Columbia
Department of Motor Vehicles
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International Registration Plan (IRP)

Carriers Manual

January 1, 2026

Table of Contents

- DC DMV Introduction..... 4
 - Mission..... 4
 - Vision..... 4
 - DC DMV Overview..... 4
- Executive Summary..... 5
- General Information 6
 - International Registration Plan 6
 - Apportioned Vehicles..... 6
 - Buses 7
 - Determination of Distance..... 7
 - IRP Exempt Vehicles..... 7
- DCTRUCS Web-Based and Mobile Ready IRP Registration System 8
 - Invoice Payments 8
 - Fee Calculations 8
 - Insurance Requirements 9
 - Insurance Lapse 10
 - Enforcement 10
 - Distance Records..... 11
- Electronic Logging Devices..... 11
 - About ELDs 11
- Audits 12
- Refunds 13
- Established Place of Business of Proof of Residency 13
 - IRP Application 13
 - Vehicle Information 16
 - Distance and Weight Schedule 18
- Renewal Applications..... 19
 - Important Dates and Instructions..... 19
 - Instructions for Renewal 20
 - Affiliated Carrier Process 21
 - Completing the Distance Schedule 21
- Supplemental IRP Applications 21

New Fleet 22

Vehicle Additions 22

Vehicle Deletions 23

Plate Transfers 23

Weight Increases..... 23

Correcting Information 24

Replacement IRP Credentials..... 24

Fleet-to-Fleet Transfers..... 25

Supporting Documents 25

 Titles..... 25

 Federal Heavy Vehicle Use Tax Form (IRS Form 2290) 25

 Power of Attorney..... 26

 District of Columbia Base Plate Registration/Conversions 26

 Explanations of Weight Variance 26

 Insurance Certification..... 26

 Vehicle Inspection..... 27

Temporary Registration 27

 Trip Permits..... 27

Special Types of Operation 27

 Household Goods Carrier..... 27

Performance and Registration Information Systems Management (PRISM) 28

 Background and Purpose 28

 Registration..... 28

 How Does PRISM Affect IRP Registration?..... 28

 Rental/Leasing Companies Registering in Their Own Name 28

 Owner/Operators Registering in Their Own Name, but Leasing to Motor Carriers 29

 Companies Using Only Leased Vehicles Registered in the Name of the Lessors..... 29

 When Should a Carrier Perform the Biennial Update?..... 29

 Carriers Prohibited from Interstate Operations 29

 To Obtain Replacement Credentials for Registration Sanctions..... 30

Conclusion..... 30

Glossary..... 31

Addendum Documentation Required for Audits and Record Reviews 35

Records Produced by a Means Other than a Vehicle Tracking System 35
Records Produced Wholly or Partly by a Vehicle Tracking System..... 35
Summaries 35

DC DMV Introduction

Mission

The mission of the District of Columbia Department of Motor Vehicles (DC DMV) is to promote the safe operation of motor vehicles and public safety, while providing outstanding customer service.

Vision

The vision of DC DMV is to be the leader in innovation and technology.

DC DMV Overview

Every day, DC DMV directly serves an average of 3,200 District residents—and non-residents—more than almost any other District government agency. DC DMV provides services to more than 623,000 licensed drivers or identification card holders and 310,000 registered vehicles at four service centers. We service more than 2.7 million tickets annually, by collecting payments or providing citizens with the means to contest the tickets. We also conduct over 178,000 vehicle inspections each year.

To achieve our mission, we have three operational program areas: [Ticket Services](#), [Driver Services](#) and [Vehicle Services](#).

Name:		International Registration Plan Office Vehicle Services
Address:		DC Department of Motor Vehicles 95 M Street SW, Second Floor Washington, DC 20024
Telephone:		(202) 729-7079
Website:		dmv.dc.gov
Hours:		Monday – Friday, 8:15 am – 4 pm

To avoid processing delays, schedule an appointment with the IRP Office at: dcgov.seamlessdocs.com/f/dctrucs.

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Executive Summary

This manual guides you through preparing and submitting your International Registration Plan (IRP) application. It also serves as a resource for obtaining apportioned registration in the District of Columbia.

General Information

International Registration Plan

The IRP is an optional program for licensing commercial vehicles traveling in two or more IRP jurisdictions. All members are requesting to comply with the following three 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 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 the International Fuel Tax Agreement (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.
 - The District of Columbia does not participate in the collection of motor fuel taxes.
- Exempt a carrier from obtaining operating authority.
- Exempt a carrier from payment of the [Federal Heavy Use Tax \(Form 2290\)](#).
- **Permit a carrier to exceed maximum height, length, width and axle limitations.
- **Permit a carrier to exceed bridge laws.

**Permits for overweight, overlength and/or over width vehicles into and through the District of Columbia, including bridges, are referred to the District Department of Transportation (DDOT). For a [Public Space Permit](#), customers must register online at tops.ddot.dc.gov or call (202) 442-4670.

Apportioned Vehicles

A vehicle that a registrant intends to operate in two or more IRP jurisdictions for the transportation of property (or persons) for profit and:

- A power unit with a gross weight in excess of 26,000 pounds; or
- A power unit with three or more axles regardless of weight; or

- A power unit used in combination with another unit and together exceeds 26,000 pounds.

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.

Buses

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

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:

1. The scheduled route distance operated in the member jurisdiction by the vehicles in the Pool.
2. 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 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

DCTRUCS Web-Based and Mobile Ready IRP Registration System

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 – Friday, from 8:15 am – 4 pm. Your prompt payment ensures the timely processing of IRP credentials. We 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 vehicle weight (CGVW).

DC 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: irponline.org/page/FeeEstimator.

First 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.
 - **For example:** A new District of Columbia registrant will pay an average fee to Maryland, based on the average distance traveled by District registrants in and through Maryland.
 - Fees are not paid to jurisdictions if actual distance is not accrued by District registrants in a reporting period (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.

First year registrants with no actual distance are encouraged to estimate APVD using the available check box on the DC Transportation Registration User Commercial System ([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 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, the District DC collects a total of \$1,401.75 from the carrier. Of this total, the District 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	100,000	100%				\$1,401.75

Please be sure the amount you submit as payment matches the **amount due** on the invoice. Checks should be made payable to **DC Treasurer ATTN: IRP**. Checks made out incorrectly will be returned. If the check you submit is returned for insufficient funds, we will require future payments by certified check.

Insurance Requirements

The District of Columbia 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:

DC DMV
 ATTN: International Registration Plan Office
 95 M Street SW, Second Floor
 Washington, DC 20024

Failure to comply with this law will result in the suspension or revocation of DC DMV privileges and the vehicle owner may be required to pay a fine up to \$2,800.00. Insurance fines will be assessed in the amount of \$150.00 for the first 30 days and \$7.00 for each additional uninsured day after the first 30 days. Insurance lapse fines may be paid at any [DC DMV service center](#).

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

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	\$10,000.00
Third Party Liability	\$25,000.00/person and \$50,000.00/accident
Uninsured Motorist Bodily Injury	\$25,000.00/person and \$50,000.00/accident
Uninsured Motorist Property Damage	\$5,000.00 subject to \$200.00 deductible

Under District of Columbia law, motorists who are stopped by the police are required to display not only their driver license and vehicle registration, but also proof of insurance. MPD officers enforce the proof of insurance law – and the \$30.00 civil fine that is attached to this infraction.

Insurance Lapse

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 \$150.00 for a lapse in insurance coverage from 1 to 30 days and \$7.00 for each additional uninsured day after the first 30 days. Insurance lapse fines may be paid at any [DC DMV service center](#).

The District of Columbia law defines proof of insurance as a document issued by an insurance company that lists the name of the company, policy number, name(s) of the insured and the period of coverage for the insurance.

DC DMV 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 law.

Enforcement

Apportioned license plates must be mounted on the rear of straight trucks, trailers, 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 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.

Renewal credentials must be displayed by March 1, June 1, September 1 or December 1 following your 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 in the vehicle.

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 **and** ending dates 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).
- The unit number or vehicle identification number (VIN) for each carrier.
- The vehicle's Fleet number.
- The registrant's name.
- The trailer number, if applicable.
- 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 (ELD). When called upon to do so, a carrier must also be able to explain unaccounted time lapses when a vehicle is moved. Trip permits should be attached to the fleet records. A carrier is required to maintain files to show miles that a vehicle operated under trip permits.

Electronic Logging Devices

About ELDs

Effective December 16, 2019, all carriers and drivers subject to the ELD rule must use ELDs.

An ELD is an electronic device designed to comply with the Federal Motor Carrier Safety Administration (FMCSA's) criteria to accurately record a driver's driving time for Hours of Service (HOS) compliance. The IRP and IFTA 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 as there is no such certification. Motor carriers and drivers must choose only ELDs that are certified and registered on [FMCSA's website](#).

With an ELD, law enforcement can review a driver's HOS by viewing the ELDs display screen, via a printout and soon by retrieving data electronically. 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 eight 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, delivered in person or by mail to the DC DMV's IRP Office.

DC DMV's auditor will notify the registrant of an audit 30 days in advance, advising the registrant of information required for a detailed review of files ([see addendum](#)). When the audit is completed, DC 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 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

DC DMV's IRP Office **will process** a request for a refund when:

- 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.

DC DMV's IRP Office **will not process** a request for a refund when:

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

DC 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 the District of Columbia 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 of Proof of Residency

A place of business is a physical structure owned, leased or rented by the registrant based in the District of Columbia. The business address must be valid; PO Box numbers are not acceptable proof of residency for IRP registration. To establish a new IRP account in the District, provide three of the following documents in the registrant's name:

- Current valid credential
- Certificate of Occupancy (COO)
- Registrant's DC title
- 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

IRP Application

The District of Columbia requires that an IRP application be submitted for all first-time vehicle registration 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 [DCTRUCS online application](#) after establishing a user ID and password.

The application should be typed or clearly printed in black or blue ink; please do not write in the shaded areas.

External users will have the ability to complete all required data online for review and approval by our office.

Transaction	Instruction(s)
Account Number or 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 definition)
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) to be registered.
DBA (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> <ul style="list-style-type: none"> • Original – first time registering an account. • Renewal – renewing an account for the next year. • Add Fleet – adding another fleet for additional vehicles. • Add Vehicle – a newly purchases vehicle to add to an existing account. • Plate Transfer – removing a vehicle that is no longer part of your account and adding new vehicle to transfer the plate to.
Type of Operation	<ul style="list-style-type: none"> • Weight Increase – increasing the weight value for one or all your vehicle for any jurisdiction. • Change Information – updating a mailing address, phone number, etc. • Fleet to Fleet Transfer – moving a vehicle from one fleet to another fleet for the same account number. • Private Carrier – a person, firm, or a corporation that uses its own trucks to transport its own freight. • 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.

	<ul style="list-style-type: none"> • Haul for Hire – any motor carrier transporting people or property for compensation or hire under contract to a person, firm, or corporation. • Household Goods Movers – a carrier handling personal effects and property to be used in a dwelling. • Exempt Commodities – an individual, partnership or corporation engaged in the business of transporting exempt persons or goods for compensation.
Business Location	Enter the address where the business is physically located. The business must be in the District of Columbia. Do not use a PO Box. <ul style="list-style-type: none"> • DBA – 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. PO 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 social security number.
SSN	Enter the social security number (found on IRS Form 2290) in this space. If the carrier does not have an SSN, enter Federal ID number.
USDOT Number	Enter registrant’s United States Department of Transportation (USDOT) number or provide lease agreement with carrier’s USDOT number responsible for authority.
Person to Contact	Enter the point of contact who can be contacted for information about your IRP application.
Contact Phone Number	Enter the telephone number where the point of contact can be reached.
MCS 150 Date	Leave blank.
Fax Number	Enter the fax number where the documents should be faxed.
IFTA Number	Enter your IFTA number beginning with the jurisdiction abbreviation.
MC Number	Enter the motor carrier number.
Email Address	Enter email address (mandatory).
Signature of Owner	Application must be signed in ink. The signature and title of the owner of the vehicle or the name of the person who is authorized to represent the company for licensing fees, must be in ink. If the application is submitted online, this is considered the external user’s 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 the carrier has intrastate authority in Wyoming.

Note: A Fleet may have more than one weight category (group). Submit a separate District of Columbia 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.

Transaction	Instruction(s)
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: <ul style="list-style-type: none"> • 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): <ul style="list-style-type: none"> • D: Diesel • G: Gasoline • P: Propane • O: Other
Unladen Weight	Enter the empty weight of the truck, tractor trailer or bus.
Combined Gross Vehicle Weight	Enter the declared maximum CGVW of the fully loaded vehicle. The weight entered must match the weight shown for DC on the weight and distance information page. <p>Note: Do not enter the gross vehicle weight rating (GVWR) given by the manufacturer if the vehicle normally carries lighter loads.</p> <p>Note: for buses, the CGVW should be determined using this calculation:</p> <ul style="list-style-type: none"> • 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 \$0.00 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 form 2290 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 leased from someone other than the registrant, enter the month, day and year the lease begins. 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 District of Columbia base plate number or the IRP plate number being transferred to the vehicle. Do not enter a temporary 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 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 Gross Vehicle Weight	Enter the declared maximum CGVW of the fully loaded vehicle. The weight entered must match the weight shown for DC on the weight and distance information page. Note: Do not enter the GVWR as given by the manufacturer if the vehicle normally carries lighter loads. Note: for buses, the CGVW should be determined using this calculation: <ul style="list-style-type: none"> • maximum number of passengers x 150lbs + unladen weight of bus.
Reason Removed	Please indicate the reason the vehicle is being deleted from Fleet. (Example: sold, salvaged, off leased, parked, no longer operable, etc.)
Plate Number Transferred	Enter the current DC IRP plate number on the deleted vehicle. Do not enter a temporary or out-of-state plate number.

Distance and Weight Schedule

Note: if the registered gross weight varies more than 10 percent 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 on the actual miles traveled in any jurisdiction during the reporting period. The reporting period is the period of 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 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 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 our 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

DC IRP license plates for vehicles registered before January 1 will expire on:

- February 28
- May 31
- August 31
- November 30

DC 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 printout or submit a separate IRP application.

Note: if you fail to contact the IRP office within five days of the expiration date, we may notify other jurisdictions of your status and request enforcement action by MPD.

Instructions for Renewal

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.

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.

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 new DC IRP Application.
2. All new vehicles must include all necessary [supporting documents](#).
3. For online processing, select the option done on the renewal vehicle processing screen if there are no changes required to the existing vehicle information.

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.

Change a Vehicle's Registered Weight

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 DC weight.
4. For online processing, if the weight group is not present you will need to create the weight group.

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 a New Weight Group."

3. For online users when performing an amendment, select the weight group that is needed.

Note: 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, CMS/DCTRUCS performs a USDOT number and VIN check. If the SAFER/PRISM database indicates the USDOT number is good to go, but the VINs 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.

Note: the renewal printout is organized by Fleets. Only submit one mileage schedule per Fleet. If two or more mileage schedules are received for the same fleet, the application will be returned without processing.

Remember: always sign the IRP application in blue or black ink.

If someone other than the registered owner signs the application, that person must include their position title or 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 the original application has been filed and fees have been paid. The supplemental application must be submitted on a [DC 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 DC 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.

Transaction	Instruction(s)
Supplement Type	Can be completed 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 submitting an original application.

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

Submit a new distance schedule. DC DMV cannot determine licensing fees until our office 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.

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 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.

Transfer a Plate

1. Complete the DC IRP application
2. Online users will log into [DCTRUCS](#) to complete the plate transfer.
3. Complete weight information.
4. Complete vehicle information.
5. Complete vehicle deletions.
6. 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.

Increase a Vehicle's Registered Weight

1. Complete the DC IRP application.
2. Online users 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 DC DMV transaction.

To Correct Information

1. Complete sections A, B and C of the 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 stickers.
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 are not valid.

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 vehicle(s), if available.
4. Submit the **original** copy of the police report.
5. The online user can complete all the correction steps above by logging into the [DCTRUCS online application](#).

The DC 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 users 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.

Note: 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, it 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.

Process a Fleet-to-Fleet Transfer

1. Write "Fleet-to-Fleet Transfer" across the top of the front page of the IRP Application.
2. Complete the 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. Provide the vehicle inspection report (VIR)

Note: In accordance with the [Clean Hands Law](#), to title and register a vehicle, all outstanding tickets, dishonored check(s) fee, delinquent child support payments or any other debt owed to DC government must be satisfied. Receipts and/or clearance letters are required. Our office will compare documents to ensure 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 CGVW 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:
 - 2290 Schedule 1 with the IRS stamp that reads received, 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 and back of cancelled check or
 - 2290 Schedule 1 with no IRS stamp with the electronic federal tax payment system (EFTPS) 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. However, 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](#) by the last day of the month following the month in which you first used the vehicle on a public highway.
 7. Do not send the original Form 2290 as they will not be returned.

Power of Attorney

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 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.

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. Power of attorney **must** be resubmitted annually.

District of Columbia Base Plate Registration/Conversions

An applicant is required to submit general registration certificate when converting a DC base plate to a DC IRP plate. A copy of the current registration certificate must be submitted with the 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 DC fees only; there is no credit for any foreign jurisdiction fees.

Explanations of Weight Variance

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

Insurance Certification

DC DMV requires proof of insurance when a vehicle is registered for the first time, renewed and there is a transfer. DC law authorizes DC DMV and law enforcement to inquire about insurance at any time to determine whether a vehicle follows insurance regulations.

Vehicle Inspection

Applicants must provide their vehicle inspection report (VIR) to verify compliance with DC's inspection requirements.

Temporary Registration

Our may issue a temporary authority to a carrier whose IRP account is in good standing. Temporary authorities are issued to carriers at the discretion of DC DMV and once it is issued, it cannot be cancelled.

Trip Permits

Trip permits are 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.

Special Types of Operation

Owner operators who lease to carriers have the option to register 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 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:

1. 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.
2. 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 registrations 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 account and the carrier that is responsible for safety are the same entity. In some cases, the 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 should be recorded in the carrier information section of the application and the

USDOT number of the motor carrier responsible for safety (MCRS) 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 it's leased from. The USDOT number of the MCRS should be entered in the appropriate column at the individual vehicle level of the application.

Note: All account holders must notify our office within 10 calendar days if the 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 motor carrier service (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. For example, USDOT number 1234521 should be updated 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 FMCSA and DC IRP Office that registrations/license plates for all commercial motor vehicles assigned to the carrier are suspended/revoked.

FMCSA notifies USDOT when a motor carrier is prohibited from operating in interstate commerce. The suspension of all registrations assigned to the commercial motor carrier in DCTRUCS will remain in effect until FMCSA's OOSO has been rescinded.

Upon notification from FMCSA and DC IRP, carriers are required to immediately surrender all registration(s), apportioned plate(s) and permit(s) assigned to the motor vehicle carrier or registrant to DC DMV's IRP Office at:

DC DMV
ATTN: International Registration Plan
95 M Street SW, Suite 200

Washington, DC 20024

Carrier privileges in DC 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 1-(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)

Conclusion

For a current listing of IRP jurisdiction information, please visit the IRP website at: irponline.org.

Glossary

For a comprehensive list of terms and additional definitions, please visit our online resource at: [IRP Plan](#).

Term	Definition
Axle	<p>For purposes of registration, an axle is any assembly that can be load bearing at any time.</p> <p>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.</p>
Base Jurisdiction	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.
Base Plate	A plate issued by the base jurisdiction and is only valid inside that jurisdiction.
Bus	A motor vehicle designed for carrying more than nine passengers and used for the transportation of people for compensation.
Cab Card	<p>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 and the registered weight of the vehicle in each apportioned jurisdiction.</p> <p>Cab card credentials may be shown as an electronic image on a computer, tablet or smart phone as well as paper copies.</p>
Carrier	An individual, partnership or corporation engage in the business of transporting people or goods.
Chartered Party	A group of people who are 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 (ICC), 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.
Combined Gross Weight	The weight of the power unit, the trailer(s) and the maximum load that can potentially be transported.
Commercial Vehicle	Any vehicle operated for the transportation of people or property to promote a commercial or industrial enterprise, for hire or not for hire.
Common Carrier	A person or company that transports goods or passengers on regular routes at set rates.
Converter Gear	Often called a converter dolly, is an auxiliary undercarriage assembly consisting of a chassis, fifth wheel and tow bar, used to convert a semi-trailer into a full trailer for combination trailer service.
Credentials	The cab card and apportioned license plate issued to vehicles licensed under the IRP.
Electronic Logging Device	An ELD is an electronic device designed to comply with FMCSA's criteria to accurately record a driver's driving time for HOS compliance.
Exempt Commodities	An individual, partnership or corporation engaged in the business of transporting carrier exempts people or goods for compensation.
FMCSA	The abbreviation is used for the Federal Motor Carrier Safety Administration.
Full Trailer	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.
Gross Vehicle Weight	The weight of the vehicle plus the weight of any load thereon.
Haul For Hire	Any motor carrier transporting people or property for compensation or hire under contract to a person, firm or corporation.

Household Goods Carrier	A carrier handling personal effects and property to be used in a dwelling.
Individual Vehicle Distance Record	IVDR is a mandatory document for commercial carriers, tracking a specific vehicle's daily miles, routes and fuel, often used for IRP compliance. It requires detailed logs including odometer readings, state/jurisdictional lines, trip origins and destinations.
International Fuel Tax Agreement	IFTA is a cooperative program among 48 US states and 10 Canadian provinces that simplifies reporting motor fuel taxes for interstate motor carriers. It allows qualified, registered carriers to file a single quarterly fuel tax return with their base jurisdiction, rather than separate reports for each jurisdiction traveled.
Interstate Operations	The movement between or through two or more jurisdictions.
Intrastate Operations	The movement from one point within a jurisdiction to another point within the same jurisdiction.
Jurisdiction	A state, territory or possession of the United States, District of Columbia or a Province of Canada.
Lease	A written document vesting exclusive possession, control of and responsibility for the operation of the vehicle to a lessee for a specific period.
Lessor	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.
PRISM	The abbreviation is used for Performance and Registration Information Systems Management.
Private Carrier	A person, firm or corporation that uses its own vehicles to transport the private carrier's own freight.
Reciprocity Agreement	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.
Recreational Vehicle	A vehicle designed or converted and used for personal pleasure or travel by an individual or family.
Registered Weight	The weight for which a vehicle(s) has been licensed or registered within a particular jurisdiction.
Registrant	A person, firm or corporation in whose name(s) a vehicle is properly registered.
Registration Year	The 12-month period during which the registration plates issued by the base jurisdiction are valid according to the laws of the base jurisdiction.
Rental Company Fleet	Five or more vehicles, which are leased or offered for lease without drivers and which are designated by the lessor as a rental Fleet.
Restricted Plate	A registration that has time (less than a full year), geographic area, mileage or commodity restrictions (farm, log or dealer plate).
Road Tractor (Mobile Home Toter Wrecker)	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.
Semi-Trailer	A freight-carrying unit without a front axle, supported at the front by a tractor's fifth wheel and at the rear by its own wheels.

Addendum Documentation Required for Audits and Record Reviews

Records Produced by a Means Other than a Vehicle Tracking System

- The beginning and end 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.

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, 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.