



APPLICATION PROCESS CHECKLIST

1. Completed IRP application
2. Proof of DC Residency **or** Established Place of Business
 - ***New account only** - must meet 2 of 8 requirements
 - a) The Registrant's Current DC Driver's License, DC CDL, Certificate of Occupancy (COO) or DC ID card
 - b) The Registrant's DC title
 - c) Any DC utility bill in the Registrant's name
 - d) DC Corporation documents (DC Business License **and** DC Certificate of Occupancy)
 - e) Foreign Corporation documents in DC
 - f) Federal Income Tax documentation
 - g) Paid Personal DC Income Tax document
 - h) Paid DC Real Estate or Personal Property taxes
3. Original DC Title or Receipt for DC Title**
4. Proof of Paid Heavy Vehicle Use Tax (current 2290 Schedule 1)
 - If registration is within 60 days of vehicle use on public highways, proof of payment of Form 2290 is not required, however:
 - A copy of the Bill of Sale is required to support the first day of use.*
5. DC inspection report/DC Inspection Fee compliance
6. Mileage printout or system-generated distance report reflecting actual miles traveled for the reporting period, used to support IRP and/or IFTA mileage reporting. Acceptable documentation may include but is not limited to:
 - a) ELD mileage summaries
 - b) Telematics or GPS-based mileage reports
 - c) Fleet management system distance reports
 - d) Other verifiable mileage printouts reflecting actual operational distance
7. Proof of current Insurance (name, policy, and effective dates)
8. Power of Attorney from vehicle owner to IRP registrant
9. Current Rental / Lease Property Agreement in the Registrant's name
 - Lease agreement must be valid for a period of at least 12 months and must specify the street address of the location.
10. Signed Lease agreement if IRP registrant is leased to a carrier (with USDOT and TIN of that company)

COMMENTS: _____

March 26, 2026



DC-IRP Representative

*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/formspubs/about-form-2290) for more details on <https://www.irs.gov/formspubs/about-form-2290>.

**To avoid Certificate of Title Application process delays (for established places of business), contact DC Department of Buildings (DOB) at 202.671-3500 and the Department of Licensing and Consumer Protections (DLCP) for new domestic and foreign corporations at 202.671-4500.

To avoid process delays, call and schedule an appointment with the IRP Office at (202) 729-7079, located at DC DMV at the Southwest Service Center, 95 M Street, SW, Washington, DC 20024, or you can contact IRP DCTRUCS via [\[DC GOVERNMENT\] Contact DCTRUCS](#) or <https://dcmv.seamlessdocs.com/f/dctrucs>.

March 26, 2026