

## APPLICATION PROCESS CHECKLIST

1. \_\_\_\_\_ Completed IRP application
2. \_\_\_\_\_ Proof of DC Residency *or* Established Place of Business

**\*New account only** - must meet 3 of 9 requirements

- a) The Registrant's Current DC Drivers 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
- i) Current Rental / Lease Property Agreement in the Registrant's name

3. \_\_\_\_\_ Original DC Title or Receipt for DC Title\*\*
4. \_\_\_\_\_ Proof of Paid Heavy Vehicle Use Tax (current 2290 Schedule 1)
  - o 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
7. \_\_\_\_\_ Proof of current Insurance (name, policy, and effective dates)
8. \_\_\_\_\_ Power of Attorney from vehicle owner to IRP registrant
9. \_\_\_\_\_ Signed Lease agreement if IRP registrant is leased to a carrier (with USDOT and TIN of that company)

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_  
**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/forms-pubs/about-form-2290) for more details on <https://www.irs.gov/forms-pubs/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.

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.