

## IRP Processing

Application and payment processing available online at  
Ohio Commercial One Registration System - **OHCORS**.  
Visit our website at: [www.ohcors.com](http://www.ohcors.com)

There are four IRP Processing Centers in Ohio. Locations are listed below.

- Lobby hours are 8:30 a.m. to 4:00 p.m. Monday through Friday.
- Same day service is available for most transactions.
- Renewals applications are due 30 days prior to the expiration date.
- Applications are processed in the order in which they are received.
- The Columbus office handles all telephone inquiries and mail-in processing.
- The branch offices are for walk-in service only.

Mailing address:  
(US Mail deliveries only)  
IRP Processing Center  
P.O. Box 18320  
Columbus, OH 43218-0320

Telephone Numbers:  
800-IRP-0007  
614-777-8400  
Fax Number:  
614-771-4016

E-mail:  
[ohioirp@xerox.com](mailto:ohioirp@xerox.com)

Business address:  
2222 Dividend Dr.  
Columbus, OH 43228-3808

### **Columbus—2222 Dividend Drive:**

This office is located in southwest Columbus off I-270 and Roberts Rd (exit 10). Go west on Roberts Rd. to Westbelt Dr. Make a left onto Westbelt Dr. Make a left on Diplomacy Dr. Make a right on Dividend Dr.

### **Canton—2207 Kimball Road SE:**

This office is located in the Southeast Canton area approximately one and one half miles from I-77 and Cleveland Ave South (exit 103). Cleveland Ave is the first exit south of Rt 30 on I-77. Follow Cleveland Ave to Mill Road—turn left. Go over the bridge and turn left at the stop sign. At the “Y” in the road, go left. The office is on the left and is located in the Peoples Services Mayflower Moving location next to the Thurman Munson Baseball Stadium. (The building was previously the Coen Oil building.)

### **Monroe—21 American Way Plaza 63:**

This office is located on State Route 63 in Monroe Ohio near I-75. Take I-75 to the Monroe exit (exit 29). Go west on State Route 63. The IRP office is located on the left in Plaza 63 approximately ½ mile from I-75.

### **Findlay—8210 County Road 140 Suite B:**

This office is located in northwest Findlay. From the north take I-75 south to US 224 (exit 159) and turn right. Go to County Road 140 and turn left. From the south take I-75 north to State Route 12 (exit 157) and turn left. Take State Route 12 to County Road 140 and turn right. The building is located on the west side of County Road 140 (in the rear of the Hancock County Vehicle Center Building).

## **International Registration Plan**

The International Registration Plan (IRP) is an optional program for licensing commercial vehicles traveling in two or more IRP jurisdictions.

All member IRP jurisdictions are required to comply with the following three basic concepts of the Plan:

1. Issuance of a single "apportioned" plate
2. Issuance of a single registration cab card
3. Allow intrastate and interstate movement

Under the IRP plan an interstate carrier files an application with the jurisdiction in which they are based and have an established place of business (see glossary for definition of established place of business). That jurisdiction is known as the "base jurisdiction".

The base jurisdiction collects the registration fees, and distributes the fees to the other jurisdictions for which the carrier has requested apportionment.

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

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".

## **Apportionable Vehicles**

An apportionable vehicle, by definition, is a vehicle that a registrant intends to operate in two or more IRP jurisdictions for the transportation of property (or persons) for profit, and:

- Is a power unit with a gross weight in excess of 26,000 pounds; or
- Is a power unit with three or more axles regardless of weight; or
- Is a power unit used in combination with another unit, and together exceeds 26,000 pounds

If a vehicle does not meet the definition of apportionable, 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:**

Buses that have regular routes and are not used for transporting charter parties.

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

### **IRP Exempt Vehicles:**

Government-owned vehicles  
Buses used exclusively for chartered parties  
Recreational vehicles  
Vehicles displaying a restricted plate

This manual provides basic information regarding the Ohio IRP process and procedures; however, the contents may not cover every unique situation or answer all questions that may arise. For additional information please contact an Ohio IRP office for assistance.

## Staggered Registration

Staggered registration assigns a primary expiration month for commercial vehicles based on the last two numbers of the carrier's Tax Identification Number (TIN) or Social Security Number (SSN). The carrier does have the option to split the fleets in to predetermined months

Any registrant who owns or leases two or more vehicles may request to separate an existing fleet into up to four divisions in accordance with the chart below with at least one vehicle remaining in the primary month of expiration.

A separate IRP application will need to be submitted for each division designating the vehicles to be assigned to each division. Vehicles should be divided as evenly as possible into the multiple divisions.

The Registrar shall disapprove any selected date whenever there is reason to believe that an uneven distribution of registrations throughout the calendar year is likely to develop.

**NOTE:** If you choose to separate a fleet into multiple divisions you will be required to report distance traveled during the reporting period for all vehicle(s) by each fleet division at renewal.

TIN or SSN	Primary Month	Two Divisions	Multiple Divisions
00-07	January	January - July	January - April July - October
08-14	February	February - August	February - May August - November
15-22	March	March - September	March - June September - December
23-30	April	April - October	April - July October - January
31-39	May	May - November	May - August November - February
40-48	June	June - December	June - September December - March
49-57	July	July - January	July - October January - April
58-65	August	August - February	August - November February - May
66-73	September	September - March	September - December March - June
74-82	October	October - April	October - January April - July
83-90	November	November - May	November - February May - August
91-99	December	December - June	December - March June - September

## The Application Process

This manual provides the basic information needed to prepare applications and obtain apportioned registration in Ohio. The contents will not cover every unique situation. Please contact an IRP office for any additional assistance.

It is the responsibility of the applicant to properly complete all forms necessary to register vehicles in the IRP. If required information is missing it will delay the timely processing of the application.

Applications for apportioned registrations are available online at [www.ohcors.com](http://www.ohcors.com) under "forms". To receive an application by mail, please call the Columbus IRP Office at 1-800-IRP-0007.

## Fee Calculation

The cost of an apportioned plate will depend upon the percentage of actual miles traveled in each jurisdiction and the registered combined weight. New fleets with no actual miles will be calculated using an average per vehicle distance for each jurisdiction. The fees may also be calculated according to other vehicle specific information.

Below is a simplified example of how fees are calculated. The carrier travels 25,000 miles in each of the four jurisdictions shown. The combined weight is 80,000.

Distance	%	Yearly Fee	Apportioned Fee
IL 25,000	(25%)	X \$3191 =	\$797.75
IN 25,000	(25%)	X \$2042 =	\$510.50
MI 25,000	(25%)	X \$1660 =	\$415.00
OH 25,000	(25%)	X \$1340 =	\$335.00

<b>TOTAL</b>	<b>100% =</b>	<b>\$2058.25</b>
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All IRP transactions include an Ohio Bureau of Motor Vehicles (BMV) fee per vehicle. There is also a State Highway Safety Fund fee for newly added and renewed vehicles. These fees are subject to change as determined by the State of Ohio. For current fee information please contact the Columbus IRP Office.

## Invoice Payment

Payments can be made online at [www.ohcors.com](http://www.ohcors.com) with Credit Card or E-check. Payments may also be made by mail or accepted in person at all IRP Offices. Payment may be made by money order, bank check, cash, company check or personal check, unless otherwise indicated.

All mail payments should be submitted to the Columbus IRP office. Enclose the payment with a copy of the invoice. Do not send cash through the mail.

Be sure the payment amount matches the **"\*TOTAL AMOUNT NOW DUE\*\*"** on the invoice.

Any checks made out incorrectly will be returned.

Checks should be made out to **STATE OF OHIO BMV-IRP**.

Plates and cab cards are shipped only after all registration requirements have been met and payment has been received.

When payment is received the credentials will be sent to the carriers mailing address. Two or more plates will be sent to the business address if, the mailing address is a P. O. Box.

Special shipping arrangements at the carrier's expense are available by calling the Columbus IRP office.

**WARNING: Once a check has been returned for insufficient funds, future payments must be made by cash, money order or certified check.**

**A LATE FEE OF \$10 WILL BE ASSESSED TO EACH VEHICLE REGISTRATION RENEWAL TRANSACTION PROCESSED MORE THAN THIRTY (30) DAYS BEYOND THE EXPIRATION DATE. THIS INCLUDES PAYMENTS.**

## Enforcement

Apportioned license plates should be mounted on the rear of straight trucks, trailers, and buses and on the front of all tractors.

IRP qualified vehicles must display a current apportioned license plate or valid trip permit or valid temporary authority before traveling into other IRP jurisdictions.

The cab card must be carried in the vehicle at all times.

Renewal credentials must be displayed by the 1<sup>st</sup> day of the month following your expiration month. Renewal credentials may be displayed before the 1<sup>st</sup> day of the month as long as the previous year's registration cab card is also carried in the vehicle.

## Distance Records

Operational records must be kept for all vehicles registered in the IRP and must be accurate, readable and maintained to support distance figures submitted for the current and the three previous registration years. This includes short-haul operations that travel 100 miles or less. These records must document all miles traveled in each jurisdiction by each vehicle. An Individual Vehicle Distance Record (IVDR) is an acceptable supporting document to verify fleet distance.

### An IVDR shall contain:

Starting/ ending dates of each trip, where the trip started and ended, the route of travel total of all trip miles (include all miles loaded, empty, and/or deadhead), miles traveled in each jurisdiction, the unit number or vehicle identification number (VIN), vehicle fleet number, beginning and ending odometer reading, registrant's name and driver's signature

Monthly reports such as fuel reports are not acceptable at face value. These must be supported by an IVDR. The carrier must also be able to explain any unaccounted time lapse of vehicle movement. All miles operated under trip permits should be included in the distance record and should be attached to the IVDR.

Failure to keep accurate records will result in fees being charged by each jurisdiction to which the carrier was apportioned. 20% assessment for the 1<sup>st</sup> offense, 50% assessment for the 2<sup>nd</sup> offense and 100% assessment for the 3<sup>rd</sup> offense.

## Audits

The purpose of audits is to verify the accuracy of the distance apportioned to each jurisdiction. Operational records must be made available at the registered place of business or be delivered to the Ohio Department of Taxation Office as directed.

Results of an audit will be sent to the carrier and all the IRP jurisdictions to which the carrier is registered. The carrier will be billed for any IRP distance differences discovered as a result of the audit. Invoicing will be made at the discretion of the individual jurisdictions and each jurisdiction will refund any overpayment. It is the responsibility of each jurisdiction to refund any overpayment of fees directly to the carrier.

No charges or credit claims may be made for periods in which operational records are no longer required to be kept. Records containing the following elements shall be accepted as adequate

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

- the beginning and ending dates of the trip to which the Records pertain
- the origin and destination of the trip
- the route of travel
- the beginning and ending reading from the odometer, hub odometer, engine control module (ECM), or any similar device for the trip
- the total distance of the trip
- the distance traveled in each Jurisdiction
- VIN or Vehicle unit number

### 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
- the date and time of each GPS or other system reading
- the location of each GPS or other system reading
- the 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
- the route of the Vehicle's travel
- the total distance traveled by the Vehicle
- the distance traveled in each jurisdiction
- VIN or Vehicle unit number

### Summaries:

- Monthly summary of the Fleet's operations includes 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
- Quarterly summary of the Fleet's operations includes 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

## Refunds

- Refunds are only processed on the current year and the previous two registration years.
- Merchandise is returned
- A duplicate registration has been issued and the plate is unused.
- Due to audit findings.
- Refund amount is \$10.00 or more.
- Incorrect fees charged due to clerical error.

Refunds are not available for:

- Unused registration months.
- Vehicles to which a Temporary Authority (TA) has been issued.

The Ohio BMV will send a refund request to each apportioned IRP jurisdiction on the carrier's behalf. However, refunds on fees paid to jurisdictions other than Ohio, are made at the discretion of each jurisdiction. Generally, the jurisdictions that owe the carrier a refund, above their minimum amount, will either issue the refund or send a refund form directly to the carrier.

## Established Place of Business or Residency in Ohio

Proof of "Established Place of Business" or "Residency" in Ohio is required to establish a new IRP account in Ohio and must be a physical structure owned, leased or rented by the Business or Resident. The address must be a valid street address. A post office box number is not an acceptable business address for IRP registration. You will need to provide three (3) separate proofs from the following list of acceptable documents in the Business or Resident's name with the Ohio street address to establish a new IRP account in Ohio. **Ohio Certificate of Title**

- **Ohio Driver's License/ID Card**
- **Rental property lease agreement**
- **Insurance Policy** – Any current and valid automobile liability, premises liability or life insurance policy
- **Bank Statement** – Any checking, or savings account statement including online bank statements dated within the last 60 days
- **Utility Bill** - From an electric, telephone, water, sewer, cable, satellite, heating oil, or propane provider issued within the last 60 days
- **Federal Income Tax Return Filing** - Copy of federal income tax return filing not more than 18 months old, with proof of filing

- **Ohio Income Tax Return Filing**- Copy of Ohio income tax return filing not more than 18 months old, with proof of filing
- **Installment Loan Contract** - From a bank or other financial institution **Major Credit Card Bill** - Statement – or major retail store credit card statement
- **Mortgage Account** - Or proof of home ownership
- **Ohio Corporation documentation**
- **Foreign Corporation in Ohio documentation**
- **SS-4 letter from IRS**
- **Ohio Mail-in Renewal Notice**
- **Valid Ohio Voter Registration Card**
- **Paycheck Stub** - Issued within the last six months
- **Professional License** - Issued by an Ohio government agency
- **Property Tax Bill** - Or receipt of payment
- **Hunting/Fishing License** - Ohio resident hunting or fishing license valid during the current or previous year
- **Sales Tax or Business License**
- **Selective Service Registration Acknowledgement Card**
- **Child Support Check Stub** - From the Ohio Department of Job and Family Services
- **Concealed Carry Permit** - Valid concealed carry weapons permit
- **Public Assistance Check Stub** - Check stub, food stamp card, or letter on government letterhead (issued within the last 12 months), issued by a government public assistance agency
- **Social Security Administration Document**
- **Certification of Residency** - From a nursing home or homeless shelter on a form prescribed by the registrar for that purpose
- **Certified Copy of Court Order** - Must be court order of probation, order of parole, or order of mandatory release
- **Certified Statement of Residency - In the case of a married person**, the IRP may accept a certified statement of residency from the applicant's spouse, signed in the presence of an IRP official. Satisfactory proof of identity, Ohio residency, and marital relationship is also required
- **TSA letter**
- **Other** – Any other genuine and reliable document approved by the BVM Registrar

## The Ohio IRP Application

The Ohio IRP application is required for all first time vehicle registrations and for all supplemental applications. For renewing a registration, a computer generated renewal application will be sent to the carrier for completion.

The Ohio IRP application should be typed or clearly printed in ink. Please do not enter any information in the gray shaded areas.

Following are instructions for completing an IRP application.

### Carrier Information (page-1)

Account Number: Enter the number assigned by the IRP processing center to the account. Leave BLANK if the carrier does not yet have an IRP account number

Fleet number: Enter the 3-digit fleet number

Supplement number: Leave blank

Registration Months: Leave blank

Name of Registrant: Enter the name of the person, firm or corporation in which the vehicles are to be registered

DBA: (if any) Enter the registrant's business name, if applicable. Do not enter the name of the company the registrant is leased to

Ohio business location: Enter the physical location of the business. Business location must be in Ohio and cannot be a post office box

City: Enter the registrant's city

State: Ohio

Zip Code: Enter the registrant's zip code

TIN: Enter the registrant's tax identification number (federal employee identification number FEIN)

Mailing address: Enter the registrant's mailing address for all correspondence and credential mailings. Post office boxes and out of state addresses are acceptable (If address is the same as business location enter SAME)

SSN: Enter social security number if you do not have a tax id number

City: Enter mailing city

State: Enter mailing state

Zip code: Enter mailing zip code

US DOT number: Enter registrant's United States Department of Transportation Number (US DOT)

Contact person: Enter the name of the person to contact concerning this account

Contact phone: Enter the phone number of contact person if different from Ohio telephone number

Email: Enter the email address of the contact person for this account.

Ohio telephone Number: Enter the OHIO telephone number. The registrant must provide a photocopy of the phone bill showing registrant's name, Ohio street address and Ohio phone number. This number can be either a cell phone or a land line.

Fax number: Enter the business fax number

IFTA number: Enter registrant's International Fuel Tax Agreement number- Ohio motor fuel number from the department of taxation

MC number: Enter registrant's motor carrier number

Type of application: Check the category that applies

Type of operation: Check the appropriate box as described below:

Private Carrier = hauls only the registrant's own product

Rental Company = rents vehicles or fleets without drivers

Haul for Hire = is paid to haul freight or passengers

Household Goods Mover = hauls only personal household items

Exempt Commodities = hauls only commodities that are exempt from regulation by the PUCO

Type = Write the commodity being hauled

Replacement Credentials: Check the item that applies.

Signature: The application must be signed in ink.

Title: If the person signing the application is not the vehicle owner or company owner, include the position within the company.

Date: Enter the date the application is signed.

CO: For fleets that apportion to Colorado: Enter an "N" if the vehicle travels 10,000 miles or less nationally in a year. If the vehicle travels more than 10,000 miles nationally, no notation is required.

## Vehicle Information (page-2)

**Unit #:** Enter the equipment or unit number assigned by the applicant. Be sure to use a different unit number for each vehicle.

**Weight Group:** Leave blank

**Vehicle Identification #:** Enter the complete serial (VIN) number as listed on the title.

**Year:** Enter the model year of the vehicle.

**Make of Vehicle:** Enter the trade name of each vehicle as it appears on the title. (MACK, FRHT, FRUE, etc.)

**Vehicle Type:** TR-Tractor, TK-Truck, TT-Truck Tractor, RT-Road Tractor (Wrecker or Mobile Home Toter), ST-Semi Trailer, FT-Full Trailer, BS-Bus

**Axles (Bus: Seats):** Number of axles on power unit only.

**Combined Axles:** Combined number of axles on power unit and trailer(s)

**Fuel Type:** Enter the type of fuel used by the vehicle. D-Diesel, G-Gasoline, P-Propane, O-Other.

**Unladen Weight:** The empty weight of the vehicle fully equipped for service.

**Combined or Gross Weight:** The combined weight of the vehicle and the maximum load to be carried on the combination of vehicle(s).

**Purchase Price:** The price of the vehicle including trade-ins, but excluding sales or use tax or finance charges. If the vehicle is a gift or purchase price unknown, use the fair market value. Do not enter \$0 or gift.

**Factory Price:**

**County Code:** Leave blank

**Power of Attorney:** Leave blank

**Y/N:** Will the control and responsibility for the safety of this vehicle be assigned to a different motor carrier during the registration year by lease?

**Date of Purchase:** Enter the month, date and year the vehicle was purchased.

**Date of Lease:** Enter the month, date and year the vehicle was leased.

**Name of Owner (as it appears on the vehicle Title):**  
Enter the name of the owner as it appears on the title.

**Bus/HP:** Enter the total horsepower of the bus.

**Company US DOT #:** Enter the US DOT Number of the motor carrier responsible for the safety of the vehicle if different than the registrant US DOT number.

**Company TIN #:** Enter the TIN Number of the motor carrier responsible for the safety of the vehicle if different than the registrant TIN number.

**Plate # Replace Transferred:** Enter the most recent plate number or if replacing the plate in # 63 then write replace.

**Ohio County:** Enter the Ohio County where the vehicle is garaged.

**Municipality or Township where the vehicle is garaged:**  
Enter the Municipality or Township where the vehicle is garaged.

**County Code:** Leave blank

**Lease Agreement:** Leave Blank

**Are you an Owner Operator leased onto a motor carrier:**  
Enter yes or no. If yes is entered, you must provide a photocopy of your lease agreement!

**Unit #:** Enter the equipment or unit number assigned by the applicant of the vehicle being deleted.

**Vehicle Identification #:** Enter the complete serial (VIN) number as listed on the title of the vehicle being deleted.

**Year:** Enter the model year of the vehicle being deleted.

**Make of Vehicle:** Enter the trade name of each vehicle. (MACK, FRHT, FRUE, etc.) To be deleted.

**Combined or Gross Weight:** The combined weight of the vehicle and the maximum load to be carried on the combination of vehicle(s) being deleted.

**Reason Removed:** Enter the reason the vehicle was removed from service (i.e. sold, junked, lease broken, etc.)

**Transferred Plate #:** Enter the complete number of the license plate being transferred.

**Cab Card Affidavit:** Leave blank

## **Full Reciprocity Plan**

The Full Reciprocity Plan, and was adopted by IRP by ballot in October 2013.

Beginning in 2015, cab-cards will show all IRP member jurisdictions

If you have IRP, no more trip permits are required. All states and provinces will be implementing this in 2015.

The effective date for your fleet depends on your fleet's IRP expiration date.

**For registration periods beginning January 1, 2015, or later, the new rules apply.**

For example, registrations expiring December 2014 (or later) that are renewing for operation in 2015, your cab-card will show all IRP states and Canadian provinces. Your IRP fees will be calculated based on your July-June "reporting period" distances. If you are a new carrier without a reporting period history, you'll pay fees based on the Ohio Average distance per Vehicle estimated distance table.

For each IRP renewal, fees will be charged based on the fleet's actual distance for the reporting period.

Average Vehicle Per Distance (AVPD) Chart distances are used only by new fleets beginning operation with no actual distance for the preceding reporting period (July 1- June 30).

Actual distance must be submitted when the registrant's fleet accumulated actual distance during the reporting period (July 1 - June 30).

Registrants should not use AVPD chart and actual distance. AVPD is calculated annually using the actual distance reported by Ohio carriers during the previous registration year divided by the total number of apportioned vehicles that accrued actual distance in each respective jurisdiction.

## The Ohio IRP Application

The Ohio IRP application is required for all first time vehicle registrations and for all supplemental applications. The Application can be found online at [www.ohcors.com](http://www.ohcors.com) with instructions under "Forms" or by contacting the IRP office. For renewing a registration, a computer generated renewal application will be sent to the carrier for completion.

## Supporting Documents

Supporting documents are required to complete most IRP transactions and must be submitted with the IRP application. Failure to submit the supporting documents will delay the processing of the application. The transaction type dictates the documents needed.

### Titles

Required when:

- Registering a vehicle for the first time.
- Registering a vehicle that has not been registered in Ohio for one year or more.
- Changing a vehicle's year, make, VIN, or name of owner.

The carrier must submit the Certificate of Title, Memorandum Certificate of Title or Electronic title receipt. Photocopies are accepted.

When submitting a photocopy or fax copy of the "Original title" the carrier will need to submit both the front and back copies. Only the front copy is required of the Memorandum title or Electronic title receipt. Failure to submit the back copy of the title could prevent the carrier from being able to register. .

### Only Original titles will be returned.

If any information on the title is incorrect, the title must be corrected before the vehicle can be licensed.

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

This form is required for any vehicle with a registered weight of 55,000 pounds or higher. This tax is paid directly to the IRS each year.

**Do not send the original Form 2290!  
Originals will not be returned.**

Proof of payment or exemption must be one of the following:

- A copy of the Form 2290 Schedule 1 stamped paid or received by the IRS.
- A copy of the Form 2290 Schedule 1 with the E-Filed watermark from the IRS.
- A copy of the Form 2290 Schedule 1 and both sides of the canceled check showing validation by the IRS.
- The VIN(S) listed on the form must match that of the vehicle(s) being licensed.
- The name on the form must match the registrant name unless the vehicle is leased. (Must provide lease agreement)

### Power of Attorney (POA)

Required the first time a vehicle is registered by someone other than owner. The POA will remain on file for 5 (five) years then are required again at renewal. POA is required annually from a leasing company/financial institution and must be current within the past 12 months.

### Ohio Base Plate Conversion

Ohio Base Plate Registration is required when converting on Ohio base plate to an Ohio IRP plate.

Submit a photocopy of the current Ohio registration with the IRP application. After the IRP plate is issued the carrier has 10 days to return the original Ohio registration and base plate to the IRP office.

- The name on the Ohio Base registration and the IRP registration must be the same.
- Conversions are processed on Commercial power units only.
- The invoice will reflect credit for the Ohio fees only.

## Temporary Registration

### Temporary Authority (TA)

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

The TA is a 45-day permit issued by the IRP Processing Center for the purpose of having immediate authorization to modify a current account. A TA can be secured for most supplemental transactions.

A TA covers a specific vehicle and cannot be transferred from one vehicle to another.

The charge for a TA is \$2.00 plus a BMV fee and will be added to the invoice once all documents are received and the fees are calculated.

#### To obtain a TA:

- Complete and sign a Temporary Authority Application.
- Fax the application to the IRP Processing Center at 614-771-4016, or submit the TA application with the completed IRP application in person to one of the IRP Processing Centers.
- Complete the process on [www.ohcors.com](http://www.ohcors.com).

**WARNING:** Once a TA has been issued, the vehicle is subject to full registration fees. If the fees are not received the account will be certified to the Office of Attorney General for collection. (Refer to the "Reminder!" on the TA application.) **The TA cannot be canceled.**

#### After the TA is issued:

- The carrier must submit a completed IRP application and any necessary supporting documents to the IRP office within five (5) calendar days.
- If the title is not available within the five days, it must be submitted as soon as possible.
- The transaction will be invoiced only when all paperwork is received.
- Permanent credentials will not be issued until payment is received.
- No extension or second TA is available for an expired TA.

Failure to comply with these guidelines will result in suspension of the account and may forfeit the carrier's right to obtain TA's in the future.

#### Unladen Weight Permit

The Unladen Weight 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 Unladen Weight Permit.

## Renewal Applications

### Important Dates

Ohio IRP plates expire at midnight on the last day of the expiration month. There is no grace period.

The preprinted renewal application is mailed 60 days prior to the expiration date.

The completed renewal application and any necessary supporting documents should be submitted to an IRP office by the 1<sup>st</sup> working day of the expiration month.

### Late Fee

A \$10 late fee will be assessed to each vehicle for renewals paid 30 days after the expiration date.

### General Instructions

If you added vehicles or made other changes after the renewal printout was generated you will need to make the appropriate changes on the computer printed renewal application or submit a separate IRP application.

It is the carrier's responsibility to review, verify and correct all information on the computer printed renewal application.

If you have multiple fleets, submit only one distance schedule per fleet.

The renewal application must be signed. If someone other than the registrant signs the application, they must include their title within the company or a power of attorney.

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

The renewal application must be returned to an IRP Processing Center.

**NOTE:** The IRP office will delete any vehicle currently plated that does not appear on the renewal application or separate IRP application.

### To Update USDOT Number

The USDOT Number MCS-150 can be updated online at [www.safer.fmcsa.dot.gov](http://www.safer.fmcsa.dot.gov).

## Completing the Schedule A/C

### To correct carrier information:

Draw a line through the information to be changed and enter the correct information under or next to the old information.

### To change a vehicle's registered weight do one of the following.

#### To change the weights for all the vehicles in the weight group:

Line through the weights shown in the weight group to be changed and enter the new weight next to the old weight.

If you are changing the gross weight in Ohio you need to change the vehicle information section to match the Ohio weight.

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

#### To move a specific vehicle(s) to a different

**existing weight group:** Record a "C" in the first column next to the unit number of the vehicle(s) being changed. Then next to the unit number write the new weight group number (example: WG 003). If necessary, change the gross weight in the vehicle section to match the Ohio weight.

#### To move a specific vehicle(s) to a new weight

**group:** Record a "C" in the first column next to the unit number of the vehicle(s) being changed. Then next to the unit number write "move to new weight group". Complete page 3 of an IRP application and submit with the renewal printout.

**To Change Vehicle Information:**

Record a "C" in the first column next to the unit number of the vehicle(s) being changed. Draw a single line through the information being changed and print the new information next to or under the previous information.

**Note:** A title is needed to change the owner name or to correct any vehicle information.

Circle the "Y" or "N" regarding the safety responsibility question.

**To Delete a Vehicle:**

Record a "D" in the first column next to the unit number of the vehicle being deleted and draw a single line through the vehicle information.

**To Add a New Vehicle**

Record the vehicle information directly under an existing vehicle in the correct weight group or submit an IRP application (Page 2). All new vehicle additions must include any necessary supporting documents (refer to Supporting Documents Section).

**To Replace a Plate:**

Record a "P" next to the vehicle unit number of which you wish to replace the plate. Then line through the plate number in the vehicle information and write "Replace".

**To Transfer a Plate:**

Record a "D" in the first column next to the unit being deleted and a "T" in the first column next to the unit where the plate is being transferred to. Line through the old plate and write the transferred plate number.

**To Transfer the Plate then Replace the Plate:**

Follow the instructions for transfer a plate and line through the existing plate number write "Replace" under the plate number.

**For fleets that apportion to the state of Colorado:**

**If the vehicle travels 10,000 miles or less nationally (for the reporting period), enter "N" in the first column next to the unit number. If the vehicle travels over 10,000 miles nationally, no notation is required.**

**Completing the Schedule B**

It is very important to follow these instructions and record the distance information accurately. List actual distance for each jurisdiction in which this fleet traveled during the reporting period. (Refer to the top of the renewal application Schedule B for the correct reporting period.)

**Do not list zero (0) miles for a jurisdiction.**

**Note:** Submit only one distance schedule for each fleet. If two or more distance schedules are received for the same fleet, the entire application will be returned without processing.

If you do not provide distance for any jurisdiction other than Ohio your renewal application may be returned and you may be advised to purchase an Ohio base plate at your local deputy registrar.

## Supplemental Applications

A supplemental application is submitted by the carrier after the original application has been filed and paid. All supplemental applications are submitted on an Ohio IRP Application.

Not all types of supplemental transactions can be processed together. To determine which transactions can be combined in a supplement, contact the IRP office.

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

You can submit an application for the following supplemental transactions:

- Create a new fleet
- Add a vehicle
- Transfer a plate
- Transfer a plate then replace the plate
- Increase Vehicle Weight
- Correct vehicle information
- Replace lost, stolen or destroyed credentials (cab card, or plate)
- Convert an Ohio base plate
- Transfer a vehicle to another existing fleet (fleet to fleet transfer)

### To add a Vehicle:

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

Complete pages 1 and 2 of the Ohio IRP Application. Distance from the original application will be used to calculate fees.

See Supporting Documents Section for a list of documents that may need to be submitted with the application.

### Plate Transfer:

IRP plates can be transferred from a deleted vehicle to an added vehicle within the same account and fleet.

Not all IRP jurisdictions allow a credit on transfers. Some jurisdictions will charge either full or partial fees for the vehicle being added.

Plate transfers can take place between vehicles of different gross weights. The invoice will reflect any fees associated with a difference in moving from a lower gross weight to a higher gross weight. When transferring a plate from a higher gross weight to a lower gross weight, no refund or credit will be given for the amount that remains after the fee calculation.

### To Transfer a Plate:

Complete pages 1 and 2 of the IRP Application. When transferring a plate the unit number of the added vehicle cannot be the same as the deleted vehicle.

Submit any required supporting documents. (See Supporting Documents Section).

### To Transfer a Plate and Replace the Plate:

Same as Plate Transfer except write, "REPLACE" in the plate# transferred or replace section.

**To Correct Vehicle Information:**

Complete pages 1 and 2 (only the information being changed) of the IRP Application. Submit any required supporting documents (see Supporting Documents Section).

**To Correct OEN:**

Complete pages 1 and 2 (unit number and VIN only) of the IRP application.

**To Change Vehicle USDOT Number:**

Complete pages 1 and 2 (unit number, VIN and USDOT and TIN only) of the IRP application. Submit Owner Operator/Motor Carrier Lease Agreement.

**Weight Increase:**

The registered weight of a vehicle can be increased at any time. The registered weight can be increased in one or more jurisdiction(s). Fees will be calculated between the new and old weights.

The registered weight of a vehicle can be decreased only at renewal.

**To Increase the Weight:**

Complete pages 1, 2 and 3 (unit number and VIN only) of the IRP application. Submit any required supporting documents (See Supporting Documents Section).

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

**Replacement Credentials**

New credentials can be obtained for:  
Replace lost, stolen or damaged cab cards.  
Replace lost, stolen or damaged plates.

**To Replace Credentials:**

Complete pages 1 and 2 (unit number and VIN only) of the Ohio IRP Application  
Submit copy of the cab card if available

**Ohio Base Conversion**

Conversions are done on power units to change an Ohio base "TRUCK" plate to an Ohio IRP "APPORTIONED" plate.

To convert an Ohio base plate and receive credit for the Ohio fees the name on the Ohio base plate registration must match the registrant name on the IRP account.

The invoice will reflect credit for the Ohio fees only.

**To Process a Conversion:**

Complete pages 1, 2 and 3 of the IRP application (if new account or new fleet). Submit legible photocopy of the current Ohio registration. Submit any required Supporting Documents.

NOTE: Upon receipt of the apportioned plate and cab card, the carrier must submit to the IRP Processing Center the original Ohio registration and the base plates for the converted vehicle. Failure to submit these within 10 business days will result in suspension of the IRP account.

## Special Types of Operation

### Registrants Leased to a Carrier

A vehicle owner who leases on to a carrier can register in one of two ways:

1. The vehicle owner (registrant) may register in his or her own name. License plates and cab cards will be the property of the registrant. Apportionment fees shall be according to the operational records of the registrant.
2. The carrier may be the registrant with the vehicle owner on the cab card. License plates and cab cards shall be the property of the carrier. Apportionment fees shall be according to the operational records of the carrier.

### Household Goods Carrier

Household goods carriers using equipment leased from service representatives may elect to base such equipment in either that of the service representative, or that of the household goods carrier.

When the base jurisdiction of the service representative is selected, the equipment shall be registered in the service representative's

name, and the household goods carrier shall be designated as the lessee. The apportionment of fees shall be according to the combined distance records of the service representative and those of the household goods carrier. Such records must be kept in the service representative's base jurisdiction when the base jurisdiction of the household goods carrier is selected, the household goods carrier shall register the equipment and the service representative shall be designated as lessor. The apportionment of fees shall be apportioned according to the combined distance records of the household goods carrier and the service representative. Such records must be made available in the household goods carrier base jurisdiction. Vehicles are deemed fully registered for operations under the authority of the service representative as well as the household goods carrier.

### Company Logo Plates

Upon Approval from the BMV your Company Logo can be displayed on your apportioned IRP Plate.

IRP Accounts with 50 or more Power Units are eligible.

Additional Information is available under the IRP FAQ icon for Company Logo Plates on our website [www.ohcors.com](http://www.ohcors.com)

# **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.

The PRISM program includes two major processes - the Commercial Vehicle Registration Process (Registration) and Enforcement, which work in parallel to identify motor carriers and hold them responsible for the safety of their operation. The performance of unsafe carriers is improved through a comprehensive system of identification, education, awareness, data gathering, safety monitoring and treatment.

## **Registration:**

The IRP commercial vehicle registration process of the states 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. Carriers prohibited from interstate operations (as defined by federal out of service procedures) will have the ability to register their vehicles 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 of 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 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.

**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. In order 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.

## Maximum Allowable Weight in Pounds

The following table lists the maximum operating weight and maximum cab card weight for each jurisdiction. The weight for Canadian provinces will convert to kilograms on the cab card. Exceptions and conditions are show if applicable. Since requirements may change you may contact the jurisdiction for the most current information.

Or go online to IRP INC's web site [www.irponline.org](http://www.irponline.org) and click on Jurisdiction Information to get updated Maximum Gross Weight Information by Jurisdiction.

**Jurisdiction                      Max Operating Wt      Max Cab Card Wt**

**Exceptions/Conditions/Permits**

Alabama	80,000	QUAL
Overweight permit required over 80,000. Cab card changed to QUAL over 80,000.		
Alberta	139,992	139,992
Arizona	80,000	80,000
Overweight permit required over 80,000.		
Arkansas	80,000	80,000
British Columbia	141,100	139,994
Permit is needed. No change to cab card.		
California	80,000	80,000
Permit is needed. No change to cab card.		
Colorado	85,000	80,000
Without overweight permit.		
Connecticut	NO MAX	NO MAX
Over 80,000 requires overweight permit. Cab card to reflect OW permit.		
Delaware	80,000	80,000
Permit is needed. No change to cab card.		
District of Columbia	80,000	80,000
Florida	80,000	80,000
Georgia	80,000	80,000
Idaho	105,500	Permit Weight
Contact Idaho for conditions and limitations.		
Illinois	80,000	80,000
Contact IL DOT for information.		

Indiana	80,000	80,000
Permit is needed. No change to cab card.		
Iowa	NO MAX	NO MAX
Requires increase in registration to reflect on registration documents.		
Kansas	85,500	85,500
Max 80,000 on KS Interstate. Cab card does not change, must register for 85,500 to purchase OW permit.		
Kentucky	80,000	80,000
Special permit required for over 80,000.		
Louisiana	88,000	88,000
83,400 on Interstate and 88,000 on non-Interstate. These weights must be shown on cab card to qualify for OW permit.		
Maine	100,000	100,000
No change to cab card.		
Manitoba	137,770	137,770
Maryland	80,000	80,000
No change to cab card.		
Massachusetts	NO MAX	NO MAX
Overweight permit required over 80,000. No change to cab card.		
Michigan	160,001	160,001
Permit is needed. No change to cab card.		
Minnesota	80,000	NO MAX
Overweight permit required over 80,000. Cab card must reflect weight of OW permit as well as have an OW permit.		
Mississippi	80,000	80,000
No change to cab card.		
Missouri	80,000	80,000
Overweight permit required over 80,000. No change to cab card.		
Montana	138,000	138,000
Nebraska	94,000	94,000
Permit is needed over 94,000. Cab card reflects 94,000.		
Nevada	129,000	80,000
Cab card must reflect 80,000 to be legal with OW permit.		

New Brunswick	137,786	137,786
Newfoundland	137,786	137,786
New Hampshire	80,000	80,000
Overweight permit is needed over 80,000.		
New Jersey	80,000	80,000
Permit is needed. No change to cab card.		
New Mexico	86,400	80,000
New York	NO MAX	NO MAX
Overweight permit required over 80,000. Cab card to reflect OW permit.		
North Carolina	80,000	80,000
Overweight permit required over 80,000. No change to cab card.		
North Dakota	105,500	105,500
No change to cab card.		
Nova Scotia	AXLES	varies based on axle configurations
Ohio	80,000	80,000
Oklahoma	90,000	90,000
Annual permit required over 80,000.		
Ontario	139,992	139,992
Permit required over 139,992.		
Oregon	105,500	105,500
Special permit required over 80,000. No change to cab card.		
Pennsylvania	80,000	80,000
Prince Edward Island	137,788	137,788
Overweight permit required for indivisible loads. Carrier must apply for permit. Permits not issued for divisible loads. Overweight carrier will be fined and must off load excess weight.		
Quebec	AXLES	Combined number of axles for power unit and trailers
Overweight permit required over 137,500.		
Rhode Island	80,000	80,000
Permit is needed for OW. No change to cab card.		
Saskatchewan	139,994	139,994

South Carolina	80,000	80,000
South Dakota	NO MAX	NO MAX
Must meet SD bridge weight laws. Overweight permit required over 80,000 on Interstate.		
Tennessee	80,000	80,000
Texas	80,000	80,000
No change to cab card.		
Utah	129,000	80,000
Overweight permit required with divisible and non-divisible loads. Separate permit issued for carrier to carry. No change to cab card.		
Vermont	80,000	80,000
Milk haulers up to 90,000.		
Virginia	80,000	80,000
Separate permit required. No change to cab card.		
Washington	105,500	105,500
West Virginia	80,000	80,000
Wisconsin	80,000	80,000
Wyoming	117,000	117,000
Overweight permit required over 117,000. No change to cab card.		

## **IRP Directory**

### **Alabama**

Department of Revenue  
PO Box 327620  
Montgomery, AL 36132-7610  
(334) 242-2999

### **Alaska**

Dept. of Public Safety  
Division of Motor Vehicles  
5700 E Tudor Rd  
Anchorage, AK 99507  
(907) 269-5572

### **Arizona**

Motor Vehicle Division  
1801 W Jefferson St  
Mail Drop 527M  
Phoenix, AZ 85007  
(602) 712-6775

### **Arkansas**

Office of Motor Vehicles  
IRP Unit  
P.O. Box 8091  
Little Rock, AR 72203  
(501) 682-4653

### **California**

Department of Motor Vehicles  
PO Box 932320 MS: H160  
Sacramento, CA 95232-3200  
(916) 657-7971

### **Colorado**

Motor Carrier Services Division  
IRP Section  
1881 Pierce St Room 114  
Lakewood, CO 80214  
(303) 205-5602

### **Connecticut**

Department of Motor Vehicles  
IRP Unit  
60 State St Rm 260  
Wethersfield, CT 06161  
(860) 263-5281

### **Delaware**

Motor Fuel Tax Admin.  
IRP Unit  
P.O. Drawer 7065  
Dover, DE 19903-7065  
(302) 744-2701

### **District of Columbia**

Department of Motor Vehicles-  
IRP  
Brentwood Service Center  
95 M St SW  
Washington, DC 20024  
(202) 576-8275

### **Florida**

Division of Motor Vehicles  
Neil Kirkman Building  
2900 Apalachee Parkway  
Tallahassee, FL 32399  
(850)488-6921

### **Georgia**

Department of Revenue  
Motor Vehicle Division IRP  
Section  
PO Box 16909  
Atlanta, GA 30321  
(404)968-3800

### **Idaho**

Idaho Division of Motor Vehicles  
PO Box 7129  
Boise, ID 83707  
(208) 334-8611

### **Illinois**

Vehicle Services Department  
Commerical & Farm Truck  
Division  
501 S 2<sup>nd</sup> St. Room 300  
Howlett Building  
Springfield, IL 62756  
(217) 785-1800

### **Indiana**

Department of Revenue  
Motor Carrier Services Division  
5252 Decatur Blvd Ste R  
Indianapolis, IN 46241  
(317) 615-7340

### **Iowa**

Motor Vehicle Division  
Office of Motor Carrier Services  
PO Box 10382  
Des Moines, IA 50306-0382  
(515)237-3268

### **Kansas**

Division of Motor Vehicles  
Motor Carrier Services Bureau  
Robert B Docking Office Bldg  
1<sup>st</sup> Floor  
Topeka, KS 66626-0001  
(785) 271-3145

### **Kentucky**

Transportation Cabinet  
IRP Section  
Box 2323  
Frankfort, KY 40602-2323  
(502) 564-4120

### **Louisiana**

Office of Motor Vehicles  
IRP Unit  
7979 Independence Blvd Rm  
101  
Baton Rouge, LA 70806  
(225) 925-6270

### **Maine**

Bureau of Motor Vehicles  
29 State House Station  
Augusta, ME 04330  
(207) 624-9000(52135)

### **Maryland**

Motor Vehicle Administration  
6601 Ritchie Highway NE  
Glen Burnie, MD 21062  
(410) 424-3014

### **Massachusetts**

Registry of Motor Vehicles  
25 Newport Ave EXT  
Quincy, MA 02171  
(617) 351-9320

### **Michigan**

Michigan Department of State  
IRP Unit, Secondary Complex  
7064 Crowner Dr  
Lansing, MI 48918-9915  
(517) 322-1097

### **Minnesota**

Driver and Vehicle Services  
Division  
445 Minnesota St Ste 188  
St. Paul, MN 55101  
(651) 205-4141

### **Mississippi**

State Tax Commission  
PO Box 1140  
Jackson, MS 39215  
(601) 923-7100

### **Missouri**

Motor Carrier Services  
PO Box 893  
Jefferson City, MO 65102-0893  
(573) 751-6433

### **Montana**

Motor Carrier Services  
Division  
PO Box 4639  
Helena, MT 59620  
(406) 444-6130

**Nebraska**

Department of Motor Vehicles  
Motor Carrier Services  
PO Box 94729  
Lincoln, NE 68509-4729  
(402) 471-4435

**Nevada**

Department of Motor Vehicles  
Motor Carrier Division  
555 Wright Dr  
Carson City, NV 89711  
(775) 684-4711

**New Hampshire**

Department of Safety  
Attn: IRP  
23 Hazen Dr  
Concord, NH 03305  
(603) 271-2196

**New Jersey**

Motor Vehicle Commission  
Motor Carrier Services  
IRP Section  
225 E State St PO Box 178  
Trenton, NJ 08666-0178  
(609) 633-9399

**New Mexico**

Motor Vehicle Division  
Taxation & Revenue Department  
PO Box 5188  
Santa Fe, NM 87502-5188  
(505) 476-1551

**New York**

Department of Motor Vehicles  
International Registration Bureau  
PO Box 2850 - ESP  
Albany, NY 12220-0850  
(518) 473-5834

**North Carolina**

Division of Motor Vehicles  
IRP Section  
1425 Rock Quarry Rd /Ste 100  
Raleigh, NC 27610  
(919) 861-3720

**North Dakota**

Department of Transportation  
Motor Vehicle Division  
608 E Boulevard Ave  
Bismarck, ND 58505-0700  
(701) 328-2725

**Ohio**

Bureau of Motor Vehicles  
PO Box 16520  
Columbus, OH 43216-6520  
(614) 752-7587

**Oklahoma**

Corporation Commission  
Transportation Division  
2101 N Lincoln Blvd  
Oklahoma City, OK 73105  
(405) 521-3036

**Oregon**

Motor Carrier Transportation  
Branch  
550 Capitol St NE  
Salem, OR 97310-2530  
(503) 378-6699

**Pennsylvania**

Department of Transportation  
Commercial Registration Section  
PO Box 68285  
Harrisburg, PA 17106-8285  
(717) 346-0608

**Rhode Island**

Division of Motor Vehicles  
IRP Services Section  
45 Park Place  
Pawtucket, RI 02860  
(401) 728-6692

**South Carolina**

Department of Motor Vehicle  
PO BOX 1498  
Blythewood, SC 29016  
(803) 896-3870

**South Dakota**

Division of Motor Vehicles  
SD DRR-Sioux Falls  
300 S Sycamore Ste 102  
Sioux Falls, SD 57110  
(605) 773-3314

**Tennessee**

Department of Revenue  
Taxpayer & Vehicle Services  
Division  
Motor Carrier Section  
301 Plus Park Blvd  
Nashville, TN 37217  
(615) 399-4265

**Texas**

Vehicle Titles & Registration  
Division  
4000 Jackson Ave  
Austin, TX 78731  
(512) 465-7570

**Utah**

Division of Motor Vehicles  
210 N 1950 West  
Salt Lake City, UT 84134  
(801) 297-6800

**Vermont**

Department of Motor Vehicles  
National Life Bldg. Drawer 33  
Montpelier, VT 05603-0001  
(802) 828-2071

**Virginia**

Department of Motor Vehicles  
2300 West Broad Street  
PO Box 27412  
Richmond, VA 23269-0001  
(866) 878-2582

**Washington**

Department of Licensing  
Prorate and Fuel Tax Services  
PO Box 9228  
Olympia, WA 98507-9228  
(360) 664-1811

**West Virginia**

Division of Motor Vehicles  
1800 Kanawha Blvd E  
Bldg 3 Rm 138  
Charleston, WV 25317  
(304) 558-3629

**Wisconsin**

Department of Transportation  
Division of Motor Vehicles  
PO Box 7911  
Madison, WI 53707-7911  
(608) 266-9900

**Wyoming**

Department of Transportation  
5300 Bishop Blvd  
Cheyenne, WY 82009-3340  
(307) 777-4829

**Canada**

**Alberta**

Alberta Transportation Prorate  
Services  
1<sup>st</sup> Floor 803 Manning Rd NE  
Calgary, AB T2E 7M8  
Canada  
(403) 297-2920

**British Columbia**

Insurance Corporation  
Inter-jurisdictional Licensing  
PO Box 7500 Station Terminal  
Vancouver, BC V6B 5R9  
Canada  
(604) 443-4450

**Manitoba**

Insurance Corporation  
Commercial Vehicle Registration  
100-234 Donald St Box 6300  
Winnipeg, MB R3G 4A4  
Canada  
(204) 985-7775

**New Brunswick**

Department of Public Safety  
PO Box 6000  
Fredericton, NB E3B 5H1  
Canada  
(506) 453-2407

**Newfoundland and Labrador**

Motor Registration Division  
PO Box 8710  
St John's, NL A1B 4J5  
Canada  
(709) 729-4921

**Nova Scotia**

Service and Municipal Relations  
PO Box 2734  
Halifax, NS B3J 3P7  
Canada  
(902) 424-3912

**Ontario**

Ministry of Transportation  
Project & Change Management  
Branch  
1201 Wilson Ave Bldg C Rm 143  
Downsview, ON M3M 1J8  
Canada  
(416) 235-3923

**Prince Edward Island**

Transportation & infrastructure  
Renewal  
Highway Safety Division  
PO Box 2000  
Charlottetown, PE C1A 7N8  
Canada  
(902) 368-5202

**Quebec**

Societe De L'Assurance  
Automobile Du Quebec  
333 Boul Jean Lesage  
Local C3-33-CP 19600  
Quebec City QC G1K 8J6  
Canada  
(800) 837-6030

**Saskatchewan**

Government Insurance  
2260 11<sup>th</sup> Ave  
Regina, SK S4P 2N7  
Canada  
(306) 751-1200

## **IRS Walk-In Offices in Ohio**

### **Akron**

2 S Main St  
Room 101  
Monday through Friday  
8:30am to 4:30pm

### **Canton**

201 Cleveland Ave SW  
Room 121  
Monday through Friday  
8:30am to 4:30pm  
(Closed for lunch 1:00pm – 2:00pm)

### **Cincinnati**

550 Main St  
Monday through Friday  
8:30am to 4:30pm

### **Cleveland**

1240 E Ninth St  
Room 493  
Monday through Friday  
8:30am to 4:30pm

### **Columbus**

200 N High St  
Room 101  
Monday through Friday  
8:30am to 4:30pm

### **Dayton**

200 W Second St  
Room 403  
Monday through Friday  
8:30am to 4:30pm

### **Lima**

401 W North St  
Room 221  
Monday through Friday  
8:30am to 4:30pm  
(Closed for lunch 12:30pm – 1:30pm)

### **Mansfield**

180 N Diamond St  
Room 114  
Monday through Friday  
8:30am to 4:30pm  
(Closed for lunch 12:30pm – 1:30pm)

### **Toledo**

433 N Summit St 4 Seagate  
Room 226  
Monday through Friday  
8:30am to 4:30pm

### **West Chester**

9075 Centre Pointe Dr  
West Chester  
Monday through Friday  
8:30 a.m. to 4:30 p.m.

### **Youngstown**

250 Federal Plaza East  
IBM Building Suite 320  
Monday through Friday  
8:30am to 4:30pm  
(Closed for lunch 12:00pm - 1:00pm)

**Toll Free Number for Assistance**  
**800-829-1040**

**Toll Free Number for Forms**  
**800-829-3676**

**For the most up to date information you  
may go to their web site at**  
[www.irs.gov](http://www.irs.gov)

## 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 plate of business, where distance 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, the base jurisdiction of the fleet, the registered weight of the vehicle in each apportioned jurisdiction and the jurisdictions where the vehicle is properly registered.
<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>Contract carrier</b>	Any motor carrier transporting persons or property for compensation or hire under contract to a particular person, firm, or corporation.
<b>Exempt 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>Established Place Of Business</b>	A physical structure located within the base jurisdiction that is owned, leased or rented by the fleet registrant. The physical structure shall be designated by a street number or road location. A post office box is not sufficient to satisfy this requirement. This physical structure must be open during normal business hours and have located within it: <ol style="list-style-type: none"> <li>1. a person(s) in the permanent employment of the registrant conducting the fleet registrant's trucking-related business;</li> <li>2. the operational records of the fleet and the maintenance of such records (unless such records can be made available in accordance with the provisions of Section 1602).</li> </ol>
<b>FMCSA</b>	Federal Motor Carrier Safety Administration
<b>Fleet</b>	One or more vehicles that all travel in the same apportioned jurisdictions.
<b>Full trailer</b>	A vehicle without motive of 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>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>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>	Performance and Registration Information Systems Management
<b>Reciprocity Agreement</b>	An agreement, arrangement, or understanding governing the reciprocal grant of rights and/or privileges to vehicles which are parties to such an agreement, arrangement, or understanding.
<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 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, distance, or commodity restrictions (farm, log, or dealer plate).
<b>Road tractor (Mobile home toter or 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 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>	United States Department of Transportation