



OHIO DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF MOTOR VEHICLES

**REQUEST TO TRANSFER IRP REGISTRATION AND DELETE VEHICLE FROM FLEET**

|  |   |  |  |  |  |  |  |   |  |  |  |  |
|--|---|--|--|--|--|--|--|---|--|--|--|--|
| <b>IRP Registrant Account Information</b> <i>(you must have an Ohio IRP Account Number to use this form)</i> |   |  |  |  |  |  |  |   |  |  |  |  |
| 1. Registrant's Legal Name:  | 2. Ohio IRP Account Number:<br><table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table> |  |  |  |  |  |  | 3. Fleet Number<br><table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> |  |  |  |  |
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**Instructions:** This form must be submitted with the BMV4825 IRP Fleet Management Application and required support documents when the form indicates Transfer Registration and Plate from existing Vehicle to New Vehicle is the Type of Vehicle Registration or Fleet Management Application selected.

Complete an entry for each vehicle you wish to transfer its active IRP Registration to a new vehicle. The vehicle you are transferring the registration from will be deleted from your fleet. You must submit a BMV4838 IRP New Account Application Vehicle Information, and required support documents, for each new vehicle you indicate below that you wish to transfer the deleted vehicle's active IRP Registration to.

**Note:** Do not use this form to cancel IRP Registration, please use BMV 4311 Customer Request to Cancel Vehicle Registration, and submit directly to the IRP Unit.

| <b>Transfer Registration from Vehicle Information</b><br><i>this vehicle will be deleted from your IRP Fleet</i> |        |         |       | <b>Transfer Registration To Vehicle Information</b><br><i>this information must match the BMV4838</i> |       | <b>Keep Existing Plate?</b><br><i>If you answered No for Keep Existing Plate indicate a replacement plate reason **</i> | <b>Replacement Plate Reason</b><br>D-Destroyed<br>L-Lost<br>S-Stolen |
|--|--------|---------|-------|---|-------|---|--|
|  | Unit # | Plate # | VIN # | Unit #  | VIN # |   |  |
| 1  |        |         |       |   |       | <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |
| 2  |        |         |       |   |       | <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |
| 3  |        |         |       |   |       | <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |
| 4  |        |         |       |   |       | <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |
| 5  |        |         |       |   |       | <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |

\*\*Please be aware, should an existing plate that has been replaced that was not returned to the Ohio IRP Unit for destruction be subsequently found to be in operation, the Registrant, may be liable for additional registration fees, or other infractions per jurisdictional laws the plate is found operating in.