



OHIO DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

**INTERNATIONAL REGISTRATION PLAN (IRP)
ESTABLISHING BASE JURISDICTION AND PROOF OF RESIDENCY**

Ohio IRP Processing Center
Ohio Bureau of Motor Vehicles
P.O. Box 18320
Columbus OH 43218-0320

INTERNATIONAL REGISTRATION PLAN (IRP) REGISTRANT INFORMATION

REGISTRANT LEGAL NAME		TAX IDENTIFICATION NUMBER	IRP ACCOUNT / FLEET NUMBER	
REGISTRANT DOING BUSINESS AS NAME (if applicable)		PRINCIPAL OWNER NAME / TITLE		
ESTABLISHED PLACE OF BUSINESS ADDRESS (Must be Ohio)		CITY		
COUNTY	MUNICIPALITY	STATE	ZIP	

Per the International Registration Plan Article 2 an “Established Place of Business” means a physical structure located within the Base Jurisdiction (Ohio) that is owned or leased by the Applicant or Registrant and whose street address shall be specified by the Applicant or Registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the Applicant or Registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the Applicant’s or Registrant’s trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). Records concerning the Fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1035).

As such Ohio may accept information it deems pertinent to verify that an Applicant or Registrant has an Established Place of Business or Residency within the Ohio Base Jurisdiction.

The registrant shall present three documents, as indicated below, containing the registrant’s name and Ohio physical business address as indicated on the IRP Application to establish a place of business or residency to the satisfaction of the IRP Processing Center. A post office box or other mail box address is not acceptable.

DOCUMENT DESCRIPTION	NAME LISTED ON DOCUMENT
Ohio Driver License or Identification Card	IRP Registrant; or Principal Owner if the IRP Registrant is an LLC, Corporation, or LLP. REQUIRED IF APPLICANT IS INDIVIDUAL OR SOLE PROPRIETOR
Charter from Ohio Secretary of State indicating incorporated or registered in Ohio, or registered to conduct business as a foreign corporation in Ohio	IRP Registrant (A document indicating the legal entity is domestically registered with the SOS is presumed to be proof of Ohio residency) REQUIRED IF APPLICANT IS LLC, CORPORATION, OR LLP
Mortgage Contract (Bill indicating address mortgaged) or Lease Agreement for Rental Property	IRP Registrant; or Principal Owner if the IRP Registrant is an LLC, Corporation, or LLP.
Federal income/excise tax returns-Copy not more than 18 months old with proof of filing	IRP Registrant; or Principal Owner if the IRP Registrant is an LLC, Corporation, or LLP.
State of Ohio income/business tax returns-Copy not more than 18 months old with proof of filing or valid professional license	IRP Registrant; or Principal Owner if the IRP Registrant is an LLC, Corporation, or LLP.
Real estate or personal property returns	IRP Registrant; or Principal Owner if the IRP Registrant is an LLC, Corporation, or LLP.
Utility bills – Water, Sewer, Electric, Natural Gas, Cable/Internet, or Telephone issued within the last 60 days (service address in OH)	IRP Registrant; or Principal Owner if the IRP Registrant is an LLC, Corporation, or LLP.
State of Ohio personal or commercial vehicle registration or title	IRP Registrant; or Principal Owner if the IRP Registrant is an LLC, Corporation, or LLP.
Letter from IRS assigning Federal Identification Number	IRP Registrant
Other – Any other genuine, current, and reliable document approved by the BMV Registrar that clearly evidences the Registrant’s legal Residence to the satisfaction of the State of Ohio via the IRP Processing Agent Description of Other Document(s):	IRP Registrant; or Principal Owner if the IRP Registrant is an LLC, Corporation, or LLP. A complete list of other acceptable documents can be found on the form BMV 2424 which can be downloaded from the Ohio BMV Web site at www.bmv.ohio.gov

Only original documents or a copy bearing an original certification by the issuing authority are acceptable.

Uncertified copies or copies of certified documents are not acceptable.

Failure to provide three (3) acceptable documents shall result in the denial of the application.