Louisiana IRP "International Registration Plan" Registrant Manual

Courtesy of the 2009-2010 IRP Unit
Louisiana Office of Motor Vehicles
Department of Public Safety
Public Safety Services

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Introduction

This manual explains how to obtain "apportioned" registration for interstate trucks, tractors and other commercial vehicles based in any member jurisdiction of the International Registration Plan, or IRP. (See 1.0.)

The following pairs of words are used interchangeably in this manual:

- "IRP" and "Apportioned" or "Proportional" Registration
- "Applicant" and "Registrant"
- "IVMR" or "VTR"
- 26,000 lbs. equals 11,800 kg.

Please use this manual as a reference only. Keep it in a 3-ring binder for future reference. Updates and information changes will be made available online at www.expresslane.org. A new copy of the manual ***will not*** be provided each year.

The basic information needed to prepare applications is provided. The contents will not cover every unique situation or answer all questions that may arise. An applicant who requires more information than is contained in this manual may telephone the IRP Section of the Office of Motor Vehicles at (225) 925-6270.

To speed up the registration process, we encourage applicants to read and follow the written instructions precisely.

SAME DAY SERVICE MAY NOT ALWAYS BE AVAILABLE FOR ALL APPLICATIONS AND WILL NOT BE AVAILABLE FOR RENEWAL APPLICATIONS.

***NOTE*:** This manual also contains references to CAVR, the Canadian Agreement on Vehicle Registration. Canadian Provinces in IRP are also members of CAVR, a special plan for registering vehicles that travel in two or more (Canadian member) jurisdictions.

When a Canadian jurisdiction is a member of both plans, the IRP supersedes the CAVR.

I.0 What is IRP?

What is IRP?

IRP stands for the International Registration Plan, a cooperative agreement for registering vehicles that travel into at least one other jurisdiction in addition to the base jurisdiction. IRP provides for payment of licensing fees based on fleet miles operated and vehicle information. The unique feature of IRP is that although license fees are paid to the base jurisdiction and distributed to various jurisdictions in which fleet vehicles are operated, only one (1) license plate and one (1) cab card is issued for each fleet vehicle.

What jurisdictions are members of the IRP?

The following jurisdictions are IRP members. * denotes members of CAVR.

Alabama	**AL**	**Manitoba ***	**MB**	**Oklahoma**	**OK**
Alberta *	**AB**	**Maryland**	**MD**	**Ontario ***	**ON**
Arizona	**AZ**	**Massachusetts**	**MA**	**Oregon**	**OR**
Arkansas	**AR**	**Michigan**	**MI**	**Pennsylvania**	**PA**
British Columbia *	**BC**	**Minnesota**	**MN**	**Prince Edward Island ***	**PE**
California	**CA**	**Mississippi**	**MS**	**Quebec ***	**QC**
Colorado	**CO**	**Missouri**	**MO**	**Rhode Island**	**RI**
Connecticut	**CT**	**Montana**	**MT**	**South Carolina**	**SC**
Delaware	**DE**	**Nebraska**	**NE**	**South Dakota**	**SD**
Dist. Of Columbia	**DC**	**Nevada**	**NV**	**Saskatchewan ***	**SK**
Florida	**FL**	**New Brunswick ***	**NB**	**Tennessee**	**TN**
Georgia	**GA**	**Newfoundland ***	**NL**	**Texas**	**TX**
Idaho	**ID**	**New Hampshire**	**NH**	**Utah**	**UT**
Illinois	**IL**	**New Jersey**	**NJ**	**Vermont**	**VT**
Indiana	**IN**	**New Mexico**	**NM**	**Virginia**	**VA**
Iowa	**IA**	**New York**	**NY**	**Washington**	**WA**
Kansas	**KS**	**North Carolina**	**NC**	**West Virginia**	**WV**
Kentucky	**KY**	**North Dakota**	**ND**	**Wisconsin**	**WI**
Louisiana	**LA**	**Nova Scotia ***	**NS**	**Wyoming**	**WY**
Maine	**ME**	**Ohio**	**OH**		

What is Apportioned Registration?

Apportioned registration is a method of licensing a fleet of commercial vehicles operating in more than one jurisdiction. Collected fees are apportioned or “prorated” among the jurisdictions.

Who is eligible to use Apportioned Registration?

You apply for apportioned registration for inter-jurisdiction operation of the following:

- Vehicle(s) operating over 26,000 pounds.
- Vehicle(s) with three or more axles regardless of weight.
- Vehicle(s) used in combination exceeding 26,000 pounds.
- Vehicles which operate in two or more jurisdictions.

Note: Each vehicle within a fleet must operate in two or more jurisdictions during the registration year for that vehicle to qualify for Apportioned Registration.

General Information

WHEN CALLING THE IRP OFFICE!!!
Have the account number ready.
Have the fleet number ready.

IRP Unit
Office of Motor Vehicles
Telephone: (225) 925-6270
Fax: (225) 925-3976

Office of Motor Vehicle Headquarters	
Location Address:	Mailing Address:
Office of Motor Vehicle **IRP Section** **7979 Independence Blvd.** **Baton Rouge, LA 70806**	**Office of Motor Vehicle** **IRP Section** **PO Box 64886** **Baton Rouge, LA 70896**
Office Hours 8:00 a.m. – 4:00 p.m. Monday – Friday	

HOLIDAY SCHEDULE

New Year's Day	**Good Friday**	**Thanksgiving Day**
Day After New Year's	**Independence Day**	**Acadian Day**
Martin Luther King Jr. Holiday	**Labor Day**	**Christmas Day**
Mardi Gras	**Veteran's Day**	

NOTE

Our office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday. It is <u>imperative</u> to arrive by 2:30 p.m. to allow sufficient time for your application to be processed. Processing time for your application is approximately 1 ½ to 2 hours and walk-in applicants are <u>not</u> accepted after 4:00 p.m.

IRP Field Offices

Supplemental applications can be handled at one of the Office of Motor Vehicle field offices listed below.

ALEXANDRIA **5602 Coliseum Blvd.** **Alexandria, LA 71303** **Telephone (318) 487-5933**	**BATON ROUGE** **OMV HQ, IRP UNIT** **7979 Independence Blvd.** **Baton Rouge, LA 70806**
BOSSIER CITY **3802 Kilpatrick** **Bossier City, LA 71112** **Telephone (318) 741-7135**	
CROWLEY **1710 West 2nd Street** **Crowley, LA 70527** **Telephone (337) 788-7505**	**HAMMOND** **1320 N. Morrison Blvd., Suite 113** **Hammond, LA 70401** **Telephone (985) 543-4127**
HOUMA **108 Capital Blvd.** **Houma, LA 70360** **Telephone (985) 857-3675**	**LAFAYETTE** **3241 N.W. Evangeline Thruway Suite A** **Lafayette, LA 70507** **Telephone (337) 886-3713**
LAKE CHARLES **951 Main Street** **Lake Charles, LA 70615** **Telephone (337) 491-2533**	**MONROE** **5171 Northeast Rd.** **Monroe, LA 71203** **Telephone (318) 362-3121**
MORGAN CITY **1200 Victor II Blvd.** **Morgan City, LA 70380** **Telephone (985) 380-2443**	**NEW IBERIA** **1613 E. Main St** **New Iberia, LA 70560** **Telephone (337) 373-0054**
NEW ORLEANS **Closed**	**RUSTON** **2025 Farmerville Hwy.** **Ruston, LA 71270** **Telephone (318) 251-4148**
SHREVEPORT **9310 Normandie Dr.** **Shreveport, LA 71118** **Telephone (318) 676-5507**	**VIDALIA** **2009 Billy Deal Lane** **Vidalia, LA 71373** **Telephone (318) 336-7137**

2.0 How IRP Works

Under IRP, interstate carriers must file applications with the jurisdiction in which they are based. That jurisdiction is known as the "base jurisdiction." The base jurisdiction issues registration credentials for each vehicle. The apportioned plates and cab cards are registration credentials you need to operate on an interstate and intrastate basis in member jurisdictions.

IRP and CAVR jurisdictions have agreed to allow the base jurisdiction to collect the applicable fees for apportionment for all jurisdictions collectively and at one time. These fees are then sent to other IRP and CAVR jurisdictions according to:

- Percentage of mileage travelled in each jurisdiction
- Vehicle identification information and
- Maximum weight
- Value, age, unladen weight, axles, etc. (In some jurisdictions)

Example of fee calculations:

The operator of this unit travels in Louisiana, Texas, Arkansas and Oklahoma. He travels 25,000 miles in each state for a grand total of 100,000 miles at the end of the mileage reporting period. The operator has a registered combined gross weight of 80,000 pounds in each state. The license fee would be computed as follows:

	MILEAGE	*PERCENTAGE*		*FULL YEAR FEE*		*APPORTIONED FEE*
AR	25,000	0.25000	X	$1,350.00	=	$ 337.50
LA	25,000	0.25000	X	$ 504.00	=	$ 126.00
OK	25,000	0.25000	X	$ 948.00	=	$ 237.00
TX	25,000	0.25000	X	$ 840.00	=	$ 210.00
TOTALS	100,000	100%				$ 910.50

Under the IRP and CAVR, all member jurisdictions:

- Accept a single registration plate.
- Accept a single registration card (cab card); and
- Allow registrants to travel both interstate and intrastate jurisdictionally. (Intrastate travel is subject to the terms of the **operating authority** issued by each member Jurisdiction.)

Apportioned Registration Does Not:

- Waive or exempt a truck operator from obtaining operating authority from any Jurisdiction in which the apportioned vehicle travels (either inter or intra).
- Waive or replace the requirements of the International Fuel Tax Agreement (IFTA);
- Waive or exempt the payment or reporting of other taxes (income tax, sales tax, etc.).
- Allow registrants to exceed the maximum length, width, height or axle limitations.
- Waive or exempt the payment or reporting of the Federal Heavy Vehicle Use Tax (Form 2290).
- Exempt a carrier from filing the necessary proof of liability coverage in each Jurisdiction where required.

3.0 When You Should and Where You Go To Apportion Your Vehicle

Apportionable Vehicle

"Apportionable Vehicle" means (except as provided below) any Power Unit that is used or intended for use in two or more Member Jurisdictions and that is used for transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:

1. Has two Axles and a gross Vehicle weight or registered gross Vehicle weight in excess of 26,000 pounds (11,793.401 kilograms), or
2. Has three or more Axles, regardless of weight, or
3. Is used in combination, when the gross Vehicle weight of such combination exceeds 26,000 pounds (11,793.401 kilograms).

Recreational vehicles, vehicles displaying restricted plates, buses used in the transportation of chartered parties, and government-owned vehicles are not apportionable vehicles. Trucks or truck tractors, or the power units in a combination of vehicles having a gross vehicle weight of 26,000 pounds (11,793.401 kilograms), or less, and buses used in the transportation of chartered parties are not required to register; however, they **may** be registered under the Plan at the option of the Registrant.

Base Jurisdiction

"Base Jurisdiction" means the jurisdiction, (i) where the Applicant has an Established Place of Business, (ii) where the Fleet the Applicant seeks to register under the Plan accrues distance and (iii) where Operational Records of the Fleet are maintained or can be made available, to which an Applicant applies for apportioned registration under the Plan or the Member Jurisdiction that issues apportioned registration to a Registrant under the Plan.

Established Place of Business

"Established Place of Business" means a physical structure located within the Base Jurisdiction 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). Operational 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 1020). The Base Jurisdiction may accept information it deems pertinent to verify that an Applicant or Registrant has an Established Place of Business within the Base Jurisdiction.

Restricted Plates

"Restricted Plate" means a plate that has a time, geographic area, distance, or commodity restriction or a mass transit or other special plate issued for a bus leased or owned by a municipal government, a state or provincial transportation authority, or a private party, and operated as part of an urban mass transit system, as defined by the Jurisdiction that issues the plate.

Vehicles displaying the following restricted plates issued by Louisiana are exempt if applicable agreements, understandings, or declarations so provide. These vehicles exempt from apportioned registration can operate **interstate** only. If operating **intrastate within other IRP jurisdictions,** a trip permit must be obtained prior to entry OR vehicles may be apportioned at the option of the registrant.

▪ **Public**	▪ **Dealer Inventory**
▪ **Forest Products**	▪ **Transport**
▪ **Farm-use**	▪ **Manufacturer**
▪ **Gravel Haul**	

Selection of Base Jurisdiction

(a) An Applicant may elect as its Base Jurisdiction any Member Jurisdiction (i) where the Applicant has an Established Place of Business, (ii) where the Fleet the Applicant seeks to register under the Plan accrues distance and (iii) where Operational Records of the Fleet are maintained or can be made available.

(b) An Applicant that does not have an Established Place of Business in any Jurisdiction may designate as Base Jurisdiction any Member Jurisdiction (i) where the Applicant can demonstrate Residence, (ii) where the Fleet the Applicant seeks to register under the Plan accrues distance, and (iii) where Operational Records of the Fleet are maintained or can be made available.

(c) To establish Residence in a Member Jurisdiction, an Applicant must demonstrate to the satisfaction of the Member Jurisdiction **at least three (3) of the following**:

- If the Applicant is an individual, the driver's license must be issued by that Jurisdiction.
- If the Applicant is a corporation, proof of incorporation or registration to conduct business as a foreign corporation in that Jurisdiction must be submitted.
- If the Applicant is a corporation, the principal owner must be a resident of that Jurisdiction.
- The Applicant has paid personal income taxes to that Jurisdiction.
- The Applicant's federal income tax returns have been filed from an address in that Jurisdiction.
- The Applicant receives utility bills in that Jurisdiction in the applicant's name.
- The Applicant has a Vehicle titled in that Jurisdiction in the applicant's name.
- Other factors clearly provide evidence that the Applicant's legal Residence is in that Jurisdiction.

4.0 Types of Operations

For–Hire Carriers
Any person, firm or corporation who engages in transportation by motor vehicle of passengers, commodities or property for compensation is considered a for-hire carrier.

Private Carriers
A person, firm, or a corporation that uses its own trucks to transport its own freight is considered a private carrier.

Owner-Operators
Owner-operators who lease their vehicle(s) may register in either of two ways:

- The owner-operator may be the registrant. The vehicle(s) will be titled and registered in the name of the owner-operator. The owner-operator will be responsible for registration of such vehicle(s) and for establishing and maintaining records required of proportionally registered fleets.
- The carrier (lessee) may be the registrant. The vehicle(s) will be registered in the names of both the carrier as lessee and the owner-operator as lessor. The carrier will be responsible for registration of such vehicle(s) and for establishing and maintaining records required of proportionally registered fleets. If the lease is broken then the plate is to be returned to the carrier since it was purchased through the carrier.

Buses
Regular Routes
Apportioned registration is a requirement under IRP for all buses travelling regularly scheduled routes. At the option of the registrant, total miles may be the sum of all actual in-jurisdiction miles or a sum equal to the scheduled route miles per jurisdiction from the farthest point of origination to the farthest point of destination of the route schedule. Apportionment is a requirement under IRP for all buses used exclusively for the transportation of passengers for compensation or gain.

Charters
Buses used exclusively for the transportation of 'chartered parties' are exempt from apportioned registration under IRP. They may apportion if they choose to.

Household Goods Carriers
Equipment Leased From Service Representative
Household Goods Carriers using equipment leased from service representatives may elect to base that equipment in either the base jurisdiction of the service representative or that of the carrier.

- If 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 shown as lessee. The apportionment of fees shall be according to the combined mileage records of the service

representative and the carrier. Such records must be kept or made available in the service representative's base jurisdiction.

- If the base jurisdiction of the Household Goods Carrier is selected, the equipment shall be registered in the name of the carrier and that of the service representative as lessor. The apportionment of fees shall be according to the combined mileage records of the carrier and those of the service representative. Such records must be kept or made available in the Household Goods Carrier's base jurisdiction.

Owner-Operator Leased Equipment

For equipment owned and operated by owner-operators other than service representatives, and used exclusively to transport cargo for the Household Goods Carrier, the equipment shall be registered by the carrier in the base jurisdiction of the carrier, but in both the owner-operator's name as lessor and that of the carrier's as lessee, with the apportionment of fees according to the records of the carrier.

Rental Vehicles

Rental Definitions

For purposes of IRP, the following definitions are applicable to rental vehicles:

Rental Owner – someone who rents Vehicles to others with or without drivers.

Rental Fleet – vehicles the Rental Owner designates as a Rental Fleet and which are offered for rent with or without drivers.

Rental Vehicle – vehicles the Rental Owner designates as a Rental Fleet and which are offered for rent with or without drivers.

Renting and Leasing – the giving of possession and control of a vehicle for valuable consideration for a specified period of time.

Rental Transaction – for the rental of a vehicle, this shall be deemed to occur in the jurisdiction where such vehicle first comes into possession of the user.

IRP specifically provides for the registration of various types of rental fleets; CAVR provides for the registration of 'One-Way Truck Rentals' only.

Rental fleets owned by any person or firm engaging in the business of renting vehicles with or without drivers for valuable consideration for a specific period of time shall be extended full interstate or intrastate privileges, providing that:

- Such person or firm has received either the appropriate operating authority or approval from the jurisdiction to apportion such rental fleet, and;
- the operational records of the fleet are maintained by the rental owner and must be identifiable as being part of such fleet; and
- Such vehicles are part of a rental fleet that are identifiable as being a part of such fleet and must include the specified number of vehicles; and

- **Such person or firm registers the vehicles as described below:**

Rental Passenger Cars

Divide the gross revenue received in the preceding year for use of such rental arising from passenger car rental transactions occurring in Louisiana by the total gross revenue received in the preceding year for the use of such rental vehicles arising from passenger car rental transactions occurring in all member (IRP) jurisdictions in which such vehicles were operated. The resulting percentage shall be applied to the overall total number of rental passenger cars to determine the actual number of rental passenger cars that shall be plated and pay full registration fees in Louisiana.

NOTE: Allocation of rental cars is at the option of the registrant.

One–Way Vehicles

Trucks of less than 26,000 lbs. / 11,800 kg gross vehicle weight operated as part of an identifiable one–way fleet will allocate and fully plate vehicles to the respective jurisdictions based on the fleet mileage factor. All trucks of such one–way fleets so qualified will be allowed to perform both interstate and intrastate movements in all jurisdictions. These vehicles must also meet all specific requirements for intra-state/intra-jurisdictional travel.

5.0 Requirements

Vehicle Title

Louisiana Statutes require that any vehicle being licensed in Louisiana must be titled or registered in Louisiana first. You must file an application (DPSMV 1799) to title a motor vehicle, prior to applying for an apportioned license plate. More information on the titling of motor vehicles is available on the State website at www.dps.state.la.us/omv/ttl/title.html.

Insurance

To obtain Louisiana apportioned plate, an applicant must have proof of liability insurance in the amount of $100,000/$300,000/$25,000 or combined single limit of $300,000 if the vehicle has a combined GVW rating in excess of 50,000 pounds. Vehicles with a combined GVW rating of 20,001 through 50,000 must submit proof of liability insurance in the amount of $25,000/$50,000/$25,000 or a combined single limit of not less than $75,000.

Please note: If a carrier is leasing to another company/individual and the lessee is providing insurance on the unit, it will be necessary to submit a copy of the lease agreement.

Proof of Residency or Established Place of Business Documentation

1. Individual – Louisiana Driver's License
2. Corporation
   - **a)** Certificate
   - **b)** Copy of Articles of from Secretary of State
   - **c)** Initial/Annual Report
3. Louisiana income tax returns for the applicant
4. Utility Bills
5. Louisiana title for a vehicle registered in the applicant's name, or
6. Other factors that clearly prove the Applicant's legal residence in that Jurisdiction

Lease Agreement

A copy of the lease agreement must be submitted if the vehicle is being leased onto a carrier.

USDOT Number

Companies that operate commercial vehicles transporting passengers or hauling cargo in interstate commerce must be registered with the FMCSA and must have a USDOT Number. Also, commercial intrastate hazardous materials carriers who haul quantities requiring a safety permit must register for a USDOT Number. The USDOT Number serves as a unique identifier when collecting and monitoring a company's safety information acquired during audits, compliance reviews, crash investigations, and inspections.

New-Entrant Program

On January 1, 2003 the Federal Motor Carrier Safety Administration (FMCSA) implemented the New Entrant Safety Assurance Process. All first-time carrier applicants for a USDOT Number will be automatically enrolled in the FMCSA New Entrant Safety Assurance Program. This process requires all US and Canadian motor carriers to file an MCS-150 (Motor Carrier Identification Report) and an MCS-150A (Safety Certification for Application). This program requires new entrants to pass a safety audit and maintain acceptable roadside safety performance over an initial 18-month period before they are given permanent registration status. In most cases, companies operating exclusively as brokers or non-vehicle-operating shippers or freight forwarders do not need to obtain a USDOT Number.

A USDOT number must be provided by each person or entity registering a commercial motor vehicle along with the FEIN (Federal Employer Identification Number) or Social Security Number of the registrant. If the registrant does not have his own operating authority, a completed MCS-150, reflecting the USDOT number and FEIN of the motor carrier responsible for safety, must be submitted for every vehicle which is registered in the apportioned account.

The Office of Motor Vehicles, IRP Section will collect this data and forward it to the FMCSA. You will be given these documents as part of your renewal package. The forms may be submitted with your renewal which we will then forward to the federal agency or you may update the required information online.
You may contact the FMCSA at:

For Questions Only:	**To Mail Forms or For Questions:**
Federal U.S. Department of Transportation Federal Highway Administration Office of Motor Carrier Safety Baton Rouge, LA Telephone: (225) 757-7640	**Federal Motor Carrier Safety Administration Attention: USDOT Number Application 1200 New Jersey Avenue SE Washington, DC 20590 Telephone: 1-800-832-5660**
Web Site: http://www.fmcsa.dot.gov/online-registration	

Federal Heavy Vehicle Use Tax

Federal law requires proof of payment of the Federal Heavy Vehicle Use Tax (HVUT), current tax period, when registering vehicles 55,000 lbs. or more combined or loaded gross weight. When a new truck is first purchased, an initial Form 2290 must be filed by the end of the following month. A Form 2290 must also be filed if the taxable gross weight of a vehicle increases and the vehicle falls into a new category. Besides the initial filing, an annual filing is required.

NOTE: If date due is a Saturday, Sunday, or legal holiday, file by the next business day.

Acceptable proof of payment:

- An original or photocopied receipted **Schedule 1, Schedule of Heavy Highway Vehicles, (Form 2290)** that is returned by the Internal Revenue Service (IRS) to the taxpayer (sample attached). The **Schedule 1** must be for the current tax year as shown on the top center of the form; the IRS receipt stamp on the **Schedule 1** must also be for the current year.
- A copy of the electronic filing of this form is acceptable and at this time electronic filing is required for any taxpayer reporting 25 or more vehicles. The electronic filing will be printed from a provider participating in the **IRS *e-file*** program and will be watermarked and/or show other designation as ***e-file.*** On applications for registrations received during the months of July, August, and September, proof of payment for the immediately preceding taxable period may be used.
- The VIN shown in the receipted **Schedule 1** must be the same VIN of the vehicle being registered.
- If no VIN is shown on the receipted **Schedule 1, if Part III, Summary of Reported Vehicles,** shows that the taxpayer paid tax on more than twenty-one (21) vehicles or had tax suspended on more than nine (9) vehicles, you can register up to the number of vehicles shown on **Part III** without verifying the VINs, as long as the name on **Schedule 1** is one of the names in which the vehicle is being registered.
- If a taxpayer has not received or has lost the receipted **Schedule 1**, a photocopy of the **Form 2290** with **Schedule 1** and both sides of the cancelled check used to pay the taxes may be accepted.
- A **Form 2290** is required in the name of the registered owner by the last day of the month following the date of purchase of a new vehicle required to pay the HVUT.

It is the applicant's responsibility to fully comply with all requirements listed in the **Federal Form 2290**. (See Appendix C for a listing of Louisiana IRS locations.)

Unified Carrier Registration

Louisiana is a member of the Unified Carrier Registration Agreement. All fees for the current UCR must be paid by motor carriers. Any motor carrier who is delinquent in payment of UCR fees must pay the fees for the current year before vehicles can be added to an existing account or before a new account can be opened.

To operate **Interstate** for-hire transportation in Louisiana, all common and contract for-hire carriers of passengers, household goods, or waste must register with the Unified Carrier Registration in order to be compliant state and federal laws. Register at:

Louisiana Department of Public Safety
Office of Motor Vehicles/IRP Section
7979 Independence Blvd
Baton Rouge, LA 70806
Telephone: (225) 925-6270
www.ucr.in.gov

The Unified Carrier Registration (UCR) Program requires individuals and companies that operate commercial motor vehicles in intrastate commerce to register their business and to pay an annual fee based on the size of their fleet.

For purposes of determining fees, a “commercial motor vehicle” is defined as a self-propelled or towed vehicle used on the highways in commerce principally to transport passengers or cargo, if the vehicle:

- Has a GVWR or GVW of 10,001 pounds or more.
- Is designed to transport 11 or more passengers, including the driver; or
- Is used in transporting hazardous materials in a quantity requiring a placard.

Fleet Size (Include Trailers)		Fee Per Company
From	To	
0	2	$39.00
3	5	$116.00
6	20	$231.00
21	100	$806.00
101	1,000	$3,840.00
1,001	or more	$37,500.00

These are the current fees. Fees are subject to change in future registration years. Check the UCR web site for the latest fees.

Operating Authority

Companies that operate as “for hire” carriers (for a fee or other compensation) that transport passengers or federally regulated commodities, or arrange for their transport, in interstate commerce are also required to have interstate operating authority.

The Reach of Operating Authority

FMCSA operating authority is also referred to as an "MC," "FF," or "MX" number, depending on the type of authority that is granted. Unlike the USDOT Number application process, a company may need to obtain multiple operating authorities to support its planned business operations. Operating Authority dictates the type of operation that a company may run, the classes of cargo it may carry, and the geographical area in which it may legally operate.

Financial Responsibility and Exemptions

All of this also dictates the level of insurance/financial responsibility a company must maintain. Carriers not required to have operating authority include Private carriers, "for-hire" carriers that exclusively haul exempt commodities (cargo that is not federally regulated), or carriers that operate exclusively within a federally designated "commercial zone" that is exempt from interstate authority rules. A commercial zone is, for example, a geographic territory that includes multiple

jurisdictions bordering on a major metropolitan city, such as Virginia/ Maryland/Washington, DC.

To operate in Interstate for-hire transportation in Louisiana, common and contract for-hire carriers must first obtain operating authority from the Federal Motor Carrier Safety Administration (FMCSA), Office of Motor Carriers and then file that authority with their base jurisdiction. The FMCSA can be contacted at:

Federal Motor Carrier Safety Administration
P.O. Box 70935
Charlotte, NC 28272-0935

Web Site: http://safer.fmcsa.dot.gov/

Some types of carriers may require intrastate authority to operate in Louisiana as well. Intrastate authority is issued by the Louisiana Public Service Commission. They can be contacted at:

Louisiana Public Service Commission
PO Box 91154
Baton Rouge, LA 70821.
Telephone: (888) 342-5717 or (225) 342-4414

Web Site: www.lpsc.org

International Fuel Tax Agreement – IFTA

IFTA is a base-state fuel tax agreement. The carrier's base jurisdiction issues credentials that allow the IFTA licensee to travel in all IFTA member jurisdictions. All jurisdictions except Alaska and Washington D.C. and the Canadian Provinces of the Northwest Territory and the Yukon, are IFTA member jurisdictions.

Louisiana is your base jurisdiction for IFTA licensing and reporting if:

- Your qualified motor vehicles are registered in **Louisiana;**
- You have an established place of business in **Louisiana** from which motor carrier operations are performed;
- You maintain the operational control of, and operational records for, qualified motor vehicles in **Louisiana,** or can make those records available here; and
- You have qualified motor vehicles that actually travel on **Louisiana** highways.

The IFTA license offers several benefits to the interstate motor carrier. These benefits include one license, one set of credentials, one quarterly fuel tax report that reflects the tax or refund due, and one audit, in most circumstances. These advantages all lead to cost and time savings for the interstate carrier.

IFTA License Application Procedure

Any motor carrier based in **Louisiana** and operating one or more qualified motor vehicles in at least one other IFTA member jurisdiction may file an IFTA license application in **Louisiana**. If a carrier qualifies as an IFTA licensee but does not wish to participate in the IFTA program, fuel permits must be obtained to travel

through member jurisdictions, according to the regulations of each member jurisdiction.

A qualified motor vehicle is a motor vehicle used for transportation of persons or property and has at least two axles and a gross vehicle weight exceeding 26,000 lbs. or is used in combination, and the combination exceeds 26,000 lbs. or has three or more axles regardless of weight.

A carrier can request an IFTA license application by contacting the Louisiana Department of Revenue through the following contact information.

Louisiana Department of Revenue
Excise Taxes Division
P.O. Box 201
Baton Rouge, LA
Telephone: (225) 219-7656

http://www.revenue.louisiana.gov

Louisiana Department of Revenue
Excise Taxes Division
617 North 3rd Street
Baton Rouge, LA 70821

6.0 Fees

Registration Fees

All Louisiana-based and apportioned vehicles are subject to yearly registration fees. Registration fees are calculated according to each jurisdiction's specific registration schedules. These fees are then sent to other IRP and CAVR jurisdictions according to:

- Percentage of mileage travelled in each jurisdiction
- Vehicle identification information and
- Maximum weight
- Value, age, unladen weight, axles, etc… (in some jurisdictions)

Refer to Page 5, for an example of Louisiana fee calculation.

A billing notice will be mailed to the carrier, who then pays with **certified funds only**, (cashier's check, certified check, money or cash). The payment is to be made payable to **Louisiana Department of Public Safety,** in the exact amount shown on the billing notice. To avoid any delays you must submit a copy of the billing notice with your payment. Any non-certified company or personal checks will be returned to you, resulting in a delay. Credentials (license plates and/or cab cards) will not be issued until payment is accepted and processed.

7.0 Billing Notice

When Louisiana processes each application, the fees are calculated for all IRP jurisdictions for which apportionment has been requested. Every jurisdiction bases its fees on different criteria, such as vehicle weight, purchase price, model year of the vehicle, carrier type, and so on. Some jurisdictions have more than one fee, such as an ad valorem tax, excise tax, privilege tax, or clean air levy. All fees are inclusive within the breakdown for each jurisdiction on the notice.

The billing notice is sent to the carrier's mailing address as shown on the application and shows the total due for the registration. The billing notice typically breaks down charges into:

- Total amounts calculated for each jurisdiction apportioned
- Credential fees due (plate fees, cab card fees)
- Vehicle(s) listed on the application

Payment

The total amount due is shown on the first page of the billing notice. Do not remit funds for any amounts listed for the individual jurisdiction charges on the invoice as these are subtotals only and have already been included in the total amount due shown on page 1.

Please make your payment payable to:

Louisiana Department of Public Safety
Office of Motor Vehicles / IRP Unit

Mail certified funds and a copy of the billing to:

Office of Motor Vehicles / IRP Unit
PO Box 64886
Baton Rouge, LA 70896

8.0 Applications and Forms

Completion of Applications

The applicant is responsible for properly completing all forms necessary to register vehicles under apportioned registration agreements. If you submit an incomplete application, you will be asked to provide the information or submit a new, revised application. **Incorrect or partial completion of an application will delay processing.** Data on the application is subject to review and verification; base jurisdiction acts for all jurisdictions in the collection and verification of such information and **the registrant's signature attests to the accuracy.**

Applications and Forms

Apportioned application forms and additional information are available through the main IRP office in Baton Rouge or from the IRP field offices listed on Page 4 of this manual or on our website at **www.expresslane.org** under Forms. To avoid delay in processing your application, be sure to complete all requested information on each form. Sample forms and detailed instructions are included in Appendix B of this guide.

Options for Receiving Credentials

Credentials will not be issued until payment has been accepted and processed. Payment must be made in the form of cash, certified check, cashier's check, or money order and must be made payable to the **Louisiana Department of Public Safety**.

The credentials are issued at the same time the payment is processed and placed in the mail by close of business the same day. They may also be picked up in our office as soon as processing is completed.

The only credentials that may be faxed are Temporary Registration Authorities.

9.0 New Accounts

A first time registrant must apply in person or directly by mail to the IRP office located in Baton Rouge, Louisiana, by submitting a completed Louisiana IRP application (DPSMV 1764). An applicant must have an established place of business in Louisiana to be eligible for apportioned licensing.

You must submit the following to have your application reviewed for processing:

- Complete Application Schedule A / E (See Appendix B for forms completion.)
- Completed Mileage Schedule B. (See Appendix B for forms completion.)
- Current Louisiana registration for each vehicle
- Current Federal Heavy Vehicle Use Tax Form (See 6.0 Heavy Vehicle Use Tax for Requirements.)
- Proof of liability insurance for each vehicle
- Updated copy of the Motor Carrier Identification Report (MSC-150) for both the Registrant and the Motor Carrier responsible for the safety of the vehicle
- Proof of Residency **or** Established Place of Business Documentation (See Page 15.)
- DOT and Tax ID Numbers
- If registrant is a carrier, UCR Account must be current.
- Registrant Certification of IRP Article X.5(a)
- Lease Agreement, if applicable
- Out of State Cab Card, if applicable

First-time registrants without actual mileage may estimate mileages based on the proposed operation of the fleet during the year for which registration is required. The carrier will be required to substantiate the estimate either by providing routes, destinations, and number of trips; or by using the estimated mileage chart (Appendix A, pp. vii, which is updated yearly). Trip permit operations are included in the total estimated miles.

All states to be apportioned must be adjacent to or bordering one another.

Walk-In Processing

Applications will be processed in the order received. Once the application is processed, the applicant is given a Billing Notice showing the total fees due. Only certified funds (CASH, Certified Checks, Cashier's Checks, or Money Orders) are accepted for payment. If applying in person, customers should first contact the IRP Unit for a rough estimate so that they may bring sufficient funds to cover the registration process. This is necessary as the amount varies based on plate weight, the states travelled, and the time frame left in the registration year.

Mailed Files

Applications will be processed in the order received. Once the application is processed, a Billing Notice is mailed to the applicant, who then may pay by **certified funds only, (cashier's check, certified checks, or money orders).** The payment is to be made payable to the **Louisiana Department of Public Safety**, in the exact amount shown on the Billing Notice.

You must submit a copy of the billing notice with your payment to avoid any delays. Any non-certified company or personal checks will be returned to you. Credentials (license plates and/or cab cards) will not be issued until proper payment is accepted and processed.

No Temporary Registration Authority (TRA) will be issued for new registrants, renewals, or registrants with any outstanding fees due.

Account Number

Once the application is processed, an account number will be assigned to you. This account number will appear on your Billing Notice, your Cab Card, and on all renewal documentation related to your account.

This account number will remain the same as long as your account remains open. You must have your account number available when contacting the IRP Unit to identify your records.

General Account Rules

1. Vehicles may be added to the account but they must be registered for all Jurisdictions in the fleet.
2. Additional jurisdictions may be added during the registration year.
3. You may not duplicate or re-use a unit number during a registration year.
4. Transfers are not allowed between accounts, only within the same fleet.
5. Weight increases during the registration year are allowed. Additional fees will be due.
6. Weight decreases are allowed during the registration year. No refund will be given when downgrading the weight.
7. Supplemental applications will not be processed unless the account is current and all outstanding fees have been paid.
8. Addition of vehicles traveling different jurisdictions will require the opening of an additional fleet.

10.0 Display of Credentials

Cab Cards / License Plates

A cab card is your registration and authority to operate in jurisdictions. The cab card takes the place of the registration certificate that was originally issued for your vehicle. Cab cards for power units must be carried in that vehicle. The original cab card or a legible photocopy of the original cab card must be carried in the vehicle at all times. Enforcement personnel look at this for proper registration. A copy of your certificate of registration should also be carried in the vehicle. When you receive your cab cards please check the following information for accuracy:

- vehicle information
- jurisdictions and weights, and Quebec will show number of axles
- name
- expiration date
- USDOT number
- If leased, verify the USDOT of the company responsible for safety

If there are any errors, contact the IRP Unit immediately at (225) 925-6270, so a corrected cab card can be issued.

Cab cards and plates are not transferable to another person or vehicle, nor may they be transferred when you sell the vehicle. The credentials must remain with the IRP account for which they were issued and returned if that vehicle is deleted, sold, destroyed or otherwise removed from service.

Cab cards indicate the jurisdictions' weights that have been paid for each vehicle. The weights on the cab card will be shown as pounds for all U.S. jurisdictions and as kilograms for all Canadian provinces.

The cab card will be accompanied by the license plate issued for your vehicle. Please verify that the license plate number listed on the cab card matches the plate received before placing the plate on the vehicle.

Enforcement

Enforcement representatives look at a legible copy of the cab card for verification that vehicles are properly registered. The cab card must always be carried in the vehicle described. Cab cards may not be altered in any way; **photocopies are acceptable** as long as they are legible.

Commercial vehicles not displaying a current registration plate, plate stickers and cab card, a valid trip permit, or a temporary vehicle registration are in violation and the registrant will be subject to penalties and fines in all jurisdictions in which the vehicle travels.

11.0 Mileage/Operational Records – IRP

Every IRP carrier must maintain records to substantiate the actual miles travelled and all information used to determine registration fees for all vehicles in IRP fleets.

Source Documents

☝ **Driver's Trip Records**

An acceptable source document to record distances is an "Individual Vehicle Mileage Record" (IVMR). This document is completed by the driver for each trip made by a vehicle in an IRP fleet, including owner-operated vehicles and leased vehicles. The most common IVMRs are the driver's trip sheets and the driver's log. These and other records are acceptable provided they contain the following basic information:

1. Registrant's name
2. Date of trip (beginning and end)
3. Trip origin and destination
4. Routes (highway numbers) travelled and/or odometer/hubometer readings
5. Distance by jurisdiction
6. Total trip distance
7. Vehicle unit numbers, for both power unit and trailer(s)
8. Fleet number (if registrant has more than one fleet)
9. Driver's name and signature

☝ **Trip Permits**

Copies of all trip permits obtained for operations by prorated vehicles must be on file. The distances travelled under these permits are to be reported on the next renewal application for IRP registration.

☝ **Monthly Summaries**

The IVMR/VTR information should be summarized monthly. The summary should contain information by individual vehicle (beginning and ending odometer/hubometer readings, individual trip details, distance by jurisdiction, total distance travelled) and by fleet (distance by jurisdiction, total distance).

☝ **Yearly Summaries**

A yearly summary for each July 1 through June 30 reporting period should show the total fleet distance broken down by month and/or quarter for each jurisdiction.

Records Retention Period

You must keep all operational and mileage records that support the application and supplements for **three years** after the close of the Registration Year. For example, records for Registration Year 2005 (Mileage Year 2/1/2003 - 6/30/2004) must be retained through December 2008. Vehicle cost and weight records must be maintained for all vehicles that are currently registered in the fleet. Once the vehicle is deleted or removed, you must keep these records for **three years** after the close of the registration year.

12.0 Changes to Your Account

You can make changes to your account throughout the year by completing a supplemental application at any time after the original application has been filed and paid. Supplemental applications should be made on the Louisiana IRP application, Schedule A / E and Schedule B (DPSMV 1764). You must submit a supplemental application for the following transactions:

To Add a Vehicle
Vehicles may be added to an existing fleet anytime during the registration year. Mileage information provided with your original application will be used to calculate the fees due.

Requirements: Current Louisiana registration, current Louisiana plate to receive credit if applicable, current insurance, a stamped receipted 2290 (if applicable), copy of lease (if applicable) and proof of continuous registration. Application pages needed are the certification page and Schedule A (Schedule A Supplemental page if additional pages are needed.) and Schedule E with weight information.

To Delete a Vehicle
Vehicles may be deleted (with or without a corresponding replacement vehicle from an existing fleet anytime during the registration year. To delete a vehicle from your fleet, the cab card and plate must accompany the application. Keep accurate records of any deletions made after renewal for possible credit if a new vehicle is purchased later in the year.

Requirements: The original cab card for the deleted unit must be submitted per IRP Plan. A copy of the plate will be accepted but should be dated and initialed by the OMV employee that received the plate. The field office should also cancel the plate on the VRB system. Application pages needed are the certification page and Schedule A. (Schedule A Supplemental page if additional pages are needed.)

To Replace a Vehicle
A vehicle may be replaced any time during the registration year. To apply the credits from the previous vehicle to the new vehicle, the information must be provided on the same application.

Not all jurisdictions allow fee transfers. You will be charged full fees on the new/replacement vehicle if you are registered in California, Colorado, Idaho, Montana or Wyoming.

To Increase/Decrease a Vehicle's Weight
A change to vehicle weight may be made anytime during the registration year. If the gross vehicle weight is increased, you will be billed for the weight difference.

Requirements: A copy of the current cab card and the stamped receipted 2290 if

there is an increase in weight to 55,000 pounds or more. The 2290 is not needed if the unit required one at renewal or at the initial registration during the current calendar year. Application pages needed for this process are the certification page and Schedule E. Please write across the application without writing over any information that this is a **WEIGHT INCREASE ONLY.**

Weight decreases can occur only in specific circumstances and you will be charged for the new cab card if the decrease is allowed. **No refunds or credits are given on weight decreases.**

Requirements: Submit the original or a copy of the cab card. Application pages needed are the certification page and Schedule E. Please write across the application without writing over any information that this is a **WEIGHT DECREASE.** Cost for this transaction is $12.00.

To Add Jurisdictions

You may add a jurisdiction to your apportioned fleet account anytime during the registration year; however, you must be aware that you may not add jurisdictions to single vehicles. All vehicles assigned to your fleet will also be apportioned to the new jurisdiction. To add an additional jurisdiction, you must complete Mileage Schedule B, listing jurisdictions you require and estimated mileage to be travelled. Fee calculations based upon added jurisdictions are separate from the previously submitted applications. The mileage should reflect a time period which is prorated from the first day of the month in which expanded operations will begin.

Requirements: All cab cards must be submitted with the application. Application pages needed are the certification page and Schedule B indicating which jurisdictions they wish to add.

NOTES

- **If an added jurisdiction was in your account previously, then actual mileage must be provided.**
- **The original cab card or a copy must be turned in when making changes to your account.**

To Replace Lost/Stolen Credentials

Replacement fees are as follows:

Replacement plate with cab card	$ 18.00
Replacement cab card	$ 12.00

Name Change

If you are changing the name of your company, but not changing ownership, you must submit the amended charter showing the name change.

If the ownership of the company is changing, as in a merger of two corporations, you will be required to supply at least one of the following: a copy of the merger, minutes of the meeting specifying the transaction, Articles of Incorporation, and/or a bill of sale.

If a purchase has occurred and there is to be a new company name, a new account will be opened.

13.0 Temporary Registrations

Temporary Registration Authority (TRA)

A temporary may be issued for a vehicle for a sixty (60) day period, upon request, while your Louisiana IRP application is being processed. The TRA will be issued for IRP accounts in good standing only. The vehicle must be registered in Louisiana prior to issuance of the temporary. A TRA covers a specific vehicle and cannot be transferred from one vehicle to another. Temporaries are not mandated but are special operating privileges issued as a courtesy by the Louisiana IRP Office which allow new or additional vehicles to be put into operation immediately, prior to issuance of permanent credentials. Therefore, it is your responsibility to contact the Baton Rouge IRP office if your temporary registration authorization expiration date is approaching and you have not received a billing notice.

A Temporary Registration Authorization will not be issued for any vehicle on the renewal while that application is still outstanding; nor will a TRA be issued for any unit that was removed from the renewal and is in the process of being reinstated.

TRIP Permit

Trip permits are issued to vehicles that meet the apportionable vehicle requirements and choose not to be apportioned prior to travelling in any other member jurisdiction. A trip permit must be secured and carried in the cab of the vehicle. If you choose not to apportion the vehicle with your base jurisdiction prior to travelling and you do not obtain a trip permit prior to entering an IRP jurisdiction, you may be subject to the assessment of full registration fees in that jurisdiction.

Trip permits allow you to operate your vehicle during a specified period in that jurisdiction, provided you have obtained all required operating authority for the member jurisdiction. **Trip permit operation may be limited to interstate movement in certain jurisdictions.**

Louisiana trip permits are issued for forty-eight (48) hours at a cost of fifty dollars ($50.00) each. They are available through the Port of Entry, Weigh Stations and with an additional service charge, through Transmitter/Wire services. The permits are available by mail or walk-in service through the Office of Motor Vehicles. Contact the Baton Rouge IRP Unit or a local Motor Vehicle field office for availability.

Oversize/Overweight Permit

Any vehicle, combination of vehicles, or load whose size or weight is not provided for in Louisiana laws must have an oversize or overweight permit. You must register your vehicle at the maximum weight for your base jurisdiction before purchasing an oversize or overweight permit. These special transportation permits may be obtained from the Department of Transportation and Development (DOTD). See Appendix C for Oversize/Overweight Permits for other jurisdictions.

Unladen Permit

An unladen permit is issued to an owner-operator (lessor) who terminates a lease and has to surrender the apportioned license plate and cab card to the carrier (lessee). This permit enables a vehicle or combination of vehicles to use the highways in all jurisdictions for the purpose of finding a new job.

The unladen permit is valid for vehicles operating at unladen weight only, and is non-transferable.

The Louisiana unladen permit is valid for 30 days at no cost. The unladen permit is valid for the power unit or power unit and trailer (unladen).

14.0 Renewals

Louisiana apportioned credentials expire on December 31st of each year. The IRP Unit will mail renewal packets to all account holders by the beginning of October of each year. If you have not received your renewal packet by November 1st, contact the IRP Unit in Baton Rouge for assistance.

IF YOU FAIL TO KEEP A CURRENT ADDRESS ON FILE WITH THE IRP UNIT, YOU WILL NOT RECEIVE YOUR RENEWAL PACKET.

Remember: It is the registrant's responsibility to make sure the renewal is received, reviewed, and returned to the IRP office by November 15th.

THE IRP UNIT WILL NOT TAKE ANY RENEWAL WALK IN CUSTOMERS.

Completed forms will be processed according to when they are received. The penalty for any renewals received on or after March 1st is 5% per month (maximum 25%) to be calculated on the full year Louisiana base fee.

Because the renewal is printed and issued before expiration, any supplemental activity that takes place after distribution will not be shown. This includes additions/deletions of vehicles, changes of fleet/vehicle information or added jurisdictions. It is essential that the carrier review the renewal application for accuracy or omission of pertinent information.

Failure to report or include factual data could result in processing delays, assessment of incorrect fees or maintenance of incorrect records.

Return renewals to the IRP Unit by November 15th to allow time for processing of the application. Do not send fees with your renewal application. A billing notice will be generated and mailed to the mailing address on your renewal.

Once you receive your billing notice, examine it carefully. Verify the jurisdictions and the vehicles to make sure they are all accounted for and that there are no extras.

You may pay the billing with certified funds only (cashier's check, certified check, money order, or cash) made payable to the Louisiana Department of Public Safety, in the exact amount shown on the billing notice, and send a copy of the billing notice in with your payment to avoid any delays.

Non-certified company or personal checks will not be accepted and will be returned to you, resulting in a delay. Credentials (license plates and/or cab cards) will not be issued until payment is accepted and processed.

15.0 Refunds

Louisiana Refund Policy

The IRP office will evaluate every request for refund. If the refund request is approved, the IRP office will forward the request to the Office of Management and Finance, where a refund check will be processed for refunds requests of $10.00 or more. Processing time for refunds is approximately 4 weeks.

Note: There is no provision in Louisiana law for a refund of license fees once the license plate has been used or the vehicle is being registered in another state.

Applications for refunds of Louisiana apportioned license fees for a Louisiana registrant will be made only if the refund is $10.00 or more and falls into one of the following categories:

- A departmental error made on the billing notice
- An error resulting in the duplication of apportioned registration for a vehicle generating fees that were paid twice
- A conversion from a regular Louisiana plate (turned into OMV/IRP at that time) to a Louisiana apportioned plate
- A vehicle is sold prior to the issuance of the apportioned license plate, which is then returned to OMV/IRP with the unused cab card and a copy of the notarized bill of sale for the vehicle
- An audit of an apportioned carrier indicates an overpayment of fees.

IRP Jurisdictions

- Applications for a refund of apportioned registration fees for other IRP jurisdictions must be handled directly between the carrier and the individual jurisdictions, in accordance with their statutes.
- For refund requests from other jurisdictions, Louisiana will not process refunds for amounts under $10.00 or for used plates and cab cards.

16.0 Audits – IRP

Authority to Audit

Under Article X, Section 1015 of the Internal Registration Plan (IRP), Louisiana, as a member jurisdiction, is required to conduct audits of Louisiana based Registrants. The Department of Public Safety's auditors shall conduct IRP audits on behalf of all IRP member jurisdictions in accordance with the International Registration Plan and the Plan's Audit Procedures Manual.

Purpose of Audit

The purpose of the audit shall be to verify the accuracy of the distances reported in a Registrant's "Apportioned Registration" application and, where inaccuracies are found, to adjust the Registrant's fees accordingly.

Audit Procedures

The Department's auditors will determine the accuracy and completeness of the distance and vehicle information recorded on the Registrants' source documents, the monthly and yearly summaries, and on the forms used for IRP registration. Department auditors will adhere to the guidelines and standards in the IRP and the Department's IRP Audit manual.

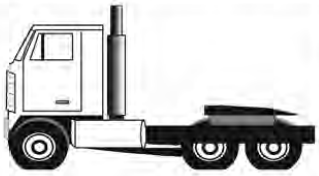
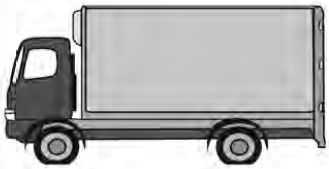
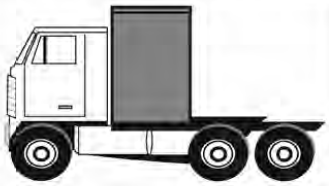
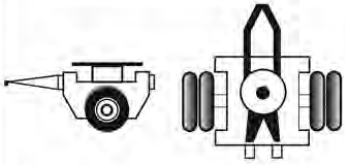
Any Registrant failing to maintain adequate records from which true liability can be determined is subject to an estimated fee assessment, 100% fee assessment, the application of penalty as prescribed by Louisiana laws, and/or the cancellation of registration.

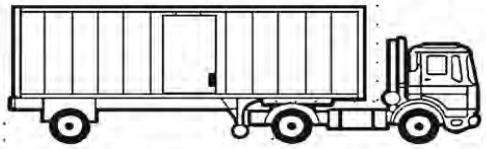
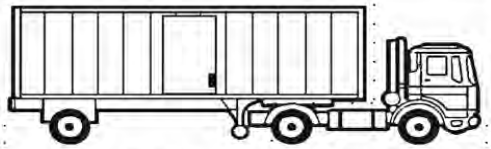
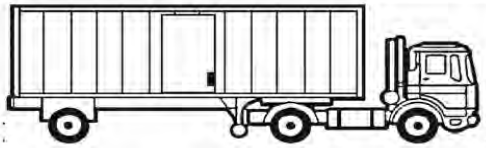
Audit reports will be made part of the Registrant's IRP account, and copies will be distributed to the Registrant and all affected jurisdictions.

Appeals Process - Final Assessments Determined By An Audit

The appeals process can be found in Appendix "C" of the Louisiana IRP Registrant Manual.

Appendix A

	Definition	Picture Description
Tractor (TR)	A motor vehicle designed for drawing other vehicles, but not constructed as to carry a load other than a part of the weight of the vehicles and load so drawn.	
Truck (Single) (TK)	Every motor vehicle designed, used or maintained primarily for the transportation of property.	
Truck Tractor (TT)	A motor vehicle designed and used primarily for drawing other vehicles but constructed as to carry a load other than a part of the weight of the vehicle and the load drawn.	
Full Trailer (FT)	A vehicle without motive power designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that no part of its weight rests upon the towing vehicle.	
Semi-trailer (ST)	A vehicle without motive power, designed for persons or property and for being drawn by a motor vehicle and so constructed that some part of its weight and that of its load rests upon or is carried by the towing vehicle.	
Converter Gear (CG)	An auxiliary undercarriage assembly with a fifth wheel and tow bar used to convert a semi-trailer to a full trailer.	

	Definition	Picture Description
Unladen Weight	Weight of vehicle, including all accessories, excluding load.	 Semi-Trailer Unladen Weight / Tractor Unladen Weight
Gross Weight	Unladen weight of vehicle plus weight of load carried.	 Semi-Trailer Gross Weight / Tractor Gross Weight
Combined Gross Weight	Weight of power unit plus weight of any trailer with load.	 Combined Gross Weight

Maximum Weights for IRP Jurisdictions

Jurisdiction Name	Maximum Registered Weight On Cab Card	
Alabama	80,000 or QUAL	(3)
Alberta	139,992	
Arizona	80,000	
Arkansas	80,000	
British Columbia	141,000	
California	80,000	
Colorado	85,500	
Connecticut	NO MAX	(1)
Delaware	80,000	
District of Columbia	80,000	
Florida	80,000	
Georgia	80,000	
Idaho	105,500	(2)
Illinois	80,000	
Indiana	80,000	
Iowa	NO MAX	(3)
Kansas	85,500	
Kentucky	80,000	
Louisiana	88,000	(4)
Maine	100,000	
Manitoba	137,770	
Maryland	80,000	
Massachusetts	NO MAX	
Michigan	160,001	
Minnesota	80,000	(5) (6)
Mississippi	80,000	
Missouri	80,000	
Montana	138,000	(3) (7)
Nebraska	94,000	(8) (9)
Nevada	129,000	
New Brunswick	NO MAX	
Newfoundland	NO MAX	
New Hampshire	80,000	
New Jersey	80,000	

New Mexico	86,400	(7)
Nova Scotia	NO MAX	
New York	NO MAX	(13)
North Carolina	80,000	
North Dakota	105,500	(3)
Ohio	80,000	
Oklahoma	90,000	(10)
Ontario	139,992	
Oregon	105,500	(3)
Pennsylvania	80,000	
Prince Edward Island	137,788	
Quebec	NO MAX	
Rhode Island	80,000	
Saskatchewan	137,787	
South Carolina	80,000	
South Dakota	NO MAX	(11)
Tennessee	80,000	
Texas	80,000	
Utah	129,000	
Vermont	80,000	
Virginia	80,000	(9)
Washington	105,500	
West Virginia	80,000	
Wisconsin	80,000	
Wyoming	117,000	(12)

See following pages for explanation of (1) to (13)

NOTE

Exceeding the maximum weight may require the purchase of an overweight/oversize permit. Please contact the applicable jurisdictions.

Explanations

1. Overweight permits are limited to the weight shown on the cab card for Connecticut. Exceeding registered weight is not permissible, even with overweight permit.

2. For a $25 permit, the registrant may haul up to 106,000 lbs provided the vehicle qualifies with the Idaho axle formula schedule and the increased weight should be indicated on the IRP cab card.

3. Alabama, Iowa, Montana, North Dakota and Oregon require special permits for any vehicles registered over 80,000 lbs.

4. The only vehicle permitted to operate on the interstate highway at 83,400 lbs and non–interstate highways at 88,000 lbs is any combination of vehicles with tridum rear axle (three (3) consecutive axles whose centerlines are 40 – 96 inches apart and are individually attached to and/or joined at a common attachment to the vehicle). All other vehicles are restricted to 80,000 lbs GVW on both the interstate and non–interstate highways.

5. On certain designated highways the maximum weight is 80,000 lbs.

6. For non–divisible loads, the carrier must comply with one of the following alternatives:
   a) Registered in an IRP base jurisdiction for the maximum legal weight, register in Minnesota for at least 80,000 lbs, and obtain a 30-day temporary weight increase from the Minnesota Prorate Dept. of Transportation Special Permits Division.

   OR

   b) Register in Minnesota for the weight to be carried and have that weight indicated on the registrant's cab card that is issued by the base jurisdiction and obtain an overweight permit if over 80,000 lbs. Regardless of which alternative is taken, the registrant is still required to obtain the overweight permit.

7. Under annual permits ($100) vehicles and combination of vehicles with single axle weights of 20,000 lbs, tandem axle weight of 34, 000 lbs and gross weight not exceeding 123,180 lbs may be operated on all highways. Contact the Highway Department to purchase a permit. The vehicles must be registered for the maximum weight as determined by the Montana or New Mexico axle formula chart. The vehicle must be capable of carrying the weight in New Mexico.

8. Vehicles and combination of vehicles may be operated on all highways at 95,000 lbs combined gross weight. Special permit required to operate on interstate at over 80,000 lbs.

9. Weight includes the tolerance permitted on the registration.

10. Under annual permit, vehicles and combination of vehicles may be operated on all highways, including interstate system, at 90,000 lbs.

11. Special permit required over 80,000 lbs. Must have South Dakota requirements on tires, 2 axle limitations and bridge formula over 80,000 lbs.

12. Registrant may haul up to 117,000 lbs provided the vehicle qualifies with the bridge and axle formula and the weight is to be shown on the cab card.

13. Carriers based in jurisdictions outside of New York State are not eligible to obtain 'Divisible Load Permits', therefore they are prohibited from registering in excess of 80,000 CGW. However, these carriers are eligible to obtain 'Special Hauling Permits', which are issued for non-divisible loads and allows them to register in excess of 80,000 CGW, at the weight designated on the permit. Without a Special Hauling Permit, carriers based outside of New York cannot legally register and operate in excess of 80,000 CGW in New York State.

Vehicle Abbreviations

Buses (If not listed, use the first four (4) letters of the name)

Amer. Motors General	AMER	Motorcoach Ind.	MCIN
Blue Bird	BLBD	Prevost	PREV
GMC	GMC	Safetyliner	SAFL
Golden Eagle	GOLD	Silver Eagle	SILE
MCI	MCI	TMC	TMC
		Yellow	YELL

Power Units (If not listed, use the first four (4) letters of the name)

Arrow	ARRO	Int'l Harvester	INTL
Austin	AUST	Kenworth	KW
Autocar	AUTO	Mack	MACK
Brockway	BKWY	Marmon	MARM
Brown	BROW	Marmon-Harrington	MAHA
Chevrolet	CHEV	Mercedes-Benz	MERZ
Clark	CLAR	Peterbilt	PTRB
Diamond Rio (Reo)	DIAR	REO	REO
Diamond T	DIAT	Stewart	STWR
Dodge	DODG	Volvo	VOLV
Fargo	FARG	Volvo White	VOWH
Ford	FORD	Vovlo White GMC	VWGM
Freightliner	FRHT	Western Star	WSTR
FWD	FWD	White	WHIT
GMC	GMC	White GMC	WHGM
Hayes	HAYS	White Freightliner	WHTF
Hendrickson	HENR	White Western Star	WHWN
Hino	HINO		

Estimated Mileage Chart

This estimated mileage chart was developed from the total actual miles all prorated vehicles operated. The result is the average mileage that a Louisiana-based fleet **operates in a year**.

Use this chart if the carrier is:

- -Applying for the first time (use chart as listed)
- -Expanding their operations by setting up a new fleet (use chart as listed)
- -Renewing their fleet and had no actual mileage (use chart as listed)
- -Adding jurisdictions to an existing fleet (see note)*

Jurisdictions		Miles	Jurisdictions		Miles
AB	Alberta	37	ND	North Dakota	25
AL	Alabama	2,806	NE	Nebraska	301
AR	Arkansas	3,274	NH	New Hampshire	14
AZ	Arizona	1,340	NJ	New Jersey	127
BC	British Columbia	4	NL	Newfoundland	29
CA	California	2,327	NM	New Mexico	958
CO	Colorado	684	NS	Nova Scotia	11
CT	Connecticut	70	NV	Nevada	475
DC	District of Columbia	4	NY	New York	147
DE	Delaware	30	OH	Ohio	640
FL	Florida	2,333	OK	Oklahoma	1,627
GA	Georgia	2,269	ON	Ontario	44
IA	Iowa	566	OR	Oregon	599
ID	Idaho	183	PA	Pennsylvania	397
IL	Illinois	1,496	PE	Prince Edward Island	6
IN	Indiana	632	QB	Quebec	6
KS	Kansas	614	RI	Rhode Island	10
KY	Kentucky	774	SC	South Carolina	1,031
LA	Louisiana	21,730	SD	South Dakota	66
MA	Massachusetts	53	SK	Saskatchewan	13
MB	Manitoba	4	TN	Tennessee	1,802
MD	Maryland	169	TX	Texas	11,450
ME	Maine	25	UT	Utah	419
MI	Michigan	261	VA	Virginia	685
MN	Minnesota	160	VT	Vermont	11
MO	Missouri	1,392	WA	Washington	354
MS	Mississippi	4,226	WI	Wisconsin	196
MT	Montana	43	WV	West Virginia	108
NB	New Brunswick	12	WY	Wyoming	540
NC	North Carolina	1,067			

***NOTE:** Louisiana's estimated mileage is revised annually, using the previous year reported mileage and the number of units renewed for that year.

IRP Trip Permits

Jurisdiction	Cost of Trip Permit	Obtained Prior to Entry
Alabama	$20 for 7 days	Yes
Alaska	$10 for 5 days. Price varies according to unladen weight for 30-day permit.	Yes
Alberta	Varies by distance, net weight for 3 days	No
Arizona	Varies based on distance and number of axles for 96 hours	No
Arkansas	$33 for 72 hours	No
British Columbia	1/12 of annual registration fee for vehicle weight	No
California	$45 power unit for 4 days and $30 fuel tax permit for 4 days	Yes
Colorado	$60 to $80 depending on weight for 72 hours	No
Connecticut	$15 for 72 hours	Yes
Delaware District of Columbia	$15 for 72 hours Trip permits are valid for a period of six days from their date of issuance to the expiration date. $50 fee.	Yes Yes
Florida	$30 for 10 days	Yes
Georgia	$30 for 72 hours	Yes
Idaho	$60 single unit/$120 combination fro 120 hours	No, if currently registered in Base Jurisdiction. Yes, if not Currently registered
Illinois	$19 for 72 hours	Yes
Indiana	$15 for 72 hours	Yes
Iowa	$10 for 72 hours	Yes
Kansas	$26 for 72 hours	No
Kentucky	$40 for 10 days	Yes
Louisiana	$50 for 48 hours	Yes
Maine	$25 for 72 hours	Yes
Manitoba	Truck-.9 x weight x distance: Bus-.083 x distance x passengers	Information not provided
Maryland	$15 for 72 hours	Yes
Massachusetts	$15 for 72 hours	Yes
Michigan	$20 for 72 hours	Yes
Minnesota	$15 for 120 hours	Yes
Mississippi	$25 for 72 hours	No
Missouri	$10 for 72 hours	Yes

Jurisdiction	Cost of Trip Permit	Obtained Prior to Entry
Montana	$10/Under 200 miles for 72 hours $15/200 - 400 miles for 72 hours $20/Over 400 miles for 72 hours	No
New Brunswick	$23 for unladen vehicle (unless excluded by CAVR), $81 truck, $161 truck tractor for 5 days	Yes
Newfoundland	$50 truck, $100 truck tractor for various validation periods	No
Nebraska	$25 for 72 hours	No
Nevada	$5 plus 15 cents per mile for 24 hours	No
New Hampshire	$15 for 72 hours	Yes
New Mexico	Varies upon mileage and vehicle weight for 48 hours	No
Nova Scotia	$50 truck, $100 truck tractor for 30 days	Yes
New York	$15 for 72 hours	Yes
North Carolina	$15 for 10 days	Yes
North Dakota	$20 for 72 hours	No
Ohio	$15 for 72 hours	Yes
Oklahoma	$12 for 72 hours	Yes
Ontario	$75 truck, $132 truck tractor for 10 days	Yes
Oregon	$21 for 10 days	No
Pennsylvania	$15 for 72 hours	Yes
Prince Ed. Island	$150 per tractor/trailer for 5 days	Yes
Quebec Rhode Island	$38 (Canadian)for 10 days $25 for 72 hours	Yes Yes
Saskatchewan	Varies by weight and distance for 24 hours	Yes
South Carolina	$15 for 72 hours (each unit)	Yes
South Dakota	$15 for 72 hours	Yes
Tennessee	$30 for 72 hours	Yes
Texas	$25 for 72 hours	Yes
Utah	$25 for 96 hours or $50 for a combination	No
Vermont	$15 for 72 hours	Yes
Virginia	$15 for 10 days	Yes
Washington	$10 for 3 days	Yes
West Virginia	$24 for 5 days	Yes
Wisconsin	$15 for 72 hours	Yes
Wyoming	$20 single unit/$40 combination for 96 hours	No

Appendix B

IRP Inquiries & Trip Permits	
Louisiana DPS Office of Motor Vehicles IRP Unit	
Physical Address 7979 Independence Blvd. Baton Rouge, LA 70806 Telephone (225) 925-6270	Mailing Address 7979 Independence Blvd. Suite 101 Baton Rouge, LA 70806
Operating Authority	**IFTA**
Louisiana Public Service Commission Transportation Division P.O. Box 91154 Baton Rouge, LA 70821-9154 (225) 342-4439 or (888) 342-5717	Louisiana Department of Revenue Excise Taxes Division 617 North 3rd Street Baton Rouge, LA 70821 (225) 219-7656
Oversize & Overweight Permits	
Louisiana Department of Transportation & Development Weights & Standards 1201 Capitol Access Road Baton Rouge, LA 70802 (225) 377-7100	
Louisiana IRS Offices	
NEW ORLEANS 600 S. Maestri Place Monday-Friday, 8:00 am-4:30 pm	**LAKE CHARLES** 921 Moss St., Room 2030 Monday-Friday, 8am-4:30pm
SHREVEPORT 3007 Knight St. Room 100 Monday-Friday, 8:00 am-4:30 pm	**LAFAYETTE** 825 Kallste-Saloom Road, Room 100 Monday-Friday, 8am-4:30pm
MONROE 211 N. Third St. Room 104 Monday-Friday, 8am-4:30pm	**HOUMA** 423 Lafayette St. Room 108 Monday-Friday, 8am-4:30pm
ALEXANDRIA 302 Jackson St. Room 301 Monday-Friday, 8am-4:30pm	**BATON ROUGE** 2600 Citiplace Center, Suite 375 Monday-Friday, 8:00 am-4:30 pm
You should file Form 2290 (FHVUT) for the **Federal Heavy Vehicle Use Tax** at one of these IRS offices to receive a Schedule 1 verifying proof of payment for licensing with the State of Louisiana. Allow six weeks to obtain your copy of Schedule 1 to verify payments made previously on specific vehicles. Local offices can forward your request to the Service Center, but cannot provide this information. For additional information, call 1-800-TAX-1040.	

Louisiana Dept. of Public Safety Office of Motor Vehicles
Mileage Records, Audits, & Assessments
IRP Article X Certification Document/Mandatory For New Accounts & Renewals

Under the provisions of Article X.15(b) of the International Registration Plan, (IRP), each base jurisdiction (state) administrator shall audit the supporting trip-mileage records of the Registrants displaying apportioned base plates from his jurisdiction. To qualify for apportionment, a Registrant must operate interstate and must maintain accurate mileage records of the trip movements of his apportioned vehicles.

Registrants must retain all records that support the apportioned application for the current registration year and three prior years. These records must be maintained on each individual vehicle from July 1 – June 30 of each mileage reporting period. For example, records for registration year 2005 (mileage year 7/1/2003-6/30/2004) must be retained through December 2008.

DETERMINATION OF VEHICLE TRIP MILEAGE:

1. Speedometer/Odometer
2. State maps
3. Mileage chart (standard routes)
4. Household Goods Carrier's mileage guide

EACH DAYS MILEAGE IS TO BE RECORDED ON A SOURCE DOCUMENT THAT SHOULD CONTAIN:

1. Date (starting and ending)	5. Mileage by Jurisdiction (State)	9. Registrant's (carrier's) name
2. Trip origin & destination	6. Unit Number or VIN	10. Trailer number
3. Route of travel	7. Vehicle fleet number	
4. Total trip miles	8. Driver's signature and/or name	

Registrants must breakdown total mileage in a summary that indicates miles traveled in each jurisdiction by month, and mileage year for each apportioned vehicle. Total mileage includes **ALL** trip movement (interstate and intrastate), including loaded, empty, deadhead and/or bob-tail miles. Registrants must record beginning and ending speedometer/odometer readings for all miles traveled.

EXAMPLES OF INDIVIDUAL VEHICLE MILEAGE RECORDS (IVMR's):

1. Driver logs (by vehicle, jurisdiction)
2. Driver trip sheets
3. Receiving documents (rental one-way)
4. Any other records which contain the required information. Computer printouts are acceptable **IF** supported by the specified IVMR's.

NOTICE: In accordance with Article X.5(a) of the IRP, failure to maintain adequate mileage records or to provide records within 30 calendar days of the Office of Motor Vehicle's auditors' written request, shall result in the auditors basing their assessment on the Registrant's true liability determined from any other available sources. Upon request, a registrant shall make records available, during normal business hours, to the Louisiana Department of Public Safety, Internal Audit Division. Additionally, if an audit results in a finding that a registrant underpaid, the registrant will receive a finding from the auditors. The registrant will have the opportunity to respond to the finding or appeal any assessment notice before it becomes final. However, once the auditors issue a final assessment, a registrant's failure to pay or appeal the final assessment shall result in the revocation of current registrations and the denial of renewal or supplemental activity.

I understand failure to maintain adequate mileage records for my/our fleet, as required, shall result in an assessment as determined from any available information. I also understand that failure to pay or appeal a final assessment within 30 days shall result in the cancellation of my apportioned privileges. These records shall be made available, upon request, during normal business hours for examination and audited by the LA Department of Public Safety & Corrections. This document will be made a permanent part of my/our apportioned file.

Name of Registrant _____ LA Apportioned Account # _____

Signature & Title _____ Date _____

IRP Audit Findings & Assessments Appeals Process

Procedures for a Registrant to file for a re-examination or appeal after an IRP Audit:

1. Upon conclusion of each IRP audit, the Department of Public Safety shall notify the Registrant, in writing, of the preliminary audit findings notice. The Department shall send this notice to the last physical address given by the Registrant. When the preliminary findings result in a determination of apportionable taxes owed by the Registrant, the notification shall inform the Registrant of the amount of the apportionable taxes owed, the kind of tax, and the taxable period for the proposed apportionable tax assessment.

2. The Registrant shall have thirty (30) calendar days, from the date of notice, to file a written response to the Department. The response should fully disclose the reasons, together with the facts and figures in substantiation thereof, for objecting to the Department's determination.

a) If a Registrant files a written response within the thirty (30) day notification period, the Department shall review the Registrant's response. The Department auditors may consult with the Registrant to clarify issues raised in the response. Based on the outcome of the review of the Registrant's response and consultation, if applicable, the Department will cancel, change, or affirm it audit findings and issue a final audit report based on that determination.

b) If a Registrant does not file a written response to the Department within the thirty (30) day notification period, the Department shall enter the preliminary audit findings as the final assessment.

3. Once an audit becomes final, the Department shall issue a final assessment notice to the Registrant via certified mail. If the Department determines a Registrant has apportionable tax assessments due, the notice shall inform the Registrant of the assessed amount and that the Registrant has the right to appeal within sixty (60) calendar days from the date of notice. The Department shall send the notice to the address last given by the Registrant.

4. A Registrant who chooses to pay rather than appeal shall pay the assessment in accordance with instructions in the assessment notice.

5. In accordance with the IRP rules, Section 1305(a) and Louisiana R.S. 47:1565, a Registrant who chooses to appeal an IRP final assessment must file a written appeal to the Board of Tax Appeals within sixty (60) calendar days of the date of notice. All such appeals shall be made in accordance with the provisions of Chapter 17, Subtitle II of Title 47 of the Louisiana Revised Statutes.

6. In accordance with the IRP rules, Section 1050 and under Louisiana R.S. 47:1565, if a Registrant fails to file a written appeal with the Board of Tax Appeals within the sixty (60) day notification period, the assessment shall be final. As a result of the Registrant's failure to pay or appeal as required, the Department's Office of Motor Vehicles shall cancel the Registrant's apportioned privileges.

7. In accordance with the IRP rules, Section 1050 and under Louisiana R.S. 47:1565, if a Registrant files an appeal, the assessment shall not be collectible until such time as the assessment has been re-determined or affirmed by the Board of Tax Appeals or the court which last reviews the matter.

IRP Jurisdictions

Alabama	Department of Revenue Motor Vehicle Division International Registration Section PO Box 327610 Montgomery AL 36132–7610	IRP (334) 242–9078 Motor Fuel (334) 242–9606 UCR (334) 242–5176 Oversize (334) 834–1092
Alberta	Alberta Registries Motor Vehicle Division Prorate/Commercial Unit 1ST Floor 803 Manning Road NE Calgary AB T2E 7M8	IRP (403) 297–2920 Motor Fuel (403) 427–3244 Authority (403) 340–5430 Oversize (403) 342–7138
Arizona	Motor Vehicle Division Account Maintenance Unit 1801 W Jefferson Street Mail Drop 527M Phoenix AZ 85007	IRP (602) 712–6775 Motor Fuel (602) 712–6775 Authority Not Required Oversize (602) 712–7346
Arkansas	Office of Motor Vehicle IRP Unit PO Box 8091 Little Rock AR 72203	IRP (501) 682–4653 Motor Fuel (501) 682–4800 Authority (501) 569–2358 Oversize (501) 569–2381
British Columbia	Interjurisdictional Licensing Office ICBC Prorate PO Box 7500, Station Terminal Vancouver BC V6B 5R9	IRP/CAVR (604) 443–4450 Motor Fuel (604) 387–3368 Authority (604) 660–5454 Oversize (604) 387–4404
California	Department of Motor Vehicles IRP Program PO Box 932320 MS: H160 Sacramento CA 94232–3200	IRP (916) 657–7971 Motor Fuel (916) 445–5022 Authority (916) 657–8153 Oversize (916) 654–4961
Colorado	Motor Carrier Services IRP Section 1881 Pierce Street Room 114 Lakewood CO 80214	IRP (303) 205–5602 Motor Fuel (303) 866–3380 Authority (303) 894–2000 ext 364 Oversize (303) 757–9539
Connecticut	Department of Motor Vehicles IRP Unit 60 State St Room 260 Wethersfield CT 06161–1010	IRP (860) 263–5281 Motor Fuel (860) 297–4870 Authority (860) 667–7384 Oversize (860) 597–2878
Delaware	Public Safety Bldg. PO Drawer 7065 Dover DE 19903–7065	IRP (302) 744–2701 Motor Fuel (302) 739–2278 Authority (302) 739–2278 Oversize (302) 739–2278
District of Columbia	Department of Motor Vehicles IRP 95 M Street SW Washington, DC 20024	IRP (202) 576–8275 Oversize (202) 442–4670
Florida	FL Dept Highway Safety & Motor Vehicles Neil Kirkman Bldg 2900 Apalachee Parkway Tallahassee FL 32399	IRP (850) 617–2909 Motor Fuel (904) 488–6921 Authority No Regulation Oversize (904) 488–4961

IRP Jurisdictions cont'd

Georgia	Georgia Motor Vehicle Division IRP Section PO Box 16909 Atlanta GA 30321	IRP Motor Fuel Authority Oversize	(404) 968–3800 (404) 417–6712 (404) 559–6600 (404) 656–5428
Idaho	Idaho Transportation Department Commercial Vehicles PO Box 7129 Boise ID 83707–1129	IRP Motor Fuel Authority Oversize	(208) 334–8611 (208) 334–8692 (208) 334–0332 (208) 334–8420
Illinois	Secretary of State Vehicle Services Department Howlett Building Room 300 Springfield IL 62756	IRP Motor Fuel Authority Oversize or	(217) 785–1800 (217) 785–5869 (217) 782–4654 (217) 782–6271 (217) 785–8967
Indiana	Indiana Department of Revenue Motor Carrier Services Division 5252 Decatur Boulevard Ste R Indianapolis IN 46241	IRP Motor Fuel Authority Oversize or	(317) 615–7340 (317) 232–1845 (317) 232–2727 (317) 232–0081 (317) 232–5425
Iowa	Department of Transportation Office of Motor Carrier Services Park Fair Mall, 100 Euclid Ave. PO Box 10382 Des Moines IA 50306–0382	IRP Motor Fuel Authority Oversize	(515) 237–3239 (515) 237–3224 (515) 237–3364 (515) 237–3264
Kansas	Department of Revenue Division of Vehicles Motor Carrier Services Bureau Docking State Office Bldg. 1st Fl. Box 12003 Topeka KS 66626-0001	IRP Motor Fuel Authority Oversize	(785) 271–3145 (785) 296–4458 (785) 271–3100 (785) 296–7400
Kentucky	Kentucky Transportation Cab. IRP Box 2323 Frankfort, KY 40602-2323	IRP Motor Fuel Authority Oversize	(502) 564-4120 (502) 564-4540 (502) 564-4540 (502) 564-4540
Louisiana	Office of Motor Vehicles IRP Unit 7979 Independence, Suite 101 Baton Rouge LA 70806	IRP Motor Fuel Authority Oversize	(225) 925–6270 (225) 219–7656 (225) 342–4414 (225) 343–2345
Maine	Bureau of Motor Vehicle Division of Commercial Vehicles State House, Station #29 Augusta ME 04330–0029	IRP Motor Fuel Authority Oversize FAX	(207) 624–9000 (207) 287–8600 (207) 287–8633 (207) 287–8632 (207) 622–5332
Manitoba	Commercial Vehicle Registration Manitoba Public Insurance Box 6300, 100-234 Donald Street Winnipeg, MB R3C4A4	IRP	(204) 985-7775
Maryland	Motor Vehicle Administration 6601 Ritchie Highway, NE Glen Burnie MD 21062	IRP Motor Fuel Authority Oversize	(410) 424–3014 (410) 799–4009 (410) 333–6013 (410) 787–7647

IRP Jurisdictions cont'd

Massachusetts	IRP Section 25 Newport Ave Ext. Quincy, MA 02171	IRP (617) 351–9320 FAX (617) 351–9399 Motor Fuel (617) 887-5080 Authority (617) 727–3559 Oversize (508) 473–4755
Michigan	Department of State Secondary Complex 7064 Crowner Drive Lansing MI 48918-9915	IRP (517) 322–1097 Motor Fuel (517) 373–3180 Authority (517) 334–6389 Oversize (517) 373–2120
Minnesota	Department of Public Safety Prorate Section Room 188 445 Minnesota Street St Paul MN 55101	IRP (651) 205–4141 Motor Fuel (612) 296–0893 Authority (612) 296–7109 Oversize (612) 296–6441
Mississippi	State Tax Commission Prorate Section PO Box 1140 Jackson MS 39215	IRP (601) 923–7100 Motor Fuel (601) 359–1791 Authority (601) 961–5439 Oversize (601) 359–1148
Missouri	Motor Carrier Services PO Box 893 Jefferson City MO 65102-0893	IRP (573) 751–7100 Motor Fuel (573) 751–6433 Authority (573) 751–7108 Oversize (800) 877–8499
Montana	Montana Dept. of Transportation Montana Motor Carrier Ser. Div. PO Box 4639 Helena MT 59620	IRP (406) 444–6130 Motor Fuel (406) 444–6130 Authority (406) 444–6130 Oversize (406) 444–6130
Nebraska	Department of Motor Vehicles Interstate Registration Division 301 Centennial Mall South PO Box 94729 Lincoln NE 68509-4729	IRP (402) 471–4435 Motor Fuel (402) 471–5730 Authority (402) 471–3101 Oversize (402) 471–0034
Nevada	Department of Motor Vehicle Motor Carrier Division 555 Wright Way Carson City NV 89711	IRP (775) 684–4711 Motor Fuel (702) 687–5340 Authority (702) 687–6007 Oversize (702) 687–5410
Newfoundland	Department of Government Services PO Box 8710 St John's, NL A1B 4J5	IRP (709) 729-4921
New Brunswick	Department of Public Safety PO Box 6000 Fredericton, NB E3B 5H1	IRP (506) 453-2407
New Hampshire	Division of Motor Vehicles IRP Section 23 Hazen Drive Concord NH 03305	IRP (603) 271–2196 Motor Fuel (603) 271–2311 Authority (603) 271–2447 Oversize (603) 271–2691

IRP Jurisdictions cont'd

New Jersey	Motor Vehicle Commission Motor Carriers Unit, IRP Section 225 E. State Street, P.O. 178 Trenton, NJ 08666-0178	IRP Motor Fuel Oversize	(609) 633-9399 (609) 633-9400 (609) 633-9400
New Mexico	New Mexico Taxation & Rev. Dept. Motor Vehicle Div (IRP) PO Box 5188 Santa Fe NM 87502–5188	IRP Motor Fuel Authority Oversize	(505) 476–1530 (505) 827–0845 (505) 827–4519 (505) 827–0374
New York	International Registration Bureau PO Box 2850–ESP Albany NY 12220–0850	IRP Motor Fuel Authority Oversize	(518) 473–5834 (518) 457–3653 (518) 457–6391 (518) 457–1155
North Carolina	Division of Motor Vehicles IRP Section 1425 Rock Quarry Rd Ste 100 Raleigh NC 27610	IRP Motor Fuel Authority Oversize	(919) 861–3720 (919) 733–3409 (919) 733–7631 (919) 733–7154
North Dakota	ND Department of Transportation Motor Vehicle Division 608 E Blvd Ave Bismarck ND 58505–0700	IRP Motor Fuel Authority Oversize	(701) 328–2725 (701) 328–3239 (701) 328–2725 (701) 328–2621
Nova Scotia	Service NS & Municipal Relations PO Box 2734 Halifax, NS B3J 3P7	IRP	(902) 424-3912
Ohio	Ohio Bureau of Motor Vehicles PO Box 16520 Columbus OH 43216–6520	IRP Motor Fuel Authority Oversize	(614) 752-7587 (614) 466–3410 (614) 466–3392 (614) 777–0224
Oklahoma	Oklahoma Tax Commission Prorate Section 2101 N. Lincoln Blvd Oklahoma City OK 73105	IRP Motor Fuel Authority Oversize	(405) 521–3036 (405) 521–3246 (405) 521–2253 (405) 425–2390
Ontario	Ministry of Transportation Building "A" Lower Level Room 034 1201 Wilson Avenue Downsview, Ontario M3M 1J8	IRP	(416) 235-3923
Oregon	Motor Carrier Transportation 550 Capitol St NE Salem OR 97301–2530	IRP Motor Fuel Authority Oversize	(503) 378–6699 (503) 378–6699 (503) 378–6699 (503) 373–0000
Pennsylvania	Department of Transportation Commercial Registration Section PO Box 68285 Harrisburg PA 17106–8285	IRP Motor Fuel Authority Oversize	(717) 346–0608 (717) 783–9369 (717) 787–3834 (717) 787–5367

IRP Jurisdictions cont'd

Prince Edward Island	Highway Safety Division Dept. of Trans. & Public Works 33 Riverside Drive P O Box 2000 Charlottetown, P E I CIA 7N8	IRP (902) 368-5202
Quebec	Societe de l'assurance automobile du Quebec 333, boulevard Jean Lesage Local C-3-33-CP 19600 Quebec City, (Quebec)Canada G1K 8J6	IRP (418) 528-4343 Motor Fuel (418) 652-5306 Oversize (888) 355-0511
Rhode Island	Division of Motor Vehicles IRP Services Section 45 Park Place Pawtucket, RI 02860	IRP (401) 728-6692 Motor Fuel (401) 222-6317 Authority (401) 941-4500 x 149 Oversize (401) 722-4764
Saskatchewan	Government Insurance 2260 11th Ave Regina SK S4P 2N7	IRP (306) 751-1200 Motor Fuel (306) 787-7749 Authority (306) 775-6662 Oversize (306) 775-6969
South Carolina	SC Dept of Motor Vehicles PO Box 1498 Blythewood SC 29016	IRP (803) 896-3870 Motor Fuel (803) 737-4872 Authority (803) 737-5195 Oversize (803) 737-1279
South Dakota	Department of Revenue Prorate & Commercial Licensing 445 East Capital Ave Pierre SD 57501–3185	IRP (605) 773-3314 Motor Fuel (605) 773-5335 Authority (605) 773-3201 Oversize (605) 698-3925
Tennessee	Department of Revenue Andrew Jackson State Office Bldg. 301 Plus Park Blvd Nashville TN 37217	IRP (615) 399-4265 IFTA (615) 741-3394 Authority (615) 741-2974 Oversize (615) 741-3821
Texas	Texas Dept. of Transportation Vehicle Titles & Registration Div. 4000 Jackson Ave Austin TX 78731	IRP (512) 465-7570 Motor Fuel (512) 463-4600 Authority (512) 463-7079 Oversize (512) 465-1784
Utah	Utah State Tax Commission 210 N 1950 West Salt Lake City UT 84134	IRP (801) 297-6800 Motor Fuel (801) 535-4848 Authority (801) 530-6662 Oversize (801) 965-4508
Vermont	Agency of Transportation National Life Building Drawer 33 St Montpelier VT 05603–0001	IRP (802) 828-2071 Motor Fuel (802) 828-2070 Authority No Regulation Oversize (802) 828-2064
Virginia	Department of Motor Vehicles 2300 West Broad Street PO Box 27412 Richmond VA 23269-0001	IRP (866) 878-2582 Motor Fuel (804) 367-0479 Authority (804) 367-0479 Oversize (804) 786-2787

IRP Jurisdictions cont'd

Washington	Department of Licensing Prorate and Fuel Tax Services P O Box 9228 Olympia WA 98507–9228	IRP Motor Fuel Authority Oversize	(360) 664-1811 (360) 753-3256 (360) 753-3111 (360) 664-9494
West Virginia	Division of Motor Vehicles 1800 Kanawha Blvd E Bldg 3 Room 138 Charleston WV 25317	IRP Motor Fuel Authority Oversize	(304) 558-4188 (304) 558-3333 (304) 340-0417 (304) 558-0384
Wisconsin	Division of Motor Vehicles PO Box 7911 Madison WI 53707–7911	IRP Motor Fuel Authority Oversize	(608) 266-9900 (608) 267-4382 (608) 266-1356 (608) 266-7320
Wyoming	WY Department of Transportation 5300 Bishop Blvd Cheyenne WY 82009-3340	IRP Motor Fuel Authority Oversize	(307) 777-4842 (307) 777-4827 or (307) 777-4828 (307) 777-4859 (307) 777-4376

Appendix C
Glossary Definitions

Ad Valorem – a tax charged by some States in proportion to the estimated value of the vehicle.

Allocated Vehicle – vehicle to which a particular state's basic registration plate or apportioned registration plate is attached upon payment of the state's full basic registration fee. A portion of each fleet of one-way vehicles is "allocated" to each jurisdiction into or through which the fleet travels (each vehicle of the fleet need not enter every jurisdiction).

Allocation – a system of registering a Fleet that operates in more than one Member Jurisdiction under which the Vehicles are fully registered in individual Member Jurisdiction in proportion to a measure of the presence or travel of the Fleet in each one, and under which the Vehicles so registered are granted Reciprocity in all the Member Jurisdictions in which any of the Vehicles of the Fleet is registered.

APM – Audit Procedures Manual required to be maintained.

Applicant – a Person in whose name an application is filed for registration under the Plan.

Apportionable Fee – any periodic recurring fee or tax required for registering vehicles, such as registration, license or weight fees.

Apportionable Vehicle – any vehicle used or intended for use in two or more member jurisdictions that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property and:

(i) has two Axles and a gross Vehicle weight or registered gross Vehicle weight in excess of 26,000 lbs (11,793.401 kilograms), or

(ii) has three or more Axles, regardless of weight, or

(iii) is used in combination, when the gross Vehicle weight of such combination exceeds 26,000 lbs (11,793.401 kilograms).

*A Recreational Vehicle, a Vehicle displaying Restricted Plates, a bus used in the transportation of chartered parties or a government-owned Vehicle, is not an Apportionable Vehicle; except that a Truck or Truck Tractor, or the Power Unit in a Combination of Vehicles having a gross Vehicle weight of 26,000 pounds (11,793.401 kilograms), or less, and a bus used in the transportation of chartered parties, nevertheless may be registered under the Plan at the option of the Registrant.

Audit – physical examination of a Registrant's Operational Records, including source documents, to verify the distances reported in the Registrant's application for apportioned registration and the accuracy of the Registrant's record-keeping system for its Fleet. Such an examination may be of multiple Fleets for multiple years.

Auxiliary Axle – an auxiliary undercarriage assembly with a fifth wheel and tow-bar used to convert a Semi-Trailer to a Trailer.

Axle – an assembly of a Vehicle consisting of two or more wheels whose centers are in one horizontal plane, by means of which a portion of the weight of a Vehicle and its load, if any, is continually transmitted to the roadway. For purposes of registration under the Plan, an "Axle" is any such assembly whether or not it is load-bearing only part of the time.

Base Jurisdiction – the Member Jurisdiction where the Applicant has an Established Place of Business, where the Fleet the Applicant seeks to register under the Plan accrues distance, and where Operational Records of the Fleet are maintained or can be made available, to which an Applicant applies for apportioned registration under the Plan, or the Member Jurisdiction that issues apportioned registration to a Registrant under the Plan.

Bus (BS) – means a motor vehicle designed to carry more than 10 passengers.

Cab Card – an evidence of registration, other than a Plate, issued for an Apportioned Vehicle registered under the Plan by the Base Jurisdiction and carried in or on the identified vehicle.

Chartered Bus – a motor vehicle used as a limited passenger vehicle exclusively for the conveyance of a person or group of persons to whom or for whose use the vehicle is chartered at a fixed price for the use of the whole vehicle.

Chartered Party – a group of persons who, pursuant to a common purpose and under a single contract, 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 group after leaving the place of origin. This term includes services rendered to a number of passengers that a passenger carrier or its agent has assembled into a travel group through sales of a ticket to each individual passenger covering a round trip from one or more points of origin to a single advertised destination.

Combination of Vehicles – a Power Unit used in combination with one or more Trailers, Semi-Trailers, or Auxiliary Axles.

Combined Gross Weight – total empty weight of a combination of vehicles plus the total weight of the maximum load carried on that combination of vehicles.

Commercial Vehicle – vehicle that is used for the transportation of persons for compensation or profit; or, is designed or used primarily for the transportation of property.

Converter Gear – auxiliary axle undercarriage assembly with a fifth wheel and tow bar used to convert a semi-trailer to a full trailer.

Credentials – One (1) registration plate and one(1) cab card, issued in accordance with the plan.

Double Bottom Combination – a combination of a power unit pulling two (2) semi-trailers or a semi-trailer and a full trailer.

Dump Truck (DT) – a truck whose contents are unloaded by tilting the truck bed backwards with the tailgate open.

Empty Weight – weight of a vehicle fully equipped for service, excluding the weight of any load.

Enforcement Date – the date the Base Jurisdiction requires a Registrant to display the new Registration Year's Credentials.

Established Place of Business – a physical structure located within the Base Jurisdiction 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). Operational 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 1020). The Base Jurisdiction may accept information it deems pertinent to verify that an Applicant or Registrant has an Established Place of Business within the Base Jurisdiction.

Estimated Distance – the anticipated distance a Fleet is expected to travel in a member Jurisdiction during an applicable Registration Year as reported by an Applicant; or the distance assigned to the Fleet

by the Base Jurisdiction in accordance with the IRP plan.

Exception – a deviation from the Plan by a Member Jurisdiction, which has been approved by all Member Jurisdictions.

Extension – a period of time from the expiration date or end of a Grace Period during which the Registrants may operate on expired Credentials by reason of the inability of the Base Jurisdiction to provide current Credentials.

Factory List Price – the manufacturer's retail price, excluding trade–in and sales tax, including accessories or modifications attached to the vehicle.

Federal Heavy Vehicle Use Tax – tax paid to the US Federal government by all interstate carriers with vehicles having a gross weight of 55,000 lbs / 24,947 kg or more.

Fifth Wheel Coupler – a device that is mounted on the vehicle chassis and that consists of a skid plate associated mounting brackets, and latching mechanism that couples or connects to a kingpin located on the other vehicle or component.

Fleet – One or more Apportionable vehicles designated by a Registrant for distance reporting under the Plan.

Full Trailer – vehicle without motive power, designed for carrying people, or property, pulled by a motor vehicle, and so constructed that no part of its weight rests on the pulling vehicle.

Grace Period – a period of time from the expiration of apportioned registration until the Enforcement Date for new Credentials.

Gross Vehicle Weight – the number of pounds derived by adding the weights on all the axles of a commercial vehicle.

Heavy Trailers – trailers weighing in excess of 8,000 lbs loaded weight (axle weight when loaded).

Household Good Carrier – a carrier handling (i) personal effects and property used or to be used in dwelling, or (ii) furniture, fixtures, equipment, and the property of stores, offices, museums, institutions, hospitals and other establishments, when a part of the stock, equipment, or supply of such stores, offices, museums, institutions, including objects of art, displays, and exhibits which because of their unusual nature or value, requires the specialized of handling and equipment commonly employed in moving household goods.

In - Jurisdiction Distance – all of the distance operated during the Reporting Period or the distance estimated to be operated by a Fleet in a particular Member Jurisdiction for the Registration Year.

Interjurisdiction Movement – Vehicle movement between or through two or more Jurisdictions.

Intrajurisdiction Movement – Vehicle movement from one point within a Jurisdiction to another point within the same Jurisdiction.

International Registration Plan – an agreement between member jurisdictions for prorating or apportioning registration fees based on fleet mileage travelled in each jurisdiction.

IVDR – Individual Vehicle Distance Record. It is through the original record generated in the course of actual Vehicle operation and is used as a source document to verify the Registrant's reported distance. An IVDR must contain the information set forth in the APM.

Jurisdiction – country or a state, province, territory, possession, or federal district of a country.

Lease – a transaction evidenced by a written document in which a Lessor vests exclusive possession, control, and responsibility for the operation of a Vehicle in a Lessee for a specific term. A long term Lease is for a period of 30 calendar days or more. A short term Lease is for a period of less than 30 calendar days.

Lessee – a Person that is authorized to have exclusive possession and control of a Vehicle owned by another under terms of a Lease agreement.

Lessor – a Person that under the terms of a Lease agreement authorizes another Person to have exclusive possession, control of, and responsibility for the operation of a Vehicle.

Light Trailers – trailers weighing 8,000 lbs or less loaded weight (axle weight when loaded).

Loaded Weight – the weight transmitted to the road through an axle or set of axles, when the vehicle is fully loaded.

Member Jurisdiction – a Jurisdiction that has applied and has been approved for membership in the Plan in accordance with Section 1100 of the Plan.

Mileage Reporting Year – period of twelve (12) consecutive months (July 1 to June 30) immediately prior to the beginning of the registration or license year for which apportioned registration is requested.

Mobile Home Toter (MT) – a motor vehicle designed without a fifth wheel and used exclusively for pulling mobile homes on their own axles.

Motor Vehicle – a Vehicle which is self-propelled by power other than muscular power and which does not move on a rail.

Operational Records – source documents that evidence distance travelled by a Fleet in each Member Jurisdiction, such as fuel reports, trip sheets, and driver logs, including those, which may be generated through on-board recording devices and maintained electronically, as required by the APM.

Owner – any individual, partnership, or corporation other than a lien-holder, holding legal title to a vehicle.

Owner-Operator – Equipment Lessor (owner) who leases vehicles, with drivers, to a motor carrier.

Person – a natural person or business entity such as a corporation, partnership, or limited liability company.

Plate – the license plate, including renewal decals, if any, issued for a Vehicle registered under the Plan by the Base Jurisdiction.

Pool – with respect to motor bus operations, means an agreement or combination among motor carriers of passengers, with the approval of the U.S. Department of Transportation or relevant Provincial authority, to combine or divide traffic, services, or any part of their earnings.

Pool Fleet – means a fleet of rental company trailers and semi trailers having a gross weight in excess of 6,000 lbs/2,722 kg and used solely in pool operation, with no permanent base.

Power Unit – Motor Vehicle (but not including an automobile or motorcycle), as distinguished from a Trailer, Semi-Trailer, or an Auxiliary Axle.

Private Carrier – individual, partnership, or corporation which utilizes its own trucks to transport its own freight.

Properly Registered Vehicle – a Vehicle which has been registered in full compliance with the laws of all Jurisdictions in which it is intended to operate.

Purchase Price – actual price of the vehicle paid by the current owner, excluding sales tax, including accessories or modifications attached to the vehicle. A trade-in cannot be used to reduce the taxable purchase price.

Reciprocity – the reciprocal grant by one Jurisdiction of operating rights or privileges to Properly Registered Vehicles registered by another Jurisdiction, especially but not exclusively including privileges generally conferred by Vehicle registrations.

Reciprocity Agreement – an agreement, arrangement or understanding between two or more Jurisdictions under which each of the participating Jurisdictions grants reciprocal rights or privileges to Properly Registered Vehicles that are registered under the laws of other participating Jurisdictions.

Reciprocity Distance – the distance travelled by Apportionable Vehicles in Jurisdictions which are not Member Jurisdictions and which grant Reciprocity without charge.

Recreational Vehicle – a Vehicle used for personal pleasure or personal travel and not in connection with any commercial endeavour.

Registrant – a Person in whose name a Properly Registered Vehicle is registered.

Registration Card – see cab card.

Registration Year – the twelve month period during which, under the laws of the Base Jurisdiction, the registration issued to a Registrant by the Base Jurisdiction is valid.

Rental Fleet – Vehicles the Rental Owner designates as a Rental Fleet and which are offered for rent with or without drivers.

Rental Owner – someone who rents Vehicles to others with or without drivers.

Rental Vehicle – a Vehicle of a Rental Fleet.

Reporting Period – the period of twelve consecutive months immediately prior to July 1 of the calendar year immediately preceding the beginning of the Registration Year for which apportioned registration is sought.

Residence – the status of an Applicant or a Registrant as a resident of a Member Jurisdiction as determined by at least three of the following: if an individual, the driver's license must be issued by that Jurisdiction; if the Applicant is a corporation, proof of incorporation or registration to conduct business as a foreign corporation in that Jurisdiction must be submitted; if the Applicant is a corporation, the principal owner must be a resident of that Jurisdiction; if the Applicant has paid personal income taxes to that Jurisdiction; if the Applicant's federal income tax returns have been filed from an address in that Jurisdiction; if the Applicant receives utility bills in that Jurisdiction in the applicant's name; if the Applicant has a Vehicle titled in that Jurisdiction in the applicant's name; or other factors clearly provide evidence that the Applicant's legal Residence is in that Jurisdiction.

Restricted Plate – a registration that has time, geographic area, distance, or commodity restriction or a mass transit or other special plate issued for a bus leased or owned by a municipal government, a state or provincial transportation authority, or a private party, and operated as part of an urban mass transit system, as defined by the Jurisdiction that issues the plate.

Road Tractor (RT) – a motor vehicle designed without a fifth wheel and used for pulling other vehicles by

means of a ball hitch and so constructed to carry only part of the weight of the vehicle being towed.

Semi-trailer (ST) – vehicle without motor power that is designed to be drawn by a Motor Vehicle and is constructed so that a part of its weight rests upon or is carried by a towing Vehicle..

Serial Number – see vehicle identification number.

Service Representative – one who furnishes facilities and services including sales, warehousing, motorized equipment and drivers under contract or other arrangements to a motor carrier for the transportation of household goods.

Sublease – lease made to another person or company by the person or company to whom a vehicle is leased.

Tare Weight (Unladen Weight) – 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.

Total Distance – all distance, including that accrued on Trip Permits, operated by a Fleet of Apportioned Vehicles in all Member Jurisdictions during the Reporting Period.

Total Fleet Miles – total number of miles operated by a fleet of apportioned vehicles registered in all IRP jurisdictions during the mileage reporting period.

Tow/Recovery Vehicle (TW) – a motor vehicle designed for towing and recovering vehicles which are wrecked, damaged, disabled, abandoned, or are replacement vehicles.

Tow Dolly – see converter gear.

Tractor (TR) – motor vehicle designed and used primarily for drawing other vehicles but not so constructed as to carry a load other than part of the weight of the vehicle and load so drawn.

Trailer – a Vehicle without motor power, designed to be drawn by a Motor Vehicle and so constructed that no part of its weight of that of its load rests upon or is carried by the towing Vehicle.

Trip Permit – a permit issued by a Member Jurisdiction in lieu of apportioned or full registration.

Trip Lease – lease of vehicle equipment to a carrier (lessee) for a single interstate movement. The term may also include a similar movement intrastate where such movement is authorized under the laws of the state.

Trip Records – records maintained on distances travelled for each unit on a monthly/quarterly basis and accumulate totals annually. The reporting period for actual distance travelled is July 1 to June 30 of the preceding year. The reporting period for estimated distance is for the projected registration year. These records are subject to audit by the base jurisdiction as well as host jurisdictions.

Truck – power unit designed, used, or maintained primarily for the transportation of property.

Truck-Tractor – motor vehicle designed and used for drawing other vehicles, but constructed to carry a load other than part of the weight of the vehicle and load so drawn

Unladen Weight (Tare Weight) – 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.

Vehicle – a device used to transport persons or property on a highway, but does not include devices

moved by human power or used exclusively upon rails or tracks.

VTR – the abbreviation for a Vehicle Trip Record (Same as an IVMR).

Vehicle Identification Number – identifying numbers and letters assigned to a vehicle for the purpose of titling and registration.

Appendix D

Louisiana Apportioned Registration Application Packet

2010-2011 Registration

Louisiana Department of Public Safety and Corrections
Office of Motor Vehicles
International Registration Plan

IRP REGISTRATION CERTIFICATION

This form must be completed prior to IRP Registration. Please check box Y for yes or N for no.

1. Does the Louisiana address have a physical structure owned, leased or rented by the fleet registrant? Y ☐ N ☐
2. Is this location open during normal business hours? (Monday – Friday / 8 a.m. to 5 p.m.) Y ☐ N ☐
3. Is there a person or persons conducting the fleet registrant's business in the location during normal business hours? Y ☐ N ☐
4. Are the operational records of the fleet located at this location? Y ☐ N ☐
5. If not, can the operational records be made available at the Louisiana location in the event of an audit? Y ☐ N ☐

   If no, the registrant must pay all costs of travel and per diem expenses in accordance with the IRP Agreement, Section 1602.

New Account Certification

I / we, the undersigned, do hereby certify, under penalty of perjury, that the statements made herein are true and correct to the best of my/our knowledge, information and belief. I/we understand that in the event that the established place of business is proven to be outside the State of Louisiana, the registrant will be suspended and the registration and document fees will not be refunded.

Name of Registrant (Print or Type) Account #

Signature of Registrant or Authorized Representative Date

Application Certification

The undersigned does hereby certify, under penalty of perjury, that the information contained on the following Schedule A, B and/or E, to be true and correct to the best of my/our knowledge, and that liability security required by law will be maintained on all vehicles listed on this application.

Name of Registrant (Print or Type) Account #

Signature of Registrant or Authorized Representative Date

Louisiana Dept. of Public Safety Office of Motor Vehicles
Mileage Records, Audits, & Assessments
IRP Article X Certification Document/Mandatory For New Accounts & Renewals

Under the provisions of Article X.15(b) of the International Registration Plan, (IRP), each base jurisdiction (state) administrator shall audit the supporting trip-mileage records of the Registrants displaying apportioned base plates from his jurisdiction. To qualify for apportionment, a Registrant must operate interstate and must maintain accurate mileage records of the trip movements of his apportioned vehicles.

Registrants must retain all records that support the apportioned application for the current registration year and three prior years. These records must be maintained on each individual vehicle from July 1 – June 30 of each mileage reporting period. For example, records for registration year 2005 (mileage year 7/1/2003-6/30/2004) must be retained through December 2008.

DETERMINATION OF VEHICLE TRIP MILEAGE:

1. Speedometer/Odometer
2. State maps
3. Mileage chart (standard routes)
4. Household Goods Carrier's mileage guide

EACH DAYS MILEAGE IS TO BE RECORDED ON A SOURCE DOCUMENT THAT SHOULD CONTAIN:

1. Date (starting and ending)
2. Trip origin & destination
3. Route of travel
4. Total trip miles
5. Mileage by Jurisdiction (State)
6. Unit Number or VIN
7. Vehicle fleet number
8. Driver's signature and/or name
9. Registrant's (carrier's) name
10. Trailer number

Registrants must breakdown total mileage in a summary that indicates miles traveled in each jurisdiction by month, and mileage year for each apportioned vehicle. Total mileage includes **ALL** trip movement (interstate and intrastate), including loaded, empty, deadhead and/or bob-tail miles. Registrants must record beginning and ending speedometer/odometer readings for all miles traveled.

EXAMPLES OF INDIVIDUAL VEHICLE MILEAGE RECORDS (IVMR's):

1. Driver logs (by vehicle, jurisdiction)
2. Driver trip sheets
3. Receiving documents (rental one-way)
4. Any other records which contain the required information. Computer printouts are acceptable **IF** supported by the specified IVMR's.

NOTICE: In accordance with Article X.5(a) of the IRP, failure to maintain adequate mileage records or to provide records within 30 calendar days of the Office of Motor Vehicle's auditors' written request, shall result in the auditors basing their assessment on the Registrant's true liability determined from any other available sources. Upon request, a registrant shall make records available, during normal business hours, to the Louisiana Department of Public Safety, Internal Audit Division. Additionally, if an audit results in a finding that a registrant underpaid, the registrant will receive a finding from the auditors. The registrant will have the opportunity to respond to the finding or appeal any assessment notice before it becomes final. However, once the auditors issue a final assessment, a registrant's failure to pay or appeal the final assessment shall result in the revocation of current registrations and the denial of renewal or supplemental activity.

I understand failure to maintain adequate mileage records for my/our fleet, as required, shall result in an assessment as determined from any available information. I also understand that failure to pay or appeal a final assessment within 30 days shall result in the cancellation of my apportioned privileges. These records shall be made available, upon request, during normal business hours for examination and audited by the LA Department of Public Safety & Corrections. This document will be made a permanent part of my/our apportioned file.

Name of Registrant	LA Apportioned Account #
Signature & Title	Date

FLEET INFORMATION				PRINT OR USE TYPEWRITER
LA Account #	Fleet #	Supp. #	License Year	**STATE OF LOUISIANA** **INTERNATIONAL REGISTRATION PLAN** **ORIGINAL APPLICATION** SCHEDULE A
NAME OF REGISTRANT				
BUSINESS LOCATION (DO NOT USE P.O. BOX AND MUST BE IN LA)				**MAILING ADDRESS** (IF DIFFERENT)
CITY PARISH STATE ZIP				CITY STATE ZIP
TELEPHONE NO. ( )		FAX NO.		CONTACT PERSON NAME & PHONE #

Column 2 * Type	Column 7 ** Fuel
TT - Truck Tractor **TR - Tractor** **TK - Single Truck** **RT - Road Tractor** **WR – Wrecker** **BS - Bus** **CG - Converter Gear**	**D - Diesel** **G - Gas** **P - Propane**

Fed. E.I.N.	Federal USDOT No.	Number of Months:	Verified By:	Date:

#1 VEHICLE INFORMATION

1	2*	3	4	5	6	7**	8	9	10
Trans Type	Type Veh.	Unit --- Equip#	Vehicle Identification Number (as it appears on title)	Vehicle Make	Vehicle Year	Fuel Type	Axles Seats	Unladen Weight	Combined Gross Weight

	12	13	14	15	16	17	18
Name of Owner (as it appears on title)	Title Number	Date Acquired	Purchase Price	Factory Price	Current License Plate Number	Form 2290 Schedule 1	Owner Federal USDOT No

#2 VEHICLE INFORMATION

1	2*	3	4	5	6	7**	8	9	10
Trans Type	Type Veh.	Unit --- Equip#	Vehicle Identification Number (as it appears on title)	Vehicle Make	Vehicle Year	Fuel Type	Axles Seats	Unladen Weight	Combined Gross Weight

	12	13	14	15	16	17	18
Name of Owner (as it appears on title)	Title Number	Date Acquired	Purchase Price	Factory Price	Current License Plate Number	Form 2290 Schedule 1	Owner Federal USDOT No

DELETE VEHICLE(S)

1	2	3	4	5	6
Unit - Equip#	Plate Number	Vehicle Identification Number (as it appears on title)	Vehicle Make	Vehicle Year	Combined Gross Weight

STATE OF LOUISIANA
INTERNATIONAL REGISTRATION PLAN
SCHEDULE A SUPPLEMENTAL PAGE

TYPE OF OPERATION		TYPE OF APPLICATION	
☐ Private Carrier (P)	☐ Haul for Hire (H)	☐ ORIGINAL APPLICATION	☐ ADD and/or DELETE
☐ Household Goods (M)	☐ Rental (R)	☐ STATE ADDITION	☐ LOST PLATE
		☐ RENEWAL APPLICATION	☐ CONVERSION
		☐ WEIGHT INCREASE / DECREASE	☐ DUPLICATE CAB CARD

ADDITIONAL VEHICLE INFORMATION

1	2*	3	4	5	6	7**	8	9	10
Trans Type	Type Veh.	Unit --- Equip#	Vehicle Identification Number (as it appears on title)	Vehicle Make	Vehicle Year	Fuel Type	Axles Seats	Unladen Weight	Combined Gross Weight

	12	13	14	15	16	17	18
Name of Owner (as it appears on title)	Title Number	Date Acquired	Purchase Price	Factory Price	Current License Plate Number	Form 2290 Schedule 1	Owner Federal USDOT No

ADDITIONAL VEHICLE INFORMATION

1	2*	3	4	5	6	7**	8	9	10
Trans Type	Type Veh.	Unit --- Equip#	Vehicle Identification Number (as it appears on title)	Vehicle Make	Vehicle Year	Fuel Type	Axles Seats	Unladen Weight	Combined Gross Weight

	12	13	14	15	16	17	18
Name of Owner (as it appears on title)	Title Number	Date Acquired	Purchase Price	Factory Price	Current License Plate Number	Form 2290 Schedule 1	Owner Federal USDOT No

DELETE VEHICLE(S)

1	2	3	4	5	6
Unit - Equip#	Plate Number	Vehicle Identification Number (as it appears on title)	Vehicle Make	Vehicle Year	Combined Gross Weight

Instructions For Completing Schedule A

For all applications, please complete the front of the application in the following manner, beginning at the top left-hand side.

Page 1
FLEET INFORMATION:

IRP NUMBER: Your assigned five-digit Louisiana IRP number. If you have not been assigned a number, leave blank.

FLEET NUMBER: The two-digit number you have assigned to the fleet. Do not use letters for fleet designation.

SUPPLEMENT NUMBER: Leave blank.

REGISTRATION YEAR: The registration year for which you are applying.

NAME OF APPLICANT: The full legal name under which the individual, partnership, or corporation does business. If you have a corporation, the name must exactly match the name as filed with the Louisiana Secretary of State Office. Please include Incorporated (Inc.), Company (Co), Limited Liability Company (LLC), Limited (Ltd), doing business as (dba), or any other identifying characteristic. If your company has a dba, both names must be on the registration. List the name under which the account is to be established on the second line.

BUSINESS STREET ADDRESS: The physical address where you have an **established place of business**. A Louisiana-based fleet must have a Louisiana business address. See page 11 of the IRP Registrant Manual.

MAILING STREET ADDRESS: The address where apportioned credentials and correspondence are to be mailed. If this is the same as your business address, write “same.”

CONTACT PERSON: Person to contact during normal business hours regarding information on the application. If this person is in another state, write that telephone number and name in the boxes provided.

WEIGHT INFORMATION: List the desired weight by the jurisdiction. Use a separate page for any vehicle with a difference in any jurisdiction. If left blank, the vehicle will be placed in existing weight group or the same weight group as the vehicle being deleted (in case of an add and delete).

VEHICLE INFORMATION:

COLUMN 1: TRANSACTION TYPE: Note if the transaction is a change to an existing vehicle, adding a vehicle, and/or deleting a vehicle.

COLUMN 2: TYPE: The type of vehicle is written in this column. Use the abbreviations found on the top of the page and vehicle type definitions in Appendix A of the IRP Registrant Manual.

COLUMN 3: UNIT EQUIPMENT NUMBER: This number is used for identification purposes only. Do not duplicate numbers.

COLUMN 4: VEHICLE IDENTIFICATION NUMBER: The complete vehicle identification number (serial number) as it appears on the vehicle title.

COLUMN 5: MAKE OF VEHICLE: The popular make abbreviations can be found in Appendix A.

COLUMN 6: YEAR: Place the model year of the vehicle in this column.

COLUMN 7: FUEL: Type of fuel used by each power unit must be listed.

COLUMN 8: AXLES OR SEATS: This is requesting the number of axles for the tractor/truck or the number of seats in a bus, including the driver's seat.

COLUMN 9: HORSEPOWER: Self explanatory and optional.

COLUMN 10: UNLADEN WEIGHT: The empty weight of the tractor only.

COLUMN 11: COMBINED GROSS WEIGHT: The total weight of the tractor, trailer and maximum load.

COLUMN 12: NAME OF OWNER: This must be the same as it appears on the title.

COLUMN 13: TITLE NUMBER: The number found on the title.

COLUMN14: DATE OF PURCHASE: The date the vehicle was acquired.

COLUMN 15: PURCHASE PRICE: The actual price paid for the vehicle by the current owner.

COLUMN 16: FACTORY PRICE: The suggested Manufacturer's retail price for the vehicle.

COLUMN 17: CURRENT LICENSE PLATE NUMBER: If the vehicle is currently plated, we need that plate number.

COLUMN 18: FHVUT: Write Y (for yes) if you have a current stamped, receipted Federal Heavy Vehicle Use Tax, Form 2290, Schedule 1. Write N (for no) if you do not have this form. This form is required for any vehicle registered at 55,000 pounds or more and must be acquired within 60 days of purchase.

DELETE VEHICLE(S):

COLUMN 1 through 6: Complete all 6 columns with requested information for the vehicles you wish to remove from service.

Page 2 Schedule Supplemental Page

TYPE OF OPERATION: Check the box next to your type of business operation.

TYPE OF APPLICATION: Check the box(es) indicating the purpose of the application.

ORIGINAL APPLICATION: First time application for the account or fleet.
RENEWAL APPLICATION: Renewal of fleet.
ADD / DELETE: Adding vehicle(s) or removing vehicle(s) to or from an existing fleet.
CONVERSION: Converting from one type of use or plate to another.
ADDITION OF JURISDICTION: Add a participating state or province. Adding jurisdictions applies to all equipment in a fleet.
WEIGHT INCREASE / DECREASE: A change in the gross vehicle weight.
LOST PLATE: Replacing a lost or damaged license plate.
DUPLICATE CAB CARD: Replacing a lost or damaged cab card.

NOTE: NOT ALL JURISDICTIONS ALLOW FEE TRANSFERS. See Chapter 12.0 of the IRP Registrant Manual for information on jurisdictions that will not transfer registration

FLEET INFORMATION		
Fleet #	Supplement	License Year

NAME OF REGISTRANT	REGISTRATION PERIOD Effective Date:	Expiration Date:

LOUISIANA BUSINESS LOCATION (DO NOT USE P.O. BOX)			
CITY	PARISH	STATE	ZIP
TELEPHONE NO. ( )		FAX NO. ( )	

STATE OF LOUISIANA
SCHEDULE E

Date: _____

WEIGHT INFORMATION:

UNITS LISTED ON SCHEDULE "A" WILL BE AUTHORIZED TO OPERATE IN THE JURISDICTIONS INDICATED AT THE WEIGHT SHOWN. USE SEPARATE PAGE(S) FOR ANY VEHICLE WITH A WEIGHT DIFFERENCE IN ANY JURISDICTION. THE LISTED WEIGHTS WILL BE PRINTED ON THE CAB CARD FOR ALL UNITS LISTED BELOW.

Group #

AL	AZ	AR	CA	CO	CT	DC
DE	FL	GA	ID	IL	IN	IA
KS	KY	LA	MA	MD	ME	MI
MN	MS	MO	MT	NE	NV	NH
NJ	NM	NY	NC	ND	OH	OK
OR	PA	RI	SC	SD	TN	TX
UT	VT	VA	WA	WV	WI	WY
AB	BC	MB	NB	NF	NS	NT
ON	PE	QC	SK	YT	MX	

Equipment or Unit Number: List equipment or unit for the vehicles operating with the above weights.	

I certify information contained in this document is true and correct. If the vehicle(s) being registered is/are defined as a commercial motor vehicle, Registrant declares knowledge of Federal Motor Carrier Safety and/or Federal Hazardous Materials Regulations.

_____
Signature Date

_____
Title

Instructions For Completing Schedule E

FLEET INFORMATION:

IRP NUMBER: Your assigned five-digit Louisiana IRP number. If you have not been assigned a number, leave blank.

FLEET NUMBER: The two-digit number you have assigned to the fleet. Do not use letters for fleet designation.

SUPPLEMENT NUMBER: Leave blank.

REGISTRATION YEAR: The registration year for which you are applying.

NAME OF APPLICANT: The full legal name under which the individual, partnership, or corporation does business. If you have a corporation, the name must exactly match the name as filed with the Louisiana Secretary of State Office. Please include Incorporated (Inc.), Company (Co), Limited Liability Company (LLC), Limited (Ltd), doing business as (dba), or any other identifying characteristic. If your company has a dba, both names must be on the registration. List the name under which the account is to be established on the second line.

BUSINESS STREET ADDRESS: The physical address where you have an **established place of business**. A Louisiana-based fleet must have a Louisiana business address, see page 11 of the IRP Registrant Manual.

DATE: The date you complete the application.

EQUIPMENT OR UNIT NUMBER: Enter the equipment / unit number(s) to increase the weight
For applications where jurisdictions are being added:

In the weight section (Schedule E), indicate weights for jurisdictions being added.

In the addition section (Schedule A), simply indicate “all equipment”.

In the mileage section (Schedule B), provide estimated miles with a detailed explanation for all jurisdictions being added.

Separate applications must be submitted for other transaction types.

Adding jurisdictions will apply to all equipment in the fleet, not just one specific unit. Indicate the required weight for the added jurisdiction(s) in the weight section (Schedule E). DO NOT EXCEED THE MAXIMUM ALLOWABLE WEIGHTS.

SIGNATURE: The application must be signed and dated by an authorized company representative. An agent may sign the application if a power of attorney is on file with IRP. Unsigned applications will be returned.

To avoid any problems or misunderstandings you can write across the bottom of Schedule A/E the reason for this application, such as:

Add / Delete Vehicle(s)
Owner Name Change
Company Name Change
Weight Increase / Decrease
Jurisdiction Added
Lost Plate / Duplicate Cab Card

FLEET INFORMATION		
LA Account #	Fleet #	Supp #
NAME OF REGISTRANT		
BUSINESS LOCATION		
City Parish State Zip		
MAILING ADDRESS		
City Parish State Zip		

STATE OF LOUISIANA INTERNATIONAL REGISTRATION PLAN

ORIGINAL MILEAGE SCHEDULE B

Proof Of Liability Insurance, As Required By Louisiana Law, Must Be Furnished Before This Application Can Be Processed.

Application must be properly signed by registrant or authorized agent in the space provided.

DO NOT SHOW ACTUAL AND ESTIMATED MILES FOR THE SAME STATE. SEE MILEAGE REPORTING INSTRUCTIONS. LIST MILEAGE IN EACH JURISDICTION IN WHICH THIS FLEET TRAVELED FOR THE PERIOD OF JULY 1 THRU JUNE 30 OF THE YEAR PRECEDING THE LICENSE YEAR FOR WHICH YOU ARE APPLYING. PLACE AN "X" IN THE SQUARE NEXT TO EACH JURISDICTION FOR WHICH YOU ARE APPLYING FOR PROPORTIONAL REGISTRATION.

X	STATE	ESTIMATED MILEAGE	ACTUAL MILEAGE	X	STATE	ESTIMATED MILEAGE	ACTUAL MILEAGE
	AK (Alaska)				NV (Nevada)		
	AL (Alabama)				NY (New York)		
	AR (Arkansas)				OH (Ohio)		
	AZ (Arizona)				OK (Oklahoma)		
	CA (California)				OR (Oregon)		
	CO (Colorado)				PA (Pennsylvania)		
	CT (Connecticut)				RI (Rhode Island)		
	DC (District of Columbia)				SC (South Carolina)		
	DE (Delaware)				SD (South Dakota)		
	FL (Florida)				TN (Tennessee)		
	GA (Georgia)				TX (Texas)		
	IA (Iowa)				UT (Utah)		
	ID (Idaho)				VA (Virginia)		
	IL (Illinois)				VT (Vermont)		
	IN (Indiana)				WA (Washington)		
	KS (Kansas)				WI (Wisconsin)		
	KY (Kentucky)				WV (West Virginia)		
	LA (Louisiana)				WY (Wyoming)		
	MA (Massachusetts)				AB (Alberta)		
	MD (Maryland)				BC (British Columbia)		
	ME (Maine)				MB (Manitoba)		
	MI (Michigan)				NB (New Brunswick)		
	MN (Minnesota)				NL (Newfoundland)		
	MO (Missouri)				NS (Nova Scotia)		
	MS (Mississippi)				NT (Northwest Ter.)		
	MT (Montana)				ON (Ontario)		
	NC (North Carolina)				PE (Prince Edward)		
	ND (North Dakota)				QC (Quebec)		
	NE (Nebraska)				SK (Saskatchewan)		
	NH (New Hampshire)				YT (Yukon)		
	NJ (New Jersey)				MX (Mexico)		
	NM (New Mexico)						
	SUB-TOTAL				SUB-TOTAL		
					TOTAL		

I certify information contained in this document is true and correct. If vehicle being registered is defined as a commercial motor vehicle, Registrant declares knowledge of Federal Motor Carrier Safety and/or Federal Hazardous Materials Regulations.

SIGNATURE & TITLE **DATE**

Explain in detail on reverse side any estimated miles

Instructions For Completing Louisiana Schedule B

FLEET INFORMATION: Complete the top portion of the Schedule B as the information appears on the front of the Schedule A.

TYPE OF OPERATION: Check the appropriate box identifying your type of operation.

TYPE OF APPLICATION: Check the appropriate box identifying the reason for this application.

MILEAGE LISTING: The mileage reporting period is July through June of the previous year. Leave this space blank if you are estimating miles. Place an "X" in the box beside each jurisdiction where the fleet will be registered. The estimated mileage chart will be used if you do not have actual mileage for the jurisdiction(s) you are adding. If you would rather supply your own estimated mileage, a detailed explanation must be supplied. See the note below for the information required in the explanation.

NOTE: If estimated miles are used, the explanation must include destination, route of travel, and the anticipated number of trips for the remainder of the year ending December 31. If you are unsure of this information, use the estimated mileage chart.

SIGNATURE: The application must be signed and dated by an authorized company representative. An agent may sign the application if a power of attorney is on file with IRP. Unsigned applications will be returned.

Remember:

- All lease agreements and proof of payment of the Federal Heavy Vehicle Use Tax (current tax period) (see Chapter 5.0, **Federal Heavy Vehicle Use Tax** of the IRP Registrant Manual) or acceptable bill of sale must accompany your prorate application, or the application will be returned.
- As you select the jurisdictions for registration, remember that you may not drop or remove jurisdictions from a fleet during the registration year. However, you may add jurisdictions at any time.

ESTIMATED MILEAGE: Explain below in detail the use of any estimated mileage.

_____

_____

_____

_____

_____

_____

_____

_____

_____

RENEWAL SCHEDULE G

This form should only be used if you do not wish to use the estimated distance chart in the Louisiana IRP Registrant Manual.

The SCHEDULE G is used when calculating your own estimated distances. In accordance with the International Registration Plan, these distances must be approved by LA OMV and may be adjusted.

Instructions: For each trip, list the new jurisdiction through which you plan to travel, the estimated distance you plan to travel within that jurisdiction, and the estimated number of trips per vehicle. This will determine the total estimated distance reported on the Schedule B. Detach and return with your renewal application. Carriers processing renewals online will be required to submit the Schedule G to LA OMV along with any other required documents.

Estimated Jurisdiction: Oklahoma			**EXAMPLE** V V V		
CITY ST	CITY ST	DISTANCE	X TRIPS	X VEHICLES	TOTAL EST DIST
Oklahoma City	Tulsa	104	10	1	1040
Tulsa	Oklahoma City	104	10	1	1040
			TOTAL ESTIMATED DISTANCE		**2080**

Estimated Jurisdiction:					
CITY ST	CITY ST	DISTANCE	X TRIPS	X VEHICLES	TOTAL EST DIST
			TOTAL ESTIMATED DISTANCE		

Estimated Jurisdiction:					
CITY ST	CITY ST	DISTANCE	X TRIPS	X VEHICLES	TOTAL EST DIST
			TOTAL ESTIMATED DISTANCE		

Estimated Jurisdiction:					
CITY ST	CITY ST	DISTANCE	X TRIPS	X VEHICLES	TOTAL EST DIST
			TOTAL ESTIMATED DISTANCE		

Estimated Jurisdiction:					
CITY ST	CITY ST	DISTANCE	X TRIPS	X VEHICLES	TOTAL EST DIST
			TOTAL ESTIMATED DISTANCE		

Attach additional sheets if necessary.

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete.

Signature of Owner or Corporate Officer

Date

Application Checklist

To prevent processing delays, please take the time to carefully check your application. Did you:

1.	List the correct IRP number and fleet number at the top of all pages of the application?	☐
2.	Indicate the registration year and the effective date in the appropriate boxes?	☐
3.	Check the “Type of Operation” on the application?	☐
4.	Attach proof of payment of the Federal Heavy Vehicle Use Tax for vehicles weighing 55,000 lbs or more?	☐
5.	Provide a contact person and telephone number?	☐
6.	Make sure that all vehicle information is accurate and legible and the complete vehicle identification number (VIN) is provided?	☐
7.	Complete the weight section for all registered jurisdictions?	☐
8.	Provide your US DOT number and your FEIN?	☐
9.	Sign the application(s) where indicated?	☐
10.	Provide a detailed explanation of estimated miles or indicate that you used the mileage chart?	☐
11.	Write miles next to jurisdictions and check (“Y”) if you want to apportion?	☐
12.	Keep copies for your records?	☐

Louisiana Office of Motor Vehicles District & Regional Map

This revised document was compiled by:
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