

## INTERNATIONAL REGISTRATION PLAN (IRP) NEW CARRIER OR NEW FLEET INSTRUCTIONS

To participate in the IRP Program you must complete and submit the following documents or information.

## Required documents or information:

- California IRP Carrier Data (Schedule A/B MC 2117 I)
- California IRP Vehicle Data (Schedule C MC 2118 I)
- Commercial Driver License Number on Schedule A/B for Owner/Operators
- Copy of Lease Agreement (Owner/Operator)
- Customer Application Checklist (MC 2129 I)
- Agreement to Prepare and Maintain Records (MC 522 I)
- Federal Heavy Vehicle Use Tax (FHVUT) proof of payment or exemption
- Submit Basing Documents (refer to the IRP Handbook Chapter 4, Section 4.025)
- Verification of Vehicle Form (REG 31)
- IFTA Number on Schedule A/B
- USDOT Number on Schedule A/B and Schedule C (for each vehicle owner if applicable)
- · Tax Identification Number (FEIN or SSN) on Schedule A/B
- MCSA-1 Information Updated with FMCSA
- California PUC-T Number (required for buses, taxis or limousines only)

## Submit documents only if applicable:

- Certificate of Insurance (MC 5009 I) documents required only on renewals
- IRP Agent Authorization (MC 5034 I)
- Colorado Data Form (MC 142 I)
- Colorado Rental/Leasing Data Form (MC 143 I)
- Arizona Reduced Fee Certification (MC 2132 I)
- Utah Reduced Fee Certification (MC 2132 I)
- Statement of Facts Motor Carrier Fleet Name Change (MC 256M I)

## Indicia and Temporary Registration Authorization will not be issued unless all fees are paid. Payment Options:

- 1. Full (100%) California fees; OR
- 2. \*California Fees + Other Jurisdiction Fees; OR
- 3. \$250 per vehicle per month for the number of months between the application date and expiration date; **OR**
- 4. \$300 per vehicle per month (only for purchase price of \$200,000 or more) for the number of months between the application date and expiration date.
- \* A copy of the billing from the registrant or Registration Service Agent's system software that was utilized to calculate fees for CA and other jurisdiction(s) must be submitted with the application.

The IRP Handbook and fee calculator is available on the Department of Motor Vehicle's website at www.dmv.ca.gov.