

Name Change - The Division of Motor Vehicles, Bureau of Motor Carrier Services is now the Division of Motorist Services, Bureau of Commercial Vehicle and Driver Services (CVDS).

## IMPORTANT INFORMATION

### ➤ COMMERCIAL VEHICLE ELECTRONIC FILING

We encourage you to take advantage of the department's electronic filing system for commercial vehicles. You may file IRP renewals and other IRP applications, file International Fuel Tax Agreement tax returns, order decals, and pay for all via the Internet. To register for e-filing with us, you may obtain an application online at <http://www.flhsmv.gov/html/welcome.html>.

### ➤ New Insurance Requirements

To comply with Florida Statutes, we have previously required the 30 day cancellation language in section 320.02(5)(e), Florida Statutes, be listed under Descriptions of Operations on a Certificate of Insurance (COI) form. One such COI is the ACORD form. Most owners of commercial motor vehicles use the ACORD form as proof of insurance to register or renew their license plate(s). Our Agency was alerted by an insurance industry representative, that this statement can no longer be displayed on the face of the ACORD form.

Effective immediately, the statutory language shown below must be endorsed on the policy and a copy of that portion of the policy along with the Certificate of Insurance must be submitted with all commercial motor vehicle registration applications. The language should read as follows:

“The liability insurance policy or surety bond may not be canceled on less than 30 days’ written notice by the insurer to the department, such 30 days’ notice to commence from the date notice is received by the department.”

The above language must be endorsed by the insurer and not the agent. In addition, Personal Injury Protection (PIP) must be indicated on the Certificate of Insurance form along with the policy number, effective date, and cancellation date. If either the PIP statement or the portion of the policy with the above statutory language is not included with the customer’s renewal application, it will be rejected.

### ➤ PRISM Requirements

The USDOT Number you previously provided the department at the account level will be preprinted on your renewal form if you are registered with DOT as a Motor Carrier. If the number previously provided at the account level was classified a Vehicle Registrant Only, it will not be preprinted on your renewal. If the status of your USDOT number has changed from Vehicle Registrant Only to Motor Carrier, you will need to enter the number at the account level on your renewal form. If the status has not changed, this field should be left

blank. You will need to provide the USDOT number and TIN for the motor carrier responsible for the safety (MCRS) of each vehicle in the space provided. **The MCS-150 for the MCRS must be updated within 12 months prior to the first day of the registration period and cannot be classified as Vehicle Registrant Only or Intrastate.** Mark the appropriate box indicating whether the MCRS is expected to change during the registration year. Additional PRISM information is located on the department's website. If you have questions, you may contact the Federal Motor Carrier Safety Administration (FMCSA) at 800-832-5660, or the Florida Bureau of Commercial Vehicle and Driver Services at 850-617-3711.

➤ **Unified Carrier Registration (UCR)**

Florida is not a participant in the UCR program. To travel in the UCR participating jurisdictions you must register and pay the appropriate fees. You should contact either Alabama or Georgia, whichever is closest to you. Your IRP account will remain with Florida.

Also, for your convenience, you may log on to the State of Indiana's website to register and pay for UCR online. Contact information for all three states is listed below:

- Alabama (334) 242-5176
- Georgia (404) 362-6484
- Indiana (317) 615-7350, [www.ucr.in.gov](http://www.ucr.in.gov)

## **Completing Your Florida IRP Renewal**

Your preprinted IRP Renewal Application contains all the vehicle and jurisdiction information that was included on your account and registrations in the previous year. Please utilize this form when processing your renewal. If you misplace this form and must use an IRP application, you must use IRP Application Form HSMV 85900 with a Revision Date of 10/10 or later. Applications with an earlier revision date may not be accepted.

When completing your renewal, please type or print neatly using black or blue ink. Be careful and review your application before sending. You must complete the renewal application fully and provide all required information. Applications that are missing information, are not signed, or are lacking the required attachments are considered incomplete and will not be processed. You will receive a letter informing you of any additional information needed.

➤ **Review the information on your preprinted renewal and correct where necessary:**

- ✓ Verify that all social data (name, address, contact, etc.) is correct and current.
- ✓ Verify and/or add the US DOT Number, Taxpayer Identification (TIN) Number and safety information for each vehicle.
- ✓ Verify all vehicle information, including the Gross Vehicle Weight (GVW).

➤ **Add or Delete vehicles from your renewal:**

- ✓ Delete vehicles by marking through the vehicle information with a red pen.
- ✓ Add vehicles by completing an IRP Application, Form HSMV 85900, with a revision date of 10/10 and attach it to your renewal. The application can be accessed at <http://www.flhsmv.gov/dmv/forms/BMCS/85900.pdf>.

➤ **Complete the Mileage Schedule:**

- ✓ Enter miles traveled for each jurisdiction for the period **July 1, 2010 through June 30, 2011. (October renewals use July 1, 2011 through June 30, 2012 mileage year)**
  - If you are adding a new jurisdiction, in which you did not travel during the mileage period, enter the mileage as **“ESTIMATED”**.
  - If you traveled in a jurisdiction during the mileage period, but do not want it on this year’s cab card, enter the miles traveled as **“INACTIVE”**.

➤ **Documents to Include with Your Renewal:**

If you process your renewal at one of the walk-in service centers, please make copies of these documents ahead of time so the registration process is not delayed for other customers. There may be a charge for excessive copies or faxes made by bureau personnel.

✓ **Proof of ownership:**

- You must provide proof of ownership for any newly added vehicle(s), or for any existing vehicle(s) on your pre-printed renewal that do not indicate a Florida title number.
- If your proof of ownership document is NOT from the State of Florida, you must provide a current letter, on the lien holder’s letterhead, stating there is a lien on the vehicle and a copy of the front and back of the out-of-state title.

**...OR...**

- Provide a current lease for the vehicle from the out-of-state carrier.

✓ **Proof of insurance:**

- All proofs of insurance must include the endorsement as provided by Section 320.02(5)(e), Florida Statutes, that the policy may not be cancelled on less than 30 days written notice by the insurer to this department.
- All proofs of insurance must include Personal Injury Protection (PIP) as required by Section 627.733, Florida Statutes. (Note: The PIP coverage information must also be reported to the State of Florida electronically as required by 324.0221, Florida Statutes.)
- Must be Combined Single Limit or all individual coverage limits must meet the following required amounts.
  - Vehicles registered “For Hire” – minimum \$750,000
  - Buses with seating capacity less than 16 - \$1,500,000
  - Buses with seating capacity of 16 or more – \$5,000,000
  - Vehicles registered as “Private” with a Gross Vehicle Weight of:
    - 26,000 to 34,999 ----- \$ 50,000 per occurrence
    - 35,000 to 43,999 ----- \$ 100,000 per occurrence
    - 44,000 and over ----- \$ 300,000 per occurrence

- If the insurance is in the name of the company you are leased to, a copy of your lease agreement must be provided.

✓ **Proof of payment of Federal Heavy Vehicle Use Tax:**

For vehicles registered at 55,000 lbs. or greater, you must provide one of the following acceptable proofs of payment of Heavy Vehicle Use Tax. If you process your renewal via the internet or by mail, we will return your original Form 2290 with your registration.

- The **original** Form 2290, Schedule 1, stamped received by IRS; **OR**
- A copy of Form 2290, Schedule 1, stamped received by IRS, and a copy of the cancelled check (front and back) showing payment was made to the IRS for HVUT; **OR**
- The electronically filed Form 2290, Schedule 1, showing the watermark receipt.

*For additional information on filing Form 2290, please contact the IRS Form 2290 Call Site at 1-866-699-4096. **FYI** – Carriers with 25 or more vehicles **MUST** file the 2290 electronically at <http://www.irs.gov/efile/article/0,,id=170570,00.html>.*

✓ **Proof of Address for New Physical Location:**

If you are changing your physical location on this renewal, you **must** include 3 items from the list below. All records provided **must** be in the name of the registrant and document the new business address.

- Current copy of a Florida driver license in your name.
- Copy of document indicating your company is a Florida corporation or is registered to conduct business as a foreign corporation in Florida.
- Copy of document indicating you are a resident of Florida and the principal owner of a Florida corporation.
- Current copy of a Federal income tax return, in your name, indicating the return was filed from your Florida address.
- Current copy of a tax bill indicating real estate or personal property taxes have been paid in your name for your Florida address.
- Current copy of a utility bill paid in your name for your Florida address.
- Copy of a vehicle title or registration for a vehicle titled in Florida in your name.

➤ **Sign and Date Your Renewal Application:**

- ✓ You must sign your renewal for it to be processed. Initials and abbreviations are not accepted.
- ✓ If you are signing as an officer of a company, you must include your title.
- ✓ If you are signing as an authorized agent, a Power of Attorney (HSMV 96440) must be included.
- ✓ In all cases, print your name under your signature.

➤ **Submitting Your Renewal Application:**

You may mail in your renewal application, file it electronically, or visit either of the walk-in service locations shown below. If you choose Sunshine State Fleet Management, you should call for an appointment. There is a processing fee in addition to the state mandated administrative fees at Sunshine State Fleet Management.

✓ Mail                      Department of Highway Safety and Motor Vehicles  
Division of Motorist Services  
**BUREAU OF COMMERCIAL VEHICLE AND DRIVER SERVICES**  
Neil Kirkman Building, Room A-110, MS 62  
2900 Apalachee Parkway  
Tallahassee, Florida 32399-0626  
(850) 617-3711

✓ Walk-in                 Neil Kirkman Building, Room B-138  
2900 Apalachee Parkway  
Tallahassee, FL 32399-0500

Sunshine State Fleet Management  
2820 54<sup>th</sup> Avenue South  
St. Petersburg, Florida 33712-4610  
(727) 290-4203

[www.SunshineState.com](http://www.SunshineState.com)