



**E-FILING
QUICK
REFERENCE
GUIDE
PART 4
TRANSFERS**

From the IRP Main Menu Screen:

[Log Out](#)

IRP Main Menu

Customer Profile
Customer Name: TIFFANY'S TOYS
Mailing Address: 2900 APALACHEE PKWY
TALLAHASSEE FL 32399-6552
FEI #: [REDACTED]
Physical Address: 2900 APALACHEE PKWY
TALLAHASSEE FL 32399-6552

Account Information ⓘ
Show 10 entries Search:

IRP Account Number	Fleet Number	Renewal Month	Fleet Status	USDOT	VIN	Year	Transaction Type	Start
261012	1	Jun	Active	[REDACTED]	[REDACTED]	2015	Transfer Registration	<input type="button" value="Start"/>

Showing 1 to 1 of 1 entries

◀ First Previous Next ▶ Last ▶

[Click here for more information about USDOT numbers](#)

Type in registration year then select transaction type of "Transfer" and Click Start

You will then be directed to the IRP Account Renewal Menu:

[Log Out](#)

IRP Account Renewal Menu

Customer Profile
Customer Name: TIFFANY'S TOYS
Mailing Address: 2900 APALACHEE PKWY
TALLAHASSEE FL 32399-6552
FEI #: [REDACTED]
Physical Address: 2900 APALACHEE PKWY
TALLAHASSEE FL 32399-6552

Account Profile

IRP Account Number	Fleet Number	Renewal Month	Registration Year
261012	1	Jun	2015

Supplement Profile
USDOT Number: [REDACTED]
Tax Identification Number: [REDACTED]
Contact Name: SHERI QUICK
Phone Number: (0) 0 Phone Extension:
Power of Attorney: NONE
Insurance Number: POL 123456789 Insurance Status: Active
Insurance Effective Date: May 1, 2015 Insurance Expiration Date: May 1, 2016

Verify information is correct and then Click Continue

Then you will come to the IRP Supplement Menu:

[Log Out](#)

Following ERROR/WARNING occurred during the process.
464 INVALID EFFECTIVE DATE. DATE MUST BE THE FIRST OF THE MONTH

IRP Supplement Menu

Customer Profile
Customer Name: TIFFANY'S TOYS FEI #:
Mailing Address: 2900 APALACHEE PKWY Physical Address: TALLAHASSEE FL 32399-6552

Account Profile

IRP Account Number	Fleet Number	Renewal Month	Registration Year
261012	1	Jun	2015

Supplement Profile
Supplement Number: 3 Effective Date:
Operation Type: FOR HIRE Wyoming Authority:

Note: Type in the effective date. (Note: must be the first day of the month the vehicle was acquired unless current registration). Then click Continue.

Then you will be taken to the IRP Transfer Registration Menu:

[Log Out](#)

IRP Transfer Registration Menu

Customer Profile
Customer Name: TIFFANY'S TOYS FEI #:
Mailing Address: 2900 APALACHEE PKWY Physical Address: 2900 APALACHEE PKWY TALLAHASSEE FL 32399-6552

Account Profile

IRP Account Number	Fleet Number	Renewal Month	Registration Year
261012	1	Jun	2015

Vehicle Profile

Old Vehicle				New Vehicle				
Unit Number	VIN	Vehicle Type	Weight Group	Unit Number	VIN	Vehicle Type	Weight Group	Status

Find Vehicle from list: **Click the Select Vehicle Button**
Find Vehicle Using Vehicle ID Number:
Find Vehicle Using Owner Unit Number:

(Once weight group details are complete, choose an action item below.)

2

Then you will be taken to the IRP Transfer Select Vehicle Screen:

[Log Out](#)

IRP Transfer Select Vehicle

Customer Profile
Customer Name: TIFFANY'S TOYS
Mailing Address: 2900 APALACHEE PKWY, TALLAHASSEE FL 32399-6552
FEI #: [REDACTED]
Physical Address: [REDACTED]

Account Profile

IRP Account Number	Fleet Number	Renewal Month	Registration Year
261012	1	Jun	2016

Vehicle Profile

Unit Number	VIN	Vehicle Type	WeightGroup	
002	1GCHK43KX9F781458	TR	80,000	Select
003	1G3AJ35R0GG246820	TR	80,000	Select
004	1GTGG29R5W1010873	TR	80,000	Select
005	1FTJF35L0EP158082	TR	80,000	Select

[Previous](#)

Click the SELECT button beside the vehicle you wish to transfer from.

You will see a pop up that asks you to enter the VIN # of the Vehicle you are transferring to:

Florida Department of Highway Safety and Motor Vehicles
FLORIDA A SAFER HIGHWAY SAFETY AND MOTOR VEHICLES
OFFICIAL WEBSITE SERVICE * INTERACT

[Log Out](#)

IRP Transfer Select Vehicle

Customer Profile
Customer Name: TIFFANY'S TOYS
Mailing Address: 2900 APALACHEE PKWY, TALLAHASSEE FL 32399-6552
FEI #: [REDACTED]
Physical Address: 2900 APALACHEE PKWY, TALLAHASSEE FL 32399-6552

Account Profile

IRP Account Number	Fleet Number	Renewal Month	Registration Year
261012	1	Jun	2016

Vehicle Profile

Unit Number	VIN	Vehicle Type	WeightGroup	
002	1GCHK43KX9F781458	TR	80,000	Select
003	1G3AJ35R0GG246820	TR	80,000	Select
004	1GTGG29R5W1010873	TR	80,000	Select
005	1FTJF35L0EP158082	TR	80,000	Select

[Previous](#)

The page at https://betaservices.flhsmv.gov says: x

Please enter VIN of the new vehicle:

OK Cancel

Type VIN # for vehicle tag is being transferred to and click ok.

Then you will be taken to the IRP Vehicle Details Menu:

[Log Out](#)

IRP Vehicle Details Menu

Customer Profile
Customer Name: TIFFANY'S TOYS FEI #: ██████████
Mailing Address: 2900 APALACHEE PKWY Physical Address: 2900 APALACHEE PKWY
TALLAHASSEE FL 32399-6552 TALLAHASSEE FL 32399

Account Profile

IRP Account Number	Fleet Number	Renewal Month	Registration Year
261012	1	Jun	2016

Vehicle Profile
USDOT Number: 0 Tax Identification Number: 0
Will the Carrier Responsible for Safety change this year?: No ?
Unit Number: * VIN: TESTINGSTUFF12345
Vehicle Type: TRUCK * Empty Weight: 26000 *
Body Type: TRACTOR TRUCK * Gross Weight: 80000 *
Owner/Lessee Name: Weight Group: -SELECT ONE-
Model Year: 2015 * Purchase Date: 12/06/2014 *
Major Color: AMETHYST Purchase Price: \$130,000.00 *
Minor Color: ALUMIN Factory Price: \$120,071.00 *
IRP Vehicle Type: TRACTO Colorado Low Mileage: No ?
Fuel Types: DIESEL Bus Seats: 0
Power Unit Axles: 3 Trailer Axles: 0
Make: INTERN *

CLICK HERE TO CONTINUE

Input DOT & TIN numbers
Check that all information is filled in for the vehicle details. The unit number must be different than any previous number used.

You can select the weight group here. Click on add to add a new weight group. See example on page 4

This is where Trailer axles are added.

Then you will be taken to the IRP Transfer Registration Menu:

[Log Out](#)

IRP Transfer Registration Menu

Customer Profile
Customer Name: TIFFANY'S TOYS
Mailing Address: 2900 APALACHEE PKWY, TALLAHASSEE FL 32399-6552
FEI #: [REDACTED]
Physical Address: 2900 APALACHEE PKWY, TALLAHASSEE FL 32399-6552

Account Profile

IRP Account Number	Fleet Number	Renewal Month	Registration Year
261012	1	Jun	2016

Vehicle Profile

Old Vehicle				New Vehicle				
Unit Number	VIN	Vehicle Type	Weight Group	Unit Number	VIN	Vehicle Type	Weight Group	Status
003	1G3AJ35R0GG246820	TR	1-1-80000	003	TESTINGSTUFF12345	TR	1-1-80000	<input type="button" value="Delete"/> INSERT

(Once weight group details are complete, choose an action item below.)

Annotations:

- You can also select a Weight Group here. If weight group is not listed click Add New Weight
- NOTE: You cannot modify a weight group for this type of transaction.
- Click Apply USDOT & TIN numbers to vehicles button:

If you select the add new weight group button then you will see the following pop up:

[Log Out](#)

IRP Transfer Registration Menu

Customer Profile
Customer Name: TIFFANY'S TOYS
Mailing Address: 2900 APALACHEE PKWY, TALLAHASSEE FL 32399-6552

Account Profile

The page at https://betaservices.com/...
Please enter in the Florida Weight:

Annotation: Type in weight (i.e. 80000) and click OK

If you do not need to add a weight group and you clicked the Apply USDOT and TIN numbers to vehicles button you will be taken to the Update USDOT and Tax Identification Number Screen:

[Log Out](#)

Update USDOT Number and Tax Identification Number

IRP Add Vehicle Menu

Customer Profile

Customer Name	TIFFANY'S TOYS	FEI #	██████████
Mailing Address	2900 APALACHEE PKWY TALLAHASSEE FL 32399-6552	Physical Address	2900 APALACHEE PKWY TALLAHASSEE FL 32399-6552

Account Profile

IRP Account Number	Fleet Number	Renewal Month	Registration Year
261012	1	Jun	2016

Please enter the USDOT Number and Tax Identification Number to apply to the vehicle

USDOT Number:

Tax Identification Number:

Previous
Continue

Verify USDOT and TIN numbers and then click CONTINUE.

You will then be taken back to the IRP Transfer Registration Menu:

[Log Out](#)

IRP Transfer Registration Menu

Customer Profile

Customer Name	TIFFANY'S TOYS	FEI #	██████████
Mailing Address	2900 APALACHEE PKWY TALLAHASSEE FL 32399-6552	Physical Address	2900 APALACHEE PKWY TALLAHASSEE FL 32399-6552

Account Profile

IRP Account Number	Fleet Number	Renewal Month	Registration Year
261012	1	Jun	2016

Vehicle Profile

Old Vehicle				New Vehicle				
Unit Number	VIN	Vehicle Type	Weight Group	Unit Number	VIN	Vehicle Type	Weight Group	Status
003	1G3AJ35R0GG246820	TR	1-1-80000	003	TESTINGSTUFF12345	TR	1-1-80000	Delete INSERT

Find Vehicle from list: Select Vehicle

Find Vehicle Using Vehicle ID Number: Submit

Find Vehicle Using Owner Unit Number: Submit

Apply USDOT and TIN Numbers to Vehicles
Add New Weight Group
Modify Existing Weight Group

Click the Save and Calculate Bill Button

(Once weight group details are complete, choose an action item below.)

Previous
Save
Cancel Changes
Save and Calculate Bill
IRP Main Menu

You will get the IRP Billing Notice Preview:

IRP Billing Notice Preview

Customer Profile

Customer Name	TIFFANY'S TOYS	FEI #	██████████
Mailing Address	2900 APALACHEE PKWY TALLAHASSEE FL 32399-6552	Physical Address	2900 APALACHEE PKWY TALLAHASSEE FL 32399-6552

Account Profile

IRP Account Number:	261012	Fleet Number:	1	Fleet Created:	Feb 20, 2015
Registration Year:	2016	Supplement Number:	6	Supplement Type:	TRANSFER IRP REGIS
Effective Date:	Apr 1, 2016	Renewal Month:	Jun	Months:	3

FL (48.7805 %) \$19.35

TOTAL PERCENTAGE: 100%

Certified Funds Only

IRP fees due if paid on or before *Apr 10, 2016* \$19.35

AN ADDITIONAL SERVICE FEE MAY BE CHARGED WHEN PAYING BY CREDIT CARD AT THE WALK-IN SERVICE CENTERS.

Enforcement begins *Apr 01, 2016*

If payment not received before *Apr 11, 2016*, penalty will be the amount of: \$0.00

Please make all payments payable to: FLORIDA DIVISION OF MOTORIST SERVICES

Submit all payments to:

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
2900 APALACHEE PARKWAY, MS62
TALLAHASSEE, FL 32399-0625

Show 5 entries

Search:

Unit Number	VIN	Vehicle Type	Gross Weight	IRP Fee
003	TESTINGSTUFF12345	TR	80,000	

Showing 1 to 1 of 1 entries

◀ First ◀ Previous Next ▶

You can Print the bill by clicking Print and then click the Submit for Approval Button.

PLEASE VERIFY THAT THE STATES LISTED ABOVE AND THE ATTACHED VEHICLE LISTING ARE CORRECT.

Previous

Print

IRP Main Menu

Submit For Approval

Next you will get a pop up of the Online IRP Checklist to print for your information: At this point you would need to fax your supporting documents to the Bureau of Commercial Vehicle and Driver Services at Fax number 850-617-3932 or email paperwork to cvdsefile@flhsmv.gov.



State of Florida
Division of Motorist Services
Bureau of Commercial Vehicle & Driver Services
<http://www.flhsmv.gov>

ONLINE IRP CHECKLIST

May 20, 2015

TIFFANY'S TOYS
2900 APALACHEE PKWY
TALLAHASSEE FL 32399-6552

Account #: 261012 Registration Year: 2016
FEIDISSN: ██████████ Fleet Number: 1 Supplement #: 6

Based on the information you have entered on our website, the following documentation was determined to be required. Upon examination by the Bureau of Commercial Vehicle & Driver Services, it is possible that additional information may be requested. If any of the requested documents have been previously submitted, you may disregard this notice.

If you have any questions, please call (850)617-3711. Please mail this notice along with the requested documents to:

**NEIL KIRKMAN BUILDING, ROOM A-110, MS62
TALLAHASSEE, FLORIDA 32399-0626**

VEHICLE REQUIREMENTS

- A VIN verification form is required for out-of-state titled vehicles. A copy of the out-of-state title along with a letter from the lien holder must also be submitted.
- Previous registration or a non-use affidavit must be included if the vehicle was purchased more than 30 days ago.
- The vehicle owner must be the same as the account holder, or a lease between the two must be provided.

The transaction will now show in the Pending Web Transactions and show as Review Pending:

IRP Main Menu

Customer Profile

Customer Name TIFFANY'S TOYS
Mailing Address 2900 APALACHEE PKWY
TALLAHASSEE FL 32399-6552
FEI # ██████████
Physical Address 2900 APALACHEE PKWY
TALLAHASSEE FL 32399-6552

Shopping Cart

Items 0
Current Total 0.00 [View Cart & Checkout](#)

Account Information ?

Show 10 entries Search:

IRP Account Number	Fleet Number	Renewal Month	Fleet Status	USDOT	TIN	Transaction Type
261012	1	Jun	Active	██████	██████	Inquiry Start

Showing 1 to 1 of 1 entries [First](#) [Previous](#) [Next](#) [Last](#)

[Click here for more information about USDOT numbers](#)

Incomplete Web Transactions ?

Show 5 entries Search:

Fleet Number	Registration Year	Supplement Number	Transaction Type	Transaction Status	Transaction Date
No data available in table					

Showing 0 to 0 of 0 entries [First](#) [Previous](#) [Next](#) [Last](#)

Pending Web Transactions ?

Show 5 entries Search:

Fleet Number	Registration Year	Supplement Number	Transaction Type	Transaction Status	Transaction Date
1	2016	6	TRANSFER IRP REGIS	REVIEW PENDING	May 20, 2015 Complete Transaction

Showing 1 to 1 of 1 entries [First](#) [Previous](#) [Next](#) [Last](#)

SEE SECTION 6 – PAYMENTS – TO SEE HOW TO PAY FOR YOUR TRANSACTION.