INTERNATIONAL REGISTRATION PLAN

APPLICATION and INSTRUCTIONS FOR COMPLETION



Department of Highway Safety and Motor Vehicles Bureau of Commercial Vehicle and Driver Services

OUR MISSION

PROVIDING HIGHWAY SAFETY AND SECURITY THROUGH EXCELLENCE IN SERVICE, EDUCATION, AND ENFORCEMENT

OUR VISION

A SAFER FLORIDA!



WHEN COMPLETING THE IRP APPLICATION PLEASE TYPE OR PRINT LEGIBLY IN INK

SCHEDULE A

1. NAME OF REGISTRANT – Enter the applicant's full name or the name under which the applicant will conduct business.

EXAMPLES: John J. Doe (applicant's full name); or Ace Trucking Company (business name)

ADDITIONAL INFORMATION REGARDING NAME OF REGISTRANT: If the applicant is a service representative for a household goods carrier, provide both the applicant's name and the household goods carrier's name on this line of the application. i.e., Jack A. Dunn/Able Moving & Storage Company.

2. FLORIDA BUSINESS ADDRESS – Enter the address where the registrant has an established place of business and maintains operational records of the fleet. This address must be located in Florida in order to base the vehicles in Florida.

IMPORTANT NOTE: A POST OFFICE BOX NUMBER IS NOT ACCEPTABLE FOR USE AS A BUSINESS ADDRESS ON THE IRP APPLICATION.

- 3. MAILING ADDRESS Enter the registrant's mailing address. If the applicant's registration credentials and other correspondence pertaining to the application should be sent to a different address than the registrants, please enter that address in the space provided at the bottom of the application.
- 4. PERSON TO CONTACT REGARDING APPLICATION Enter the full name of the designated person that the bureau can contact regarding this application and/or account.
- 5. EMAIL ADDRESS To receive email correspondence from the Department, you must enter your email address.
- 6. BUSINESS ADDRESS, MAILING ADDRESS, OR TELEPHONE NUMBER CHANGE Please check this box ONLY IF the business address, mailing address, or telephone number is different on this application from what was indicated on your previous application.

- 7. TELEPHONE NUMBER Enter the area code and telephone number of the registrant.
- 8. TYPE OF APPLICATION Check the appropriate box to indicate the particular type of application you are submitting.
- 9. TYPE OF OPERATION Check the appropriate box to indicate the type of business operation that will be performed.
- 10. U.S. DOT NUMBER Enter your United States Department of Transportation "U.S. DOT NUMBER" only if you are registered as a motor carrier and will be operating under your own authority.
- 11. FEI # Enter the applicant's Federal Employer Identification Number (FEI #). This number is required to reference your International Fuel Tax Agreement (IFTA) account.
- 12. IRP ACCOUNT NUMBER An IRP account number will be assigned to the applicant by the Bureau of Commercial Vehicle and Driver Services (BCVDS) once the application has been processed. After the IRP account number has been assigned, the number is to be used on all future correspondence or any documents sent to the BCVDS pertaining to that specific account.
- 13. FLEET NUMBER A fleet is defined as one or more apportioned vehicles traveling in the same jurisdiction under the same company name. Each designated fleet must be submitted on a separate IRP application form.
- 14. LICENSE YEAR Enter the last two digits of the year for which the IRP registration will be valid, i.e., "14", "15", etc.

15. TRANSACTION TYPE -

- Use Transaction Type "O" only when submitting an original application. Original applications are submitted when the applicant is obtaining IRP registration in the state of Florida for the first time.
- Use Transaction Type "R" only when submitting a Renewal application when the preprinted renewal cannot be located.
- Use Transaction Type "A", "C", and "D" only when submitting a supplemental application. Supplemental applications are filed when adding, correcting or deleting information on an account that has already been established by a previous application. Adjacent to the appropriate vehicle on a supplemental application, enter one of the following: "A", if adding a vehicle; "C", if making a correction; or "D", if deleting information.
- 16. OWNER'S UNIT NUMBER Enter the number assigned by the registrant for the unit. Do not duplicate unit numbers.
- 17. YEAR Enter the model year of the vehicle as shown on the vehicle's Certificate of Title.

- 18. MAKE Enter the make of the vehicle using the abbreviation as shown on the vehicle's Certificate of Title.
- 19. VEHICLE IDENTIFICATION NUMBER Enter the vehicle identification number (VIN) for each vehicle being registered.
- 20. TYPE Enter the type of vehicle using one of the codes listed under the section labeled VEHICLE TYPES. The VEHICLE TYPE section is located just above the section labeled VEHICLE INFORMATION. The vehicle type must match the title.
- 21. AXLES –You must enter the number of axles for both your power units and trailers, if applicable, including axles in a tandem group, so the total number of axles will be reflected on your cab card. **Definition of Tandem Axle: An assembly of two axles and either axle may be powered.** Travel in some Canadian Provinces may result in fines if you fail to accurately report your total axles.
- 22. BUS SEATS If the vehicle is a bus, enter the rated seating capacity.
- 23. FUEL Enter the type of fuel used in the power unit. For the type of fuel allowed, refer to the section labeled "FUEL TYPES" which is located just above the section entitled "LICENSE YEAR". Choice of fuel types are: **D Diesel**; **G Gas**; and **P Propane.**
- 24. CO LM Colorado Low Miles check this block if the vehicle will travel less than 10,000 miles in all reported jurisdictions during the license period.
- 25. VEHICLE COLOR Enter the primary color of the power unit.
- 26. GROSS OR COMBINED GROSS WEIGHT Enter the maximum gross weight or combined gross weight of the vehicle or vehicle combination.

GROSS WEIGHT – The weight of the vehicle or vehicle combination including the weight of the load. VEHICLE COMBINATION – The power unit and the trailer or semi-trailer.

27. EMPTY WEIGHT (Unladen Weight) – Enter 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 trailer and the weight of any load. The unladen weight must be the same as reflected on the title. DO NOT USE the empty (unladen) weight shown on the vehicle's current registration, if it reflects the combined weight of the tractor and trailer.

28. DATE OF PURCHASE (M/D/Y) – Enter the numerical equivalents for the month, day, and year that the vehicle was purchased by the current owner.

EXAMPLE: If the vehicle was purchased on October 12, 2014, enter 10/12/14 in this column.

- 29. OWNER'S PURCHASE PRICE Enter the actual purchase price of the vehicle paid by its current owner; i.e., the price paid for the vehicle by the latest titled owner of the vehicle. Include in the price, all accessories and modifications made to the vehicle.
- 30. TITLE NUMBER Enter the Florida Certificate of Title number of the vehicle.
- 31. USDOT NUMBER ASSIGNED TO VEHICLE Provide the USDOT number of the motor carrier responsible for the safety (MCRS) for each vehicle on your account.
- 32. TAX PAYER IDENTIFICATION NUMBER Provide the taxpayer identification number (TIN) associated with the USDOT number of the MCRS for each vehicle.
- 33. WILL THE DESIGNATED CARRIER RESPONSIBLE FOR SAFETY CHANGE DURING THE YEAR? Check the appropriate box in response to this question.
- 34. NAME OF CARRIER SERVICE PROVIDER If you have designated an Agent by POA to process your IRP application, enter their information in this block.
- 35. CHECK OFF LIST Use this check (✓) off list to make sure you have signed the application and that you have enclosed all the required documents.

MAKE SURE YOU DID NOT MISS SOMETHING . . . Before continuing to SCHEDULE B please take the time to verify the accuracy and completeness of the information you provided on SCHEDULE A.

SCHEDULE B

WEIGHT INFORMATION AND MILEAGE

Registrants must record actual mileage traveled in any jurisdiction (state) where business operations were conducted during the preceding registration period.

36. 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. If the Registration Year begins in any date in July, August, or September, the Reporting Period shall be the previous such twelve-month period. Enter the appropriate year information in the blank spaces after July 1 and June 30.

FOR EXAMPLE: If you are applying for a 2016 IRP registration with a renewal month of January through September, your reporting period will be July 1, 2013 through June 30, 2014. If your renewal month is October, your reporting period will be July 1, 2014 through June 30, 2015. Enter the years for the reporting period (i.e., 2013, 2014, or 2015) on the blank lines provided on the application.

- 37. WILL YOU BE OPERATING INTRASTATE IN THE STATE OF WYOMING? Place a check mark in the appropriate box to indicate whether you will be picking up and unloading within the state of Wyoming. The state of Florida is required by the state of Wyoming to charge carriers an additional fee for operating intrastate in Wyoming.
- 38. ACTUAL MILES Enter the actual miles traveled during the reporting period. (See instruction #36 above regarding "REPORTING PERIOD".)

READ THE INSTRUCTIONS CAREFULLY BELOW:

- 39. GROSS VEHICLE WEIGHT GVW If the fleet will be operating at a weight more than 80,000 GVW in any jurisdiction, enter that weight next to the appropriate jurisdiction.
- 40. TOTAL ACTUAL MILES Total the entries in the column labeled "ACTUAL MILES" and enter the total in this block.
- 41. PRINTED NAME AND SIGNATURE, TITLE AND DATE The IRP application must include the printed name and signature of the registrant as well as the registrant's title, and the date of the application. If the person signing the application is anyone other than the registrant, a Power of Attorney designating that person to sign as an authorized agent must be submitted with the application. The Bureau of Commercial Vehicle and Driver Services has a required Power of Attorney form (HSMV 96440) which you may access on the internet at http://www.flhsmv.gov/dmv/forms/BMCS/96440.pdf. If you do not have internet access, a copy can be mailed to you by calling 850-617-3711.
- 42. TO BE COMPLETED FOR ORIGINAL IRP APPLICATIONS ONLY Answer each question by selecting Yes or No.

Applications received without the proper signature will be returned.

REMEMBER... when you sign and submit the IRP application, your signature certifies that the information furnished and the documents included with the application are true and correct. It also certifies that the signer has read and understands the record retention requirements for the International Registration Plan, and will comply with those requirements.

PLEASE DO NOT SEND MONEY WITH YOUR COMPLETED APPLICATION.
A BILL WILL BE CALCULATED AND MAILED TO YOU.

TRUCK-TRACTOR (TT)

A motor vehicle designed and used for pulling other vehicles, but A motor vehicle designed and used for the transportation of constructed to carry a load other than part of the vehicle being pulled and it's load.



TRACTOR (TR)

A motor vehicle designed and used primarily for pulling other vehicles but not so constructed as to carry a load other than part of the weight of the pulled vehicle and it's load.



TRUCK (TK)

property and generally not designed and used to pull other vehicles.



BUS (BS)

A bus is any motor vehicle designed for carrying more than 10 passengers and used for the transportation of persons, and any motor vehicle, other than a taxicab, designed and used for the transportation of persons for compensation.



TYPE OF APPLICATION

<u>ORIGINAL</u> – Check this box if you are a first time registrant of Florida's IRP

ANY OF THE FOLLOWING TRANSACTIONS WILL BE CONSIDERED A SUPPLEMENTAL APPLICATION.

RENEWAL – You should receive a computer-generated printout from our office approximately 90 days prior to the expiration of your IRP registration. If the computer-generated printout does not include a vehicle or vehicles that you wish to register, you must complete Schedule A of the IRP application (HSMV 85900). If you do not receive a computer-generated renewal form from the department, complete an IRP application (HSMV 85900) and check the "RENEWAL" box to indicate the type of application being submitted.

<u>ADD FLEET</u> – All vehicles must be classified into fleet groups and weight groups. Check this box if you need to add a fleet to your registration. A fleet is one or more vehicles that all travel in the same states.

<u>ADD VEHICLE</u> – Check this box if you wish to add a vehicle or vehicles to your existing IRP registration. All documents listed on pages 11 and 12 of this book must be submitted prior to issuance of the apportioned registration of the added vehicle.

<u>TRANSFER</u> – Check this box if you wish to transfer an IRP plate from a deleted vehicle to another vehicle, provided the vehicle is registered in the same name. The fee for transferring a license plate will vary depending upon the state(s) the vehicle will be operated in. All states do not charge the same fees for transferring an IRP plate.

<u>INCREASE WEIGHT</u> – Check this box if you wish to increase the weight of a vehicle already registered.

<u>CORRECTION</u> – Check this box if you need to make supplemental corrections/changes to a registration after the original or renewal registration has been issued. Corrections/changes to an IRP application may include 1) adding a vehicle; 2) administrative corrections;

3) changing ownership;4) changing type of operation; etc.

<u>FLEET- to- FLEET TRANSFER</u> – Florida allows fleet – to – fleet transfers. Check this box and complete and submit schedule A.

TYPE OF OPERATION

EXEMPT COMMODITY CARRIER – The United States Department of Transportation (US DOT), Federal Motor Carrier Safety Administration (FMCSA), exempts certain commodity carriers. For more information regarding this type of operation and whether you meet the criteria, it is recommended that you contact the US DOT FMCSA regional office located in Tallahassee, Florida, at (850) 942-9338, or U.S. DOT in Washington, D.C., at (800) 832-5660.

<u>HOUSEHOLD GOODS CARRIER</u> – A business operation where the carrier is hauling household type goods; i.e., a moving company is considered a household goods carrier.

FOR-HIRE CARRIER – A for-hire carrier is an individual or company whose vehicles are primarily used in the furtherance of a transportation business. These carriers use their own equipment.

PRIVATE CARRIER – A private carrier is an individual or company whose primary vehicle use is for the advancement of this business, which is <u>not</u> a transportation business. Private carriers haul their own goods, using their own equipment.

ADDITIONAL INFORMATION THAT MAY PERTAIN TO YOUR APPLICATION

- ✓ ONLY during the renewal of a vehicle, AND PRIOR TO PAYING THE BILL, can a carrier delete a vehicle or reduce weights and miles, or change their name.
- ✓ NO TAG REFUNDS will be issued for IRP plates after the beginning of the renewal period.
- ✓ When a vehicle is deleted or retired from service, the issued IRP plate belongs to the registrant and is not to be returned to the state. The plate may be used later during the registration year if the registrant obtains a replacement vehicle for registration under the IRP.
- ✓ Plates cannot be transferred between different registrants.

PRISM

The Performance and Registration Information Systems Management (PRISM) program developed by the Federal Motor Carrier Safety Administration (FMCSA) links the commercial vehicle registration process to motor carrier safety to achieve two purposes:

- Determine the fitness level of the motor carrier responsible for safety (MCRS) prior to issuing the registration.
- Influence motor carriers to improve their safety performance through an improvement process and, where necessary, the application of registration sanctions.

The PRISM program includes two major processes – the Commercial Vehicle Registration Process (Registration) and Enforcement, which work in parallel to identify motor carriers and hold them responsible for the safety of their operation. The performance of unsafe carriers is improved through a comprehensive system of identification, education, awareness, data gathering, safety monitoring and treatment.

How does PRISM affect the Florida IRP Registration Process?

The USDOT Number and Taxpayer Identification Number (TIN) of the MCRS of every vehicle registered must be provided by the registrant during the registration process and must be validated prior to the issuance of an IRP registration.

FMCSA Rules have changed for "Vehicle Registrant Only" USDOT Number Classification

Owner/Operators that never operate their trucks under their own USDOT Number or Operating Authority and companies that own and register their trucks for the sole purpose of renting or leasing those trucks to motor carriers who are responsible for safety are no longer required to obtain a USDOT number classified as a "Vehicle Registrant Only" to register their vehicles in Florida. In other words, the individual or company that is listed on the vehicle registration, and to whom license plates are issued, will never operate the CMV under its own assigned USDOT Number or Operating Authority.

operate or plan to operate as a MCRS, you must update your status to Motor Carrier.

FOR MORE SPECIFIC INFORMATION, BROCHURES, FORMS AND APPLICATIONS REGARDING US DOT SAFETY REGULATIONS,

please contact the following office:

US Department of Transportation
Florida Division of the Office of Motor Carriers
Tallahassee, Florida
Telephone (850) 942-9338
or contact
US DOT located in Washington, D.C.
Telephone 800-832-5660
www.fmcsa.dot.gov

INFORMATION ON THE UNIFIED CARRIER REGISTRATION (UCR)

Florida is not currently a participant in the program. If Florida is your base state for IRP, you should register and pay for UCR on-line at the State of Indiana website, www.ucr.in.gov. Your IRP account will remain in Florida.

FLORIDA MAXIMUM SIZE AND WEIGHT LIMITS

For more detailed information regarding Florida's Maximum Size and Weight Limits, and for permits, contact:

Florida Department of Transportation 605 Suwannee Street, MS-62 Tallahassee, Florida 32399 Telephone: (850) 410-5777 FAX: (850) 410-5779 www.dot.state.fl.us

DOCUMENTS YOU MAY NEED TO SUBMIT WITH YOUR IRP APPLICATION

PROOF OF OWNERSHIP – When registering vehicles titled in Florida, you must list the Florida title number on Schedule A of the IRP application and provide one of the following:

- A copy of the Florida title; or
- > A copy of the previous Florida registration; or
- A copy of the Florida title receipt, Form HSMV 82041.

PROOF OF OUT-OF-STATE OWNERSHIP – All out-of-state titled vehicles require a verification of vehicle identification number (VIN), form HSMV 82042, as well as ONE of the following:

- ➤ A copy of the front and back of the out-of-state title; AND if there is an outstanding lien, a statement on letterhead stationery from the lien holder stating there is an outstanding lien on the described vehicle; OR
- A copy of the front and back of the out-of-state title, AND if the title does not have an outstanding lien, a copy of the lease agreement indicating the vehicle is leased to a Florida-based motor carrier.
- If the out-of-state title is electronic, the lien holder must state this in his letter.

PROOF OF CURRENT PAYMENT OF FEDERAL HEAVY VEHICLE USE TAX (Federal Form 2290, Schedule 1) — Heavy Vehicle Use Tax is a tax imposed by the Federal government on all highway vehicles having a gross or combined gross weight of 55,000 pounds or more. The weight

category on the Form 2290, Schedule 1, will be verified to ensure appropriate fees were collected for the weight that the vehicle is being registered for IRP.

The Form 2290, Schedule 1, will be accepted as follows: A legible copy of Form 2290, Schedule 1, stamped RECEIVED by IRS.

...OR...

A legible copy of Form 2290, Schedule 1, not stamped RECEIVED by the IRS and a copy of the cancelled check (front and back) showing payment made to the IRS for Heavy Vehicle USE Tax.

...OR...

The electronically filed form 2290, Schedule 1 showing the water mark receipt.

<u>NOTE</u>: Carriers with 25 or more vehicles MUST file the 2290 electronically. If you have 25 or more vehicles, you can obtain information on how to file electronically at http://www.irs.gov/efile/.

VERIFICATION OF ESTABLISHED PLACE OF BUSINESS

The International Registration Plan requires that motor carriers based in a particular state or jurisdiction must have an "established place of business" in that state or jurisdiction. An established place of business is defined as;

- a physical structure owned, leased, or rented by the registrant, which
 is open and staffed during normal business hours and has located
 within it:
- The operational records of the fleet, unless the records can otherwise be made available.

DOCUMENTATION OF PHYSICAL ADDRESS — As part of the IRP application, you are required to provide documentation that will allow the bureau to verify your physical business location. If you request a change of physical address, you must also provide three (3) of the following documents as verification:

- Current copy of a Florida driver's license in your name.
- Copy of a 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

GUARANTEED FUNDS ON ORIGINAL APPLICATIONS –

Payment for all transactions processed for new IRP accounts and first year renewals must be in the form of guaranteed funds; i.e., cash, money order, cashier's check, certified check, or ComChek.

- This policy remains in effect for the first two years of an account's existence so that a solid payment history can be established.
- Effective with the third year of an account, personal and business checks will be accepted, in addition to the other payment methods noted above.

INSURANCE DOCUMENTS YOU MAY NEED TO SUBMIT WITH YOUR IRP APPLICATION

PROOF OF CURRENT BODILY INJURY AND PROPERTY DAMAGE LIABILITY INSURANCE

Bodily injury and property liability insurance is referred to as Combined Single Limits (CSL). If you lease to a carrier that provides insurance coverage for your vehicle, you must submit a copy of the lease agreement along with the appropriate proof of insurance at the time of application. **Proof of valid insurance coverage may be the original or a photocopy of any one of the following**:

- A Form E, Uniform Motor Carrier Bodily Injury and Property Damage Liability; or
- A Certificate of Insurance issued on an insurance company form only, this form must reflect the policy number, levels of coverage. A Certificate of Self-Insurance issued by DHSMV, or
- A surety bond deposited with DHSMV by a surety company authorized to do business in Florida, or a combination of a surety bond and an insurance policy, which satisfies requirements of Section 627.7415, Florida Statutes.
- Must be issued by an Insurance Company authorized to do business in the State of Florida.

All proofs of insurance must include Personal Injury Protection (PIP) as required by Section 627.733 Florida Statutes.

INSURANCE REQUIREMENTS

The expiration date on ALL proof of insurance documents submitted, must extend past the effective date of the carrier's new registration.

FOR EXAMPLE

If the carrier's new registration effective date is September 1, and the proof of insurance document indicates an expiration date anytime in August, the carrier MUST obtain a new insurance policy.

CERTIFICATE HOLDER

All Certificates of Insurance (COI) must list this department as a Certificate Holder:

Department of Highway Safety and Motor Vehicles 2900 Apalachee Parkway Tallahassee, Florida 32399

MINIMUM LEVELS OF CSL

\$50,000 PER OCCURRENCE for a private carrier with a GVW of 26,000 pounds or more, but less than 35,000 pounds \$100,000 PER OCCURRENCE for a private carrier with a GVW of 35,000 pounds or more, but less than 44,000 pounds \$300,000 PER OCCURRENCE for a private carrier with a GVW of 44,000 pounds or more

ALL for hire carriers must have a minimum of \$750,000 CSL

Buses with seating capacity less than 16 - \$1,500,000

Buses with seating capacity 16 or more - \$5,000,000

Additional information and assistance pertaining to the completion of the International Registration Plan Application (IRP) can be obtained by contacting the Bureau of Commercial Vehicle and Driver Services at the following address or telephone number:

Department of Highway Safety and Motor Vehicles
Division of Motorist Services
BUREAU OF COMMERCIAL VEHICLE AND DRIVER SERVICES
2900 Apalachee Parkway, MS62
Tallahassee, Florida 32399-0626

Telephone (850) 617-3711 Fax (850) 617-3931

