



## Division of Motorist Services

Bureau of Commercial Vehicle and Driver Services

### INTERNATIONAL REGISTRATION PLAN

### DETAILED RENEWAL INSTRUCTIONS

#### Follow These Instructions for IRP Renewals

##### ONLINE RENEWAL

**If you are already an E-File user:** We encourage you to renew online as soon as possible following receipt of your renewal notice. ***This is the fastest way to process an IRP renewal.*** Go to <https://services.flhsmv.gov/WebAdmin/Login.aspx> to sign in. Be sure to email all your supporting documents to [cvdsefile@flhsmv.gov](mailto:cvdsefile@flhsmv.gov). Once your transaction is approved, you will be notified by email that it is ready for payment and completion. When ready for payment, simply go online and pay electronically.

**If you need an E-File account:** Complete the E-File Request form ([HSMV 85083](#)) and email it to [MCServicecompanyinq@flhsmv.gov](mailto:MCServicecompanyinq@flhsmv.gov). Upon processing of this form, you will be issued your log in credentials. Note: open your E-File account as soon as possible if you want to use it for this renewal. Once it is established, you can also use it for other IRP and IFTA online transactions, including IFTA tax filing. See form ([HSMV 85083](#)) for a list of available transactions.

**NOTE:** Make sure the spam filter on your computer does not block emails from [cvdsefile@flhsmv.gov](mailto:cvdsefile@flhsmv.gov).

##### MANUAL RENEWAL

You will receive a preprinted IRP Renewal Form in the mail approximately 90 days before your tags expire. This form contains all the vehicle and jurisdiction information that was included on your IRP account at the time the renewal form was printed. Please use this form to confirm or update your account and vehicle information. If you misplace this pre-printed form, you will need to complete a blank IRP Application marked "Renewal" ([HSMV 85900](#)).

For manual renewals, (using the preprinted or blank Renewal Application), please type or print neatly using ink. Before submitting, carefully review to ensure all required information has been included. Applications that have missing information, have not been signed, or that lack required supporting documents are incomplete and cannot be processed. We will send a letter or email if additional information is needed.

#### STEP BY STEP RENEWAL PROCESS

##### 1. REVIEW ALL CURRENT INFORMATION (ON YOUR PREPRINTED RENEWAL FORM OR AS DISPLAYED ONLINE) AND CORRECT WHERE NECESSARY

- Verify that all social data (name, address, contact numbers, email, etc.) is correct and current.
- Verify and/or update the US DOT Number and Taxpayer Identification (TIN) Number of the motor carrier responsible for the safety of each vehicle.
- Verify that all vehicle information, including the Gross Vehicle Weight (GVW) for each jurisdiction, is accurate. **Note: our system does NOT roll over weights over 80,000 pounds. If you are renewing vehicles with excess weight, please be sure to update your GVW information.**
- Ensure the total number of axles for both the power unit and trailer has been entered for each Vehicle. The province of Quebec requires axles to be printed on cab cards rather than gross vehicle weight. Since all jurisdictions are printed on your cab card (regardless of whether you intend to travel in them) if you were to travel to Quebec and your cab card did not reflect the correct number of axles, you would be subject to fines.

- When processing your renewal online, you must verify the weights for each jurisdiction, in each weight group, and make any necessary modifications.

## 2. DELETING VEHICLES

- **Manual Process:** Delete vehicles by crossing out preprinted vehicle information with red pen.
- **Online Process:** Refer to the E-Filing Quick Reference Guide on Renewals at [https://www.flhsmv.gov/pdf/cmvipr\\_renewals\\_after\\_jan2015.pdf](https://www.flhsmv.gov/pdf/cmvipr_renewals_after_jan2015.pdf)

## 3. ADDING VEHICLES

- **Manual Process:** Add vehicles by completing a new IRP Application ([HSMV 85900](#)) and attaching it to your renewal.
- **Online Process:** To add vehicles at the time of IRP registration renewal, you must first complete the online renewal transaction (without adding vehicles). After your renewal is completed, you can sign in again and complete an “Add Vehicle” transaction, using the E-Filing Quick Reference Guide on Renewals.

## 4. COMPLETING THE MILEAGE SCHEDULE

- Enter actual miles traveled in each jurisdiction for the applicable reporting period. Your Renewal Notice will specify the July through June period that applies to your renewal.
  - ✓ In accordance with the IRP, you will only be billed for those jurisdictions where actual miles were accrued during the reporting period.
  - ✓ If no actual miles were accrued during the reporting period, your bill will be based on Florida’s current Average Per Vehicle (APV) distance chart. The mileage on the APV distance chart is the average distance accrued by all Florida registrants for every jurisdiction.
  - ✓ In accordance with current IRP provisions, all jurisdictions are listed on every cab card.

## 5. GATHERING THE DOCUMENTATION REQUIRED TO SUPPORT YOUR RENEWAL

- **Proof of Address for New Physical Location (applicable only if you are changing the physical location that qualifies you to use Florida as your base jurisdiction)**  
You must provide three proofs of the new address. All documents **must** be in the name of the registrant and display the new physical location address.

***If your new physical location is an Established Place of Business in Florida (as defined by IRP):***

- ✓ **Required:** Copy of a current document that shows the business employs at least one individual. For example, a payroll tax withholding account statement from your bank (issued within last 90 days); an employee pay stub (issued within last 90 days); or the W-2 form your business sent to the IRS for the last tax year. Documents must display the business FEIN. **In addition, any two of the following:**
  - ✓ Copy of a document issued by the Florida Department of State/Division of Corporations, showing registrant’s business is an active Florida corporation, limited liability company, etc.; registrant is principal owner of an active Florida corporation, limited liability company, etc.; or registrant’s carrier company is currently registered to conduct business as a foreign corporation in Florida.
  - ✓ Receipt issued by FL Dept. of Revenue for filing/paying corporate taxes in most current tax year.
  - ✓ Active business or occupational license issued by a Florida municipality or county.
  - ✓ Property tax assessment issued to the business for the most current tax quarter or year.
  - ✓ Utility bill issued to the business within the last 90 days.

- ✓ Bank statement issued to the business within the last 90 days.

***If your new physical location is not Established Place of Business in Florida, it must be a Florida residence and you must submit any three of the following forms of proof:***

- ✓ The registrant's Florida driver's license (unexpired).
- ✓ Receipt issued by the IRS for filing/paying personal income taxes in the most current tax year.
- ✓ Bank statement issued to the registrant within last 90 days.
- ✓ Utility bill issued to the registrant within the last 90 days.
- ✓ Real estate or property tax bill issued to the registrant in the most current tax year.
- ✓ The registrant's Florida vehicle title or Florida vehicle registration for a currently owned vehicle.

**Proof of ownership**

You must submit proof of ownership for any newly added vehicle, or for any existing vehicle on your pre-printed renewal that does not have a current Florida title number.

If the vehicle is not titled in Florida, you must submit one of the following:

- ✓ A letter, on the lien holder's letterhead, stating there is an outstanding lien on the vehicle. The year, make, and vehicle identification number (VIN) of the vehicle must also be included in the letter. You must also submit a copy of the front and back of the out-of-state title that shows the lien information, unless the out-of-state title is electronic. In this case, the letter from the lienholder must state that fact; or
- ✓ A copy of the front and back of the out-of-state title and a current lease for the vehicle from the out-of-state titled owner.

**Proof of insurance**

All proofs of insurance must include:

- ✓ Personal Injury Protection (PIP) as required by Section 627.733, Florida Statutes; **and**
- ✓ The following minimum levels of combined bodily liability insurance and property damage liability insurance:
  - 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
- ✓ IRP accountholders are responsible for ensuring that proof of active coverage is maintained on file. This requires continuously submitting updated policy (and if applicable, lease) information to the Bureau of Commercial Vehicle and Driver Services. The Department will suspend the registration as of the expiration date until the motor carrier provides new proof of valid coverage.

**Proof of Lease Agreement (if applicable)**

If the insurance is in the name of the company you are leased to, **a copy of your lease agreement** must be provided, along with **documentation indicating your vehicle is covered** by the policy:

- ✓ If a Certificate of Insurance is submitted as proof, the Department of Highway Safety and Motor Vehicles must be listed as the certificate holder.
- ✓ Bob-tail or Non-Trucking Insurance are not acceptable proofs of insurance.

**NOTE:** Write your IRP account number on your proof of insurance and lease document. This number can be found on your current cab card.

**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 current payment of the Heavy Vehicle Use Tax (HVUT):

- ✓ A legible copy of Form 2290, Schedule 1, **stamped received** by IRS;
- ✓ A copy of Form 2290, Schedule 1, not stamped received, with a copy of the cancelled check (front and back) showing payment was made to the IRS; **OR**
- ✓ The electronically filed Form 2290, Schedule 1, showing the watermark receipt.

**6. SIGN AND DATE YOUR RENEWAL APPLICATION (FOR MANUAL PROCESS ONLY)**

- The full signature of the registrant or company officer is required (no initials or abbreviations). Print name legibly under the signature.
  - ✓ If you are signing as an officer of a company, you must include your title.
  - ✓ If you would like to receive correspondence related to your account via email, please provide your current email address in the space provided on your renewal.

**7. SUBMIT YOUR RENEWAL APPLICATION**

- Online Process:** If you file your renewal electronically via the Internet, follow the E-Filing Quick Reference Guide at [https://www.flhsmv.gov/pdf/cmrv/irp\\_renewals\\_after\\_jan2015.pdf](https://www.flhsmv.gov/pdf/cmrv/irp_renewals_after_jan2015.pdf) Also, you must email all supporting documents to [CVDSefile@flhsmv.gov](mailto:CVDSefile@flhsmv.gov) immediately.
- Manual Process:** You must mail your entire renewal application package (application and supporting documents) to:

Department of Highway Safety and Motor Vehicles, Division of Motorist Services,  
**Bureau of Commercial Vehicle and Driver Services**  
 Mail Stop 62, 2900 Apalachee Parkway  
 Tallahassee, Florida 32399-0626

**8. RECEIVING AND PAYING YOUR INVOICE**

- Online Process:** When you have completed all entries, you will click on “Save and Calculate Bill” to see your invoice displayed. Review for accuracy and click on “Submit for Approval”. Once you have emailed all required supporting documents and your transaction has been approved, you will receive an email notice. You may then sign back in and pay electronically. The system will display payment confirmation and credentials will ship the next business day.
- Manual Process:** Once your renewal transaction has been approved, an invoice will be mailed to you. You may return payment by mail (to the above address) and when payment has been processed and posted, your credentials will be shipped the next business day. To speed up the payment process, you may contact our Call Center and pay by credit card.

For technical assistance or to make payment by phone, contact our Call Center at **850-617-3711**.